1.0 PURPOSE

The purpose of this policy is to provide guidelines under which students studying at Menzies Institute of Technology can be assessed and reassessed.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology.
3.0  PROCEDURE

Assessment for each unit of competence includes a range of approaches to allow students a number of different ways to demonstrate competence. Assessment will include practical demonstration of competence, written tests, assignments, workbooks, case study reports, participation in role plays and classroom activities. The assessment strategies are outlined in the Delivery and Assessment strategy document.

3.1 Assessment

- Assessment for any unit of competence is outlined in the Delivery & Assessment Strategy and in the Unit Learning Guide for each unit of competency.

- Each unit of competence will have predetermined assessment criteria as laid out in the training and assessment strategies.

- The timeframe for students to hand in assessments shall be specified by the trainer/assessor at the start of the unit. As a guide, where not otherwise specified, students will be offered a period of not more than 2 weeks from the date of completion of the unit, to hand in any assessments.

3.2 Reassessment Strategy

Students may be assessed as Not Yet Competent (NYC) in a unit of competence due to a number of reasons including absenteeism, failing to complete one or more forms or assessment, or due to being assessed as not competent even after completing all assessment for the unit.

In certain instances, the students may be allowed one opportunity to be reassessed in a unit where they have been graded as Not Yet Competent. These instances include:

- Where a student has been graded as Not Yet Competent (NYC) due to absenteeism of not more than 20% of the unit and has shown good reason for the absenteeism;
- Where the trainer deems it feasible that a student can be reassessed and has reasonable chance of proving competency in a unit through the reassessment;
- Where the intervention strategy as outlined in MITP02 – Vocational Course Progress Recording, Monitoring and Reporting Policy is implemented AND either the above two points apply;
In the above instances, reassessment will be done at no extra charge to the student. Once a student has been reassessed in a particular unit and fails for the second time, any further reassessment will be done at a cost of **AUD $40** per reassessment component (refer to MITP03 - Payment Policy)

- In cases where it is deemed unfeasible for a student to demonstrate competency in a unit through reassessment, the student will need to redo the unit at a designated future date at an additional cost of **AUD $200** per unit. This fee may be waived on exceptional cases and at the discretion of the Student Services Coordinator or Vocational Course Coordinator.

- Once reassessment has been carried out and a student determined to be Competent (C) in a unit, the trainer shall fill in a MFT06 - NYC to C Form to formalise the change of competency. The change in competency will accordingly be recorded in WiseNet (Student Management System) and internal database by the Administration Officer - Data Records.

### 4.0 RESPONSIBILITIES

- Assessment and Recording of Vocational Course Progress is the responsibility of each trainer for the units they are teaching
- Maintaining records on Vocational Course Progress in the WiseNet system and internal student database is the responsibility of the Student Services Coordinator and Administration Officer - Data Records.
- Determining the feasibility of reassessment for a particular student for a particular unit of competence is the responsibility of the trainer/Vocational Course Coordinator who initially taught the unit. In his or her absence this may be done by another trainer or Vocational Course Coordinator who is qualified to train and assess the unit in question.
- The decision to waive the fee chargeable to redoing a unit of competence is made by the Student Services Coordinator.