P.47V03 Reassessment Policy

Students are entitled to 3 assessments attempts for each assessment. If the student is unsuccessful after 3 assessments attempts they will be required to repeat the unit and pay the repeat unit fee.

Procedure

Stage 1: 1st Assessment Attempt
Student undertakes in-class assessment
- Students will be notified within 14 days of undertaking an assessment of their performance.

Stage 2: 2nd Assessment Attempt
Where student deemed Not Competent in first assessment attempt
- Students who are deemed to be Not Competent are to be provided with information identifying the areas in which they failed to achieve competency
  or
  Student did not attempt due to illness and a medical certificate is provided
- Students will then have the opportunity to repeat the assessment task within 7 days of notification at no cost.

Stage 3: 3rd Assessment Attempt
Where student deemed Not Competent in first reassessment
- If the student is again deemed Not Competent they will be provided with information identifying the areas in which they failed to achieve competency.
- The student must then participate in a new assessment task within 7 days of notification; no fee will be required to be paid for the assessment.

Stage 4:
Student deemed Not Competent in second reassessment
- If the student is still unable to demonstrate competency, then the student will be required to repeat the unit of competency.
- Technical Education Development Institute will determine the time at which the unit will be available.
- The student will be liable to pay a fee if the unit is retaken.

Note:
- Before moving to the next stage or assessment attempt, student will interviewed by training manager to identify, any addition support or reasonable adjustment consideration.
- Students may appeal decision made by institute for assessment and outcomes, for further detail please refer to complaint and appeal policy available on www.tedi.vic.edu.au