

MITP13 – ASSESSMENT, REASSESSMENT AND RE-ENROLMENT

Policy Summary for Students

PURPOSE OF THIS POLICY

This policy explains how assessments work at Menzies Institute of Technology, including how you'll be assessed, what happens if you need to be reassessed, and when you might need to re-enrol in a unit. It ensures all assessments are fair, valid, reliable, and flexible while giving you clear information about your rights and responsibilities throughout the assessment process.

KEY SECTIONS OF THE POLICY

Assessment Principles

All assessments at Menzies are designed according to national VET standards to ensure they are:

Valid – Assessments test what they're supposed to test and relate directly to the unit requirements you're studying.

Reliable – Assessment outcomes are consistent no matter who assesses you or where the assessment takes place. Different assessors using the same tool will reach the same conclusion about your competence.

Flexible – Assessments consider your individual needs and can be adjusted for different learning styles, abilities, and circumstances while maintaining the same standards.

Fair – Assessment procedures are equitable and don't disadvantage any student. They consider your individual needs and circumstances.

Rules of Evidence

All evidence you provide must meet four standards:

Validity – Evidence directly relates to the skills and knowledge required for the unit.

Sufficiency – You provide enough evidence to demonstrate competence across all required skills and knowledge.

Authenticity – Evidence is verifiably your own work.

Currency – Evidence reflects current industry practices and your current capabilities.

Recognition of Prior Learning (RPL)

If you already have skills and knowledge from previous study, work experience, or life experience, you can apply for RPL. This means you might not need to complete all training and assessments for units where you can demonstrate existing competence. See MITP15 RPL and Credit Transfer Policy for details.

Assessment Design and Validation

All assessment tools are carefully designed and regularly validated to ensure they're fair, current, and aligned with industry standards. This means you can trust that your assessments accurately measure what you need to know and do for your qualification.

Evidence Gathering Techniques

Depending on your course and units, assessments may use various methods including written tests and exams, practical demonstrations and observations, projects and case studies, portfolios of work, workplace assessments, oral questioning, simulations, and third-party workplace reports.

UNDERSTANDING THE ASSESSMENT PROCESS

Before Assessment Begins

- **Step 1: Receive Assessment Information**

At the start of each unit, your trainer/assessor will provide you with clear information about the assessment including what will be assessed, when assessments are due, how you'll be assessed, what resources you need, submission requirements, and how you'll receive feedback.

- **Step 2: Understand Requirements**

Make sure you understand what's required. If anything is unclear, ask your trainer/assessor for clarification. It's important to know exactly what you need to demonstrate to be deemed competent.

- **Step 3: Prepare for Assessment**

Use the preparation time to study, practice skills, gather required resources, and ensure you understand the assessment tasks. Your trainer will provide guidance and support during training to help you prepare.

During Assessment

- **Step 4: Complete Assessment Tasks**

Complete your assessment by the due date. Make sure your work is authentic (your own), follows all instructions, addresses all required evidence, and is submitted on time in the required format.

- **Step 5: Assessment Judgement**

Your trainer/assessor will assess your work against the unit requirements and make a judgement about whether you have demonstrated competence. Assessment outcomes are either:

- Competent (C) – You've demonstrated sufficient skills and knowledge
- Not Yet Competent (NYC) – You haven't yet demonstrated all required skills and knowledge

After Assessment

- **Step 6: Receive Feedback**

Your trainer/assessor will provide you with feedback explaining the assessment outcome, what you did well, areas for improvement (if applicable), and next steps. Feedback helps you understand your performance and guides your learning.

- **Step 7: Record Outcome**

Your assessment outcome is recorded in the student management system (Axcelerate). You can view your progress and results through your student portal.

REASSESSMENT PROCESS (If You're Not Yet Competent)

Understanding Your Reassessment Rights

If you receive a "Not Yet Competent" outcome, you have the right to be reassessed. You get TWO attempts at each assessment task without additional fees.

First Reassessment (Attempt 2) – FREE

- **Step 1: Receive Reassessment Information**

Your trainer/assessor will explain what you need to work on and provide guidance on how to improve. They'll discuss reassessment arrangements with you including what additional learning or practice you need and when reassessment will occur.

- **Step 2: Additional Support and Practice**

Use this time to address the gaps in your knowledge or skills. Your trainer/assessor will provide additional support, which may include extra tutorial sessions, additional resources or materials, practice opportunities, or one-on-one guidance.

- **Step 3: Complete Reassessment**

When you're ready, complete the reassessment. This might be the same assessment task again or a different task testing the same competencies.

Second Reassessment (Attempt 3) – FREE

If you're still "Not Yet Competent" after your first reassessment, you get one more attempt without fees. The same process applies – receive feedback, get additional support, practice, and try again.

Paid Reassessments (Attempt 4 and Beyond)

- **Step 1: Understand Fees**

After your two free attempts (three total attempts), if you're still not competent, you'll need to pay reassessment fees for additional attempts. Check the current Redo and Reassessment Fee Schedule at <https://menzies.vic.edu.au/students/fees/>

- **Step 2: Complete Reassessment Form**

Complete the Reassessment and Unit Re-enrolment Form (MFA15) available from Student Services.

- **Step 3: Pay Fees**

Pay the required reassessment fees before your additional reassessment attempt.

- **Step 4: Complete Reassessment**

Complete your reassessment with trainer/assessor support.

