

Re-assessment Policy and Procedure

1. POLICY OBJECTIVE

Australian college of hospitality and Business Management (ACHBM) is committed to ensuring fair and equitable policies and procedures are in place regarding student re-assessment.

2. PURPOSE

The purpose of this procedure is to define the process for re-assessment when a student receives a 'Not Yet Competent' result in a specific unit of competency.

3. PROCEDURE

The Student must be assessed as 'Competent' ('C') in all units of competency to successfully complete the course in which they have enrolled in. If a student receives a 'Not Yet Competent' ('NYC') result in a specific unit, they will make the decision if they want to be re-assessed or if they want to appeal the assessor's decision.

To be re-assessed, the student will be notified of assessment options via trainer feedback and delivery schedule. Re-assessment is available only if the student has attempted assessment but failed to demonstrate competency. However, if the student misses the assessment they may be allowed to re-sit for that assessment. This option is only available if the student has been regularly attending classes and there is compelling ground for missing the assessment.

Re-assessment must be applied for by the student within one week after the result is made available to them. This means that the student is responsible to acknowledge that they have received the results and they have been deemed "NYC" for the units of competency previously undertaken.

Students are also able to appeal a 'NYC' result for any unit of competency or learning outcome if they had a satisfactory attendance for that unit and feel that they demonstrated skills and knowledge in all assessments according to the unit requirements as outlined in the assessment information provided to them prior to the assessment. To appeal a 'NYC' result, the student needs to fill in the "Complaints and Appeals form" and provide all necessary evidence in support of their claim for appeal.

Re-assessment may need to be arranged during the forthcoming term break to minimize disruption and/or avoid extra pressure on the student's normal study load, except in the case where ACHBM has implemented an intervention strategy for the student under its Academic Progress Policy and Procedures.

Every student is entitled to one re-sit free of charge for every unit they have not been deemed competent. Every other re-sit will be charged a fee as outlined in the Fees and Payments Schedule.

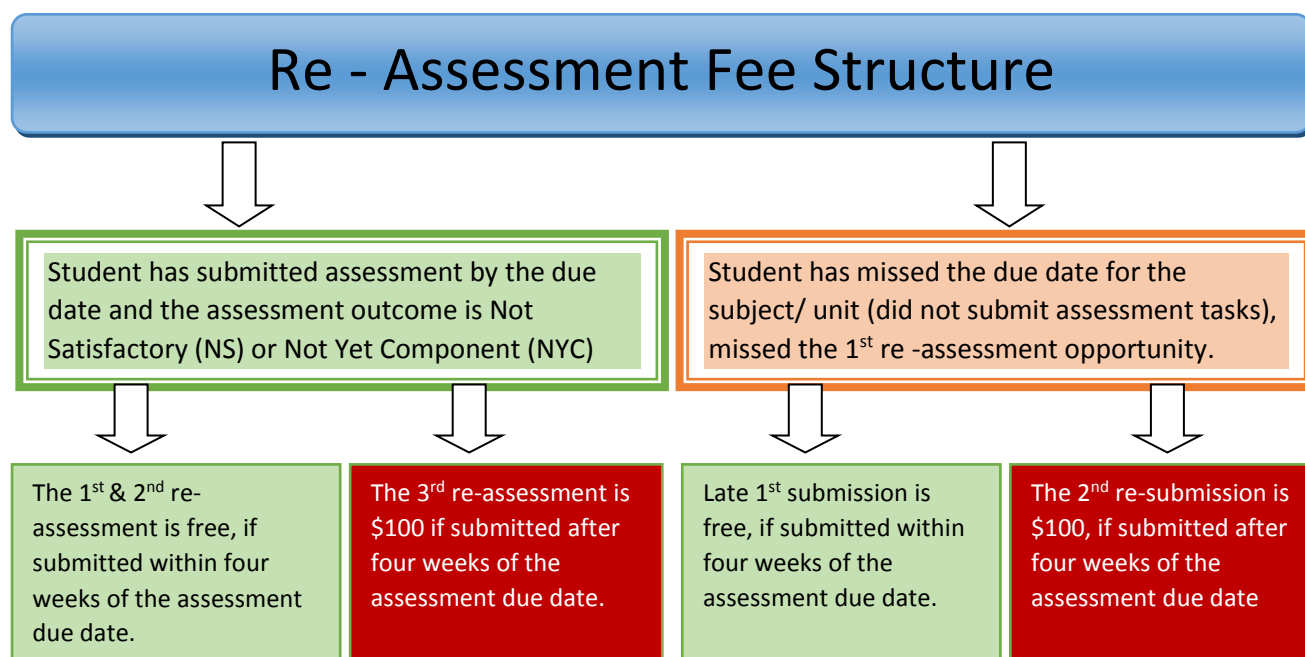
Re-assessment fees must be paid for in advance and prior to the assessment to take place. In the event a student is unable to pay for the re-assessment fee, the student must discuss the matter with

the Academic Manager/Student Service manager and come to a written agreement for a fee payment schedule.

ACHBM reserves the right to restrict access to facilities or withhold services for the student, should the student not pay the re-assessment fee within a mutually agreed due date. If students fail to come for the organised re-assessment, they may have to repeat the whole subject and pay the tuition fees for the subject accordingly.

Once the application for re-assessment has been approved and the fee (if applicable) has been paid by the student, the student will be advised of the process for the re-assessment as well as the date, time and place.

4. RE-ASSESSMENT FEE:



Assessment / Re-assessment result will be released in 2 weeks after the submission date

No of Unit	Due Date	1st Re-submission	If submission is received after the allowable free submission period, \$100 per unit (including all assessment tasks) Re-assessment fee apply
1	Week 3	Week 7	
2	Week 6	Week 10	
3	Week 10	Week 1 in the Next Term	