NEW ERA INSTITUTE

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

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

These Guidelines are developed in accordance with the ESOS Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and the Standards for Registered Training Organisations (RTOs) 2025. They support fair, consistent, and supportive assessment practices while ensuring student progression and regulatory compliance.

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

These Guidelines support NEI's Monitoring Course Progress Policy and Procedures (CRICOS) – Standard 8 by standardising assessment attempts, extensions, reassessment and repeat-unit rules, and by ensuring early intervention triggers are recorded consistently.

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 maintain their course progress and participate in scheduled training and assessment activities in accordance with the course timetable. Where attendance/engagement concerns are identified, NEI may follow up as part of early support and intervention in accordance with the Monitoring Course Progress Policy and Procedures (CRICOS) – Standard 8.

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

New Era Institute also has a responsibility to monitor student progress, provide timely feedback, and implement early intervention and learning support strategies where students are identified as at risk, in accordance with the RTO Standards 2025 and National Code Standard 8.

Where a student does not attend or submit an assessment, the student may be permitted to submit late or re-attempt the assessment in accordance with the Assessment Submission Policy (e.g., approved extension or special consideration supported by acceptable evidence), subject to assessor availability. Fees may apply only where additional reassessment beyond the included attempts is approved, in accordance with NEI's controlled Other Charges schedule. https://newerainstitute.edu.au/fees-and-other-charges/

Student Re-Assessment Guidelines

Students deemed Not Yet Satisfactory (NYS) in an assessment requirement are permitted resubmission/re-attempt opportunities up to a maximum of three (3) attempts per assessment requirement within a unit of competency, including the initial submission, unless a training package or regulatory requirement specifies otherwise.

Where suspected plagiarism or academic misconduct is identified, the matter will be investigated in accordance with the Institute's Plagiarism Policy, and the student will be provided with an opportunity to respond before any assessment outcome is finalised.

A determination of Not Yet Competent due to plagiarism will only occur following due process and procedural fairness.

Students are permitted a maximum of three (3) assessment attempts per unit of competency, including the initial submission, in line with the Institute's assessment framework.

Where the student does not achieve competency after the maximum attempts, the unit outcome is recorded as Not Yet Competent (NYC) and the student must repeat the unit (subject to timetable availability).

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 reassessment, which is organised by the Academic Team/Student Services as soon as practicable. Fees apply only where reassessment is in addition to the included attempts or where repeat-unit charges apply, in accordance with NEI's controlled Other Charges schedule.

Students will be provided with the results of the re-assessment within 20 working days (4 weeks) of the re-assessment taking place. This may vary depending on the trainer and Assessor's availability.

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/).

For CRICOS students, repeating units may affect course duration and may trigger Standard 8 intervention planning and, where applicable, a PRISMS Student Course Variation (SCV) if the CoE end date requires extension.

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

Learning support and LLN assistance form part of NEI's early intervention framework under Standard 8 and may be required where an Individual Intervention Plan (IIP) has been activated.

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.

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:

Where a student does not attend or submit an assessment, the student may be permitted to submit late or re-attempt the assessment in accordance with the

Assessment Submission Policy (e.g., approved extension or special consideration supported by acceptable evidence), subject to assessor availability. Fees may apply only where additional reassessment beyond the included attempts is approved, in accordance with NEI's controlled Other Charges schedule.

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

Appeals & Complaints

Where an assessment outcome, reassessment decision, requirement to repeat a unit of competency, or associated fee may impact a student's course progress or enrolment status, the student has the right to access the Institute's Complaints and Appeals process in accordance with National Code Standard 10.

No adverse action affecting a student's enrolment or visa status will occur until the internal appeals process has been completed or the student has chosen not to appeal.

Note: Assessment appeals are managed under NEI's Complaints and Appeals process. Decisions that may lead to deferral/suspension/cancellation or PRISMS reporting are managed under Standard 9/Standard 10 processes and will not be finalised until required appeal pathways are completed or not accessed within the allowed timeframe.

Course Progress & PRISMS

Being deemed Not Yet Satisfactory or Not Yet Competent does not automatically result in reporting via PRISMS. Course progress outcomes are managed in accordance with the Monitoring Course Progress Policy, including the implementation of an Intervention Strategy prior to any intention to report.

Learning Support

Learning support and LLN assistance provided under these Guidelines form part of the Institute's early intervention framework and may be mandatory where an Intervention Strategy has been activated.

Record Management

Records generated under these Guidelines, including assessment outcomes, reassessment decisions, and learning support interventions, are managed and retained in accordance with the Institute's Records Management Policy and applicable regulatory requirements.

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):

- Not Yet Competent (NYC): A unit outcome recorded where the student does not meet the overall unit requirements after completing the maximum allowed attempts (including the initial submission and resubmissions/reassessments) in accordance with these Guidelines. NYC may also result where an academic integrity breach is substantiated following due process under the Academic Integrity/Plagiarism Policy.

APPENDIX – REGULATORY MAPPING MATRIX

Regulatory instrument	Clause/Standard	What this policy does to comply
Standards for RTOs 2025 (Outcome Standards)	**1.3, 1.4, 1.5**	Provides reassessment rules and conditions that support valid, fair and consistent competency decisions.
Standards for RTOs 2025 (Outcome Standards)	**2.1–2.3**	Ensures learners understand pathways, costs (if any), timelines and support options.
Standards for RTOs 2025 (Outcome Standards)	**2.7–2.8**	Enables appeals against assessment outcomes via formal complaints/appeals process.
National Code 2018	**Standard 10**	Provides overseas students access to complaints/appeals relating to assessment outcomes.