RE-ENROLMENT PROCESS (Redoing a Whole Unit)

When Re-enrolment is Required

You'll need to re-enrol in a unit if:

- You missed the majority of classes and learning for the unit (unless you had approved leave for compassionate/compelling reasons)

- You've exhausted all reassessment opportunities and still haven't achieved competence
- You withdrew from the unit before completion

Re-enrolment Process

- **Step 1: Consult Student Services**

Meet with a Student Services Officer to discuss re-enrolment. They'll explain the process, timelines, and fees.

- **Step 2: Understand Fees**

Re-enrolment requires payment of unit fees. Check the Redo and Reassessment Fee Schedule at <https://menzies.vic.edu.au/students/fees/>

Exception: If you missed classes due to approved compassionate or compelling circumstances, fees may be waived. Provide relevant evidence to Student Services.

- **Step 3: Complete Re-enrolment Form**

Fill out the Redo form (MFA15) available from Student Services.

- **Step 4: Pay Re-enrolment Fees**

Pay the required fees (unless waived due to compassionate circumstances).

- **Step 5: Attend Classes**

You must attend all classes for the unit as scheduled. This gives you the full learning experience again to build your competence.

- **Step 6: Complete All Assessments**

Complete all assessment tasks for the unit as a new student in that unit.

KEY POINTS TO REMEMBER

Assessment Feedback is Your Right

You have the right to receive timely, constructive feedback on all assessments. Feedback should help you understand what you did well and where you need to improve. If feedback is unclear, ask your trainer/assessor for clarification.

Academic Integrity Matters

All assessment work must be your own. Plagiarism, collusion, and cheating are serious breaches of academic integrity. See MITP23 Plagiarism, Collusion and Cheating Policy for consequences. If you're unsure about referencing or acknowledging sources, ask your trainer/assessor for guidance before submitting work.

Reasonable Adjustments Available

If you have a disability, learning difficulty, or other circumstances that affect your ability to complete assessments in the standard format, you can request reasonable adjustments under MITP83 Reasonable Adjustment Policy. Contact Student Services to discuss what adjustments might help you demonstrate your competence fairly.

Special Consideration and Extensions

If unexpected circumstances affect your ability to complete or submit assessment on time, you can apply for special consideration or assessment extensions through MITP91 Special Consideration Policy. Valid grounds include:

- Medical issues (supported by medical certificate)
- Bereavement or family trauma
- Financial hardship or homelessness
- Other compassionate or compelling circumstances

Extensions are not available for formal exams, but you may be able to defer the exam. Submit your application as soon as possible using the appropriate forms (MFS26, MFS23, or MFS24).

Assessment Appeals

If you believe an assessment decision is unfair, you have the right to appeal through MITP07 Complaints and Appeals Policy. You can appeal if you believe:

- Assessment was not conducted fairly
- Proper assessment procedures weren't followed
- Personal circumstances weren't properly considered
- Assessment judgement was inconsistent with evidence

Lodge your appeal within the specified timeframes. The Institute provides an independent review process.

Preparation is Key

Success in assessments comes from good preparation. Attend all classes, complete practice activities, ask questions when you don't understand, use available support services, start assessment preparation early, and seek help from your trainer/assessor if you're struggling.

Time Management

Keep track of all assessment due dates. Use a calendar or planner to ensure you submit work on time. Late submissions may be marked as "Not Yet Competent" unless you've arranged an extension in advance.

Support Services Available

Student Services can help you with study skills and time management, understanding assessment requirements, accessing support for disabilities or learning difficulties, applying for special consideration or extensions, and connecting you with counselling or wellbeing services if personal issues affect your studies.

ADDITIONAL INFORMATION

Assessment Scheduling

Assessment schedules are provided at the start of each unit. Due dates are set to allow adequate learning time and to manage assessor workload fairly. While extensions may be granted for valid reasons, it's important to plan your time to meet original due dates where possible.

Third-Party Assessment

For some units, particularly those with workplace components, workplace supervisors or industry personnel may provide assessment evidence about your performance. This is called third-party assessment and is a normal part of vocational education. Your trainer/assessor will explain when this applies.

Assessment Resources and Tools

All assessment tools meet national quality standards and are regularly reviewed. Assessment tasks include clear student instructions, marking guides for assessors, required resources lists, and submission guidelines. If you need clarification about any aspect of an assessment tool, ask your trainer/assessor.

Record Keeping

All assessment records are maintained securely and confidentially in accordance with MITP31 Student Records Management Policy. You can access your assessment results through your student portal and request transcripts or records as needed.

Quality Assurance

The Institute regularly reviews assessment practices through validation processes to ensure consistency, fairness, and industry relevance. Your feedback about assessments is valuable for this quality improvement process.

Continuous Improvement

The Institute welcomes student feedback about assessment processes. If you have suggestions for improvement, speak with your trainer/assessor, complete student feedback surveys, or raise issues through Student Services.

NEED HELP OR HAVE QUESTIONS?

Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

Your Trainer/Assessor

Your trainer/assessor is your first point of contact for assessment-related questions. Don't hesitate to ask for help, clarification, or support.

RELATED POLICIES YOU SHOULD KNOW

- MITP07 – Complaints and Appeals Policy and Procedure
- MITP15 – RPL and Credit Transfer Policy and Procedure
- MITP23 – Plagiarism, Collusion and Cheating Policy and Procedure
- MITP30 – Validation Policy and Procedure
- MITP32 – Training and Assessment Strategy Development and Review
- MITP83 – Reasonable Adjustment Policy and Procedure
- MITP91 – Special Consideration Policy and Procedure
- MITP03 – Student Fees and Payment Policy and Procedure

All policies are available on the Menzies Institute of Technology website or from Student Services.