



NEW ERA INSTITUTE

CRICOS No.: 03509B • National Provider no.: 41543

STUDENT ASSESSMENT, REASSESSMENT, EXTENSION AND REPEATING UNITS OF COMPETENCIES GUIDELINES

2023 V1.0





STUDENT ASSESSMENT, REASSESSMENT, EXTENSION AND REPEATING UNITS OF COMPETENCIES GUIDELINES

This document is to be read in conjunction with the Assessment Submission Policy and Monitoring Course Progress Policy.

Student Assessment

Students are advised of all assessment tasks, including the due date and Submission point following the academic timetables.

It is the students' responsibility to ensure that they maintain her course progress and class attendance and undertake their practical sessions as per the course structure.

It is the students' responsibility to submit assessments on Moodle, on or before due date.

Where a student does not attend/submit an assessment, the student may re-sit/re-submit the assessment, provided the student meets the Institute's Compassionate and Compelling Circumstances policy, subject to assessor availability (Charges apply).

Where a student submits an incomplete assessment task or does not submit an assessment task or the assessment task is identified with plagiarism or does not participate in the practical session of the assessment task on the scheduled date and no compassionate or compelling circumstances apply in line with the Institute's Compassionate and Compelling Circumstances policy, the student will be deemed Not Yet Competent and will be required to pay for the relevant reassessment fee (Fees apply - refer to non-tuition fee/Other charges on <https://newerainstitute.edu.au/fees-and-other-charges/>).

Student Re-Assessment Guidelines

Students deemed as Not Yet Satisfactory in an Assessment Task are permitted 2 attempts with in the term before being deemed Not Yet Competent

Where a student is found plagiarising, the student will be deemed as Not Yet Competent

Where students are deemed as Not Yet Competent, they will be required to undertake a Reassessment which is organised by the Student Services Department as soon as practicable. (Fees apply - refer to non-tuition fee/Other charges on <https://newerainstitute.edu.au/fees-and-other-charges/>).



Student Reassessment Procedure

Students are informed to sit for re-assessment. This is organised by the Academic Coordinator. Students must pay the relevant re-assessment fee.

Students will be provided with the results of the re-assessment within 10 working days (2 weeks) of the re-assessment taking place.

Repeating Units of Competency Guidelines

If a student is deemed Not Yet Competent after re-assessment, the student will be required to repeat the entire unit of competency, subject to timetable availability (Fees apply - refer to non-tuition fee/Other charges on <https://newerainstitute.edu.au/fees-and-other-charges/>).

Students who are in their last term of their course must make contact with the Academic Team to establish an individual learning plan (Study Plan), to ensure completion before the expected duration of the student's CoE. (Fees apply - refer to non-tuition fee/Other charges on <https://newerainstitute.edu.au/fees-and-other-charges/>)

Individual Learning Plan (Study Plan)

Students with outstanding assessments that are marked Not Yet Competent (NYC) in their last term of their course are advised to contact the Academic Coordinator to establish an Individual Learning Plan.

Individual Learning Plans are in place to ensure students complete within the specified duration of their CoE.

Learning Support

As part of the additional student support services, New Era Institute is committed to provide additional classes for students who are required additional training and LLN support.

The Learning Support classes are provided free of charge and occur on a weekly basis, as well as during term break.

Students may be required to attend these classes as a result of an intervention strategy being activated.



Definitions

Not Yet Satisfactory (NYS):

- Where a student submits an assessment task which has been marked and not met all the competency requirements of the assessment as per the marking guide.

Not Yet Competent (NYC):

- Where a student submits an incomplete assessment task or does not submit an assessment task or does not perform the practical of the assessment task on the scheduled date and no compassionate or compelling circumstances exist, in line with the Institute's Compassionate and Compelling Circumstances policy.
- Where a student is unable to meet competency after being deemed Not Yet Satisfactory after three attempts (including the first submission).
- Where a student's assessment is identified with plagiarism. In line with the Institute's Plagiarism Policy.

Re-submission/Re-attempt:

Re-submission:

A student is required to re-submit an assessment task after submission resulting identified as Not Yet Satisfactory. A student who has not met the requirements of an assessment task is permitted two attempts after the first submission.

Re-assessment:

A student is required to sit for re-assessment when his assessment task is deemed not yet satisfactory on three attempts or if a student submits an incomplete assessment task or does not submit an assessment task or does not Perform the practical of the assessment task on the scheduled date and no compassionate or compelling circumstances exist, in line with the Institute's Compassionate and Compelling Circumstances policy

A student is required to sit for re-assessment (repeat the assessment task) if he/she is found to have cheated/plagiarised.

Related Policies

- Student Course Progress Policy
- Assessment Submission Policy
- Compassionate and Compelling Circumstances

Related Forms

- Intervention Strategy Form
- LLN Student Support Form