



Student Assessment, Reassessment and Repeating Units of Competency Guidelines

Definitions

Not Yet Satisfactory:

- Where a student submits a complete assessment task and has not met all the competency requirements of the assessment

Not Yet Competent:

- Where a student submits an incomplete assessment task/does not submit an assessment task/does not participate in the assessment task on the scheduled date and no compassionate or compelling circumstances exist, as per SMP 145 Compassionate and Compelling Circumstances policy
- Where a student is unable to meet competency after being deemed Not Yet Satisfactory twice.
- Where a student is found to have cheated in the assessment task

Re-submission/Re-attempt:

- What a student is required to do when he/she submits a completed assessment task/participates fully in an assessment but has not met the requirements of the task. Students are permitted two re-submissions/re-attempts before point 2.5 of this policy is applied.

Re-assessment:

- What a student is required to do when he/she is deemed not yet satisfactory on two occasions for that assessment task or if the student submits an incomplete assessment task/does not submit an assessment task/does not participate in the assessment task on the scheduled date
- What a student is required to do if he/she is found to have cheated on the assessment task

1.0 Student Assessment

1.1 Face to face – local and international students

1.1.1 Student's are advised of all assessment details, including the date, time and location, at least 2 weeks prior to an assessment taking place

1.1.2 It is the responsibility of the student to ensure that they attend class on the scheduled day to undertake the assessment

1.1.3 Where a student does not attend/submit an assessment, the student may re-sit/re-submit the assessment free of charge, provided the student meets Unique International College's SMP 145 Compassionate and Compelling Circumstances, subject to assessor availability

1.1.4 Where a student submits an incomplete assessment task/does not submit an assessment task/cheats of the assessment task/does not participate in the assessment task on the scheduled date and no compassionate or compelling circumstances apply in line with SMP 145 Compassionate and Compelling Circumstances policy, the student will be deemed automatically Not Yet Competent and will be required to pay for the relevant reassessment fee as listed in point 2.5.

1.2 Online students

1.2.1 Student's are advised of all assessment details, including the start date and final submission date for all assessments upon commencement of the unit of study (e.g. Stage 1 or Stage 2 etc.)

1.2.2 It is the responsibility of the student to ensure that they complete all assessments during the scheduled timeframes of the unit of study

1.2.3 Where a student does not submit an assessment, the student may re-submit the assessment free of charge, provided the student meets Unique International College's SMP 145 Compassionate and Compelling Circumstances

1.2.4 Where a student submits an incomplete assessment task/does not submit an assessment task/does not participate in the assessment task on the scheduled date and no compassionate or compelling circumstances apply in line with SMP 145 Compassionate and Compelling Circumstances policy, the student will be deemed automatically Not Yet Competent and will be required to re-submit the assessment task



2.0 Student Re-assessment Guidelines

2.1 Students deemed as Not Yet Satisfactory in an Assessment Task are permitted 3 attempts before being deemed Not Yet Competent

2.2 Where a student is found to have cheated, the student will be automatically deemed as Not Yet Competent

2.3 Where students are deemed as Not Yet Competent, they will be required to undertake a Re-assessment which is conducted at the end of the unit of study

2.4 Finalised re-assessment dates are confirmed by the Head of Studies as agreed by the student

2.5 There is no cost for re-assessment provided student has not exhausted their 3 attempts at achieving Competency

2.6 Students that do not attend a confirmed booking will be required to re-book the re-assessment and may lose an attempt of re-assessment, unless compassionate or compelling circumstances exist, in line with Unique International College's SMP 145 Compassionate and Compelling Circumstances policy.

2.7 Students must book in for re-assessments with the Head of Studies subject to trainer/assessor availability.

3.0 Student Reassessment Procedure

- (i) Student books in for re-assessment at Reception either by in-person, over the phone, or email
- (ii) The re-assessment is booked upon agreement with the student subject to trainer/assessor availability. For online students, this re-assessment attempt is reflected on their individual online account and is recorded in Course Progress and Intervention register.
- (iii) Students will be provided with the results of the re-assessment within 14 working days of the re-assessment taking place

4.0 Repeating Units of Competency Guidelines

4.1 If a student is deemed Not Yet Competent after 2 re-assessments, the student will be required to repeat the entire unit of competency, subject to timetable availability

4.2 Students in their final term of their course must make contact with the Head of Studies to establish an individual learning plan (See point 5.0), to ensure completion before the expected duration of course completion (CoE end date for international students)

4.3 Costs for repeating individual Units of Competency are:

- Certificate III in Hairdressing = \$425
- Certificate IV in Hairdressing = \$700
- Diploma of Salon Management = \$ 2500
- Certificate IV in Business = \$ 480
- Diploma of Management = \$ 2200
- Advanced Diploma of Management = \$ 3125
- Certificate IV in Marketing = \$ 900
- Diploma of Marketing = \$ 1250

4.4 Students must book for a repeat of Unit of Competency, a minimum of 2 weeks prior to the commencement of a new stage

5.0 Repeating Units of Competency Procedure

- (i) Student pays the relevant fees as listed in point 4.3 at Reception
- (ii) Student is provided with a receipt upon payment
- (iii) Student is to take the receipt to the Head of Studies for timetable programming
- (iv) Head of Studies provides the student with the timetable before the commencement of the following term

6.0 Individual Learning Plans

6.1 Students that have outstanding Not Yet Competent (NYC) units in their final term of their course must see the Head of Studies to establish an Individual Learning Plan.

6.2 Individual Learning Plans are in place to ensure students complete within the specified duration of the course (CoE end date for international students)

7.0 Learning Support

SMP 126 Student Assessment, Reassessment and Repeating Units of Competency Guidelines

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Responsibility: Chief Executive Officer

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Unique International College provides additional classes for students that require additional training and support. The Learning Support classes are provided free of charge and occur on a weekly basis, as well as during term break (upon scheduled appointment only). Students may be required to attend these classes as a result of an intervention strategy being activated.

Related Policies

- SMP 144 Student Course Progress Policy – International Students
- SMP 150 Student Course Progress Policy – Local Students
- SMP 145 Compassionate and Compelling Circumstances

Related Forms

- SMD 174 Intervention Strategy Record