

Policy Title	PAX Reassessment Policy and Procedure				
Policy Number	P - 22	Version Number	V5 May 2021	Status	ENDORSED
Owner	Quality and Compliance Manager		Approved By	CEO	
Related legislation/applicable section of legislation:					
ESOS/NCP	<ul style="list-style-type: none"><li>• ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students</li><li>• The National Code 2018: Standard 2.1, 6.3</li></ul>				
SRTOs 2015	<b>Standards 1.7, 1.8, 1.9</b> <a href="http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html">http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html</a>				
Legislative Context	<ul style="list-style-type: none"><li>• Privacy Act 1988 (Cth)</li><li>• Privacy and Data Protection Act 2014</li><li>• Racial Discrimination Act 1975</li><li>• Sex Discrimination Act 1984</li><li>• National Vocational Education and Training Regulator Act 2011</li><li>• Standards for NVR Registered Training Organisations 2015</li><li>• Vocational education and training (VET) legislation</li><li>• Standards for VET Accredited Courses 2012</li><li>• Data Provision Requirements 2012</li><li>• VET Data Policy</li><li>• Victorian Guidelines for VET - Providers (Victoria)</li></ul>				
Related Policies and forms	<ul style="list-style-type: none"><li>• PAX Complaints and Appeals Policy and Procedure</li><li>• PAX Assessment Policy and Procedure</li><li>• PAX Course Completion within Expected Duration Policy and Procedure</li><li>• PAX Course Progress and Intervention Policy and Procedure</li></ul>				

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P-22 PAX Reassessment Policy & Procedure   Version 5   Last Reviewed: May 2021   Page 1 of 5			

## Table of Contents

1. POLICY.....	3
2. PURPOSE.....	3
3. SCOPE .....	3
4. DEFINITIONS/ ABBREVIATIONS .....	3
5. POLICY.....	3
6. PROCEDURE.....	4
7. RESPONSIBILITY .....	5
8. REVIEW DATE.....	5

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P-22 PAX Reassessment Policy & Procedure   Version 5   Last Reviewed: May 2021   Page 2 of 5			

## 1. POLICY

PAX Institute of Education Pty Ltd RTO # 22207, CRICOS # 03152D trading as PAX Institute of Education ensures that the reassessments are conducted in fair manner as per this policy.

## 2. PURPOSE

The purpose of this policy is to establish how post-assessment feedback, results and reassessment are planned and conducted.

## 3. SCOPE

This policy applies to all assessable units and courses and training packages delivered by PAX Institute to its students.

## 4. DEFINITIONS/ ABBREVIATIONS

**Course:** A program of study comprising units of competency leading to a qualification or an award.

**Unit of Competency or Unit:** A Unit of Competency, also generally referred to as a “unit”, is a statement of a key function or role in a skill or knowledge area. It is made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide.

**Assessment:** The means by which progress or achievement in a unit is evaluated. This can include assessment methods such as essays, examinations, projects, practical tasks, and tutorial participation.

**Submission:** When the assessments are first handed in for marking/grading according to assessment requirements for each unit of competency.

**Non-submission:** When the assessments are not handed in for marking/ during the due dates as scheduled on the timetable. This will result in a Not Yet Competent (NYC) outcome. Failure to attend practical sessions is tantamount to non-submission of assessment.

**Assessment Feedback:** Post-assessment feedback provided by trainer/assessor to the students on their work.

**Resubmission:** When an assessment task is submitted again by the student for assessment after minor corrections/modifications approved and allowed by the trainer/assessor within an agreed time frame.

**Reassessment:** When the students are required to repeat or redo their assessments.

**Resit:** When the students are required to re-enrol in a unit of competency and attend all the schedule classes and assessment in a subsequent academic term.

## 5. POLICY

5.1 Assessment at PAX Institute is designed and conducted in accordance with VET Quality Framework and other regulatory requirements. It accords with the principles of assessment of validity, reliability, flexibility and fairness. Training Package assessment guidelines and assessment requirements provided in unit description of each unit of competency are used to plan and conduct the assessments

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P-22 PAX Reassessment Policy & Procedure   Version 5   Last Reviewed: May 2021   Page 3 of 5			

5.2 All assessments will be conducted by Trainers/Assessors who are holding TAE40116 Certificate IV in Training and Assessment or its successor OR TAE40110 Certificate IV in Training and Assessment plus the following units – TAELN411 (or its successor) or TAELN401A and TAEASS502 (or its successor) or TAEASS502A or TAEASS502B OR a diploma or higher level qualifications in adult education.

5.3 Training and assessment would only be provided by those who have current industry skills and knowledge.

## 6. PROCEDURE

For students who have been assessed as Not Yet Competent (NYC), for a unit, the following options will be available:

**ASSESSMENT FEEDBACK:** Trainers/assessors will provide assessment feedback to students and advise how they can improve their performance.

**RESUBMISSION:** Further evidence for assessment might be required if the student has partially completed the assessments and some of the works/assignments can be corrected or completed for resubmission.

To be eligible for resubmission, the student must participate in learning and classroom activities and undertake the given assessment tasks.

Resubmission is an informal process and can be arranged between student and trainer/assessor through mutual understanding. Trainers/Assessors allow up to two resubmission attempts before deciding the next step.

For practical assessments (conducted in the kitchen), student who fails to attend the session will be given the opportunity to do the second attempt on the condition that the student pays \$ 100 to cover the costs associated with the practical assessments.

**REASSESSMENT:** If a student does not qualify for two attempts of resubmission or is still deemed Not Yet Competent (NYC) after the resubmission, they will need to go through the reassessment process.

To qualify for reassessment, the student must have completed and submitted the required assessments for the unit of competency as per the unit assessment schedule.

A reassessment fee will be applicable if resubmission attempts have not resulted in a Competent “C” outcome. Separate assessment sessions will be organised under supervision for assessment tasks.

Reassessment will occur only for those assessment tasks in which the student is deemed NYC. Reassessment is a formal process and student must apply for reassessment. ON approval and payment of reassessment fees, a reassessment schedule will be advised.

Students will be charged reassessment fees if the student is being reassessed during Term Break Schedule or additional classes arranged for the student. A charge of \$ 100 per reassessment will be levied.

The Institute has the right to charge a student the \$100 reassessment fee if a student agrees to be reassessed but fails to attend for the reassessment.

If still failed in the reassessment attempts, the student will need to repeat (re-sit) the unit.

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P-22 PAX Reassessment Policy & Procedure   Version 5   Last Reviewed: May 2021   Page 4 of 5			

**RESIT:** The student will need to re-sit the unit in the following term/semester if they are not deemed eligible for any of the above post-assessment options; i.e., both the options of resubmission and reassessment have been exhausted.

The student will also need to Re-sit the unit if the result from reassessment is still Not Yet Competent (NYC).

A charge of \$200 per reassessment will be levied.

**Re-enrolment:** This mean repeating the entire unit of competency. Re-enrolment is a formal process and student will be advised of re-enrolment options once all the term results are published.

This opportunity will be applicable to the students who have met the Academic progress requirement of >50% in a term and are not in any breach of the student visa.

In case where a student requests to re-enrol for the completion of the course after the student has been reported for Un-satisfactory progress, PAX will review the request and will consider this request case by case. The student will be advised of any potential impact on their student visa, including the need to obtain a new visa.

In case where a student requests for third re-enrolment to complete the course, PAX will consider this request on compassionate reasons i.e. due to Coronavirus -19 Pandemic, medical reasons etc. The student will be advised of any potential impact on their student visa, including the need to obtain a new visa.

Re-sit may result in extension of course duration and may affect student's original completion date of the course.

If a course is extended by an academic term, a pro-rata term fee based on total course fee will apply as per the course fees specified in the International Student Agreement.

**LATE SUBMISSION FEE:** A late fee per assessment task may be charged if students fail to submit assessments on due dates.

**ABSENTEES:** Students are absent of the day of the assessment without notification or a valid reason (e.g. medical certificate) will be marked Not Yet Competent and will be subject to Institute's Course Progress Policy.

## 7. RESPONSIBILITY

The CEO are responsible for PAX's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

## 8. REVIEW DATE

12 months from the date of this version, or as required.

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P-22 PAX Reassessment Policy & Procedure   Version 5   Last Reviewed: May 2021   Page 5 of 5			