



Assessment appeal and reassessment policy

1. Assessment appeal

- 1.0 Students are able to appeal the recording of an 'NYC' for any competency unit or learning outcome provided they had good attendance for that subject and had reasonable participation in all assessments.
- 1.1 The student needs to fill in the reassessment/ assessment appeal form and include all relevant supporting documents (such as class notes, class activities). The student will take all the documents to see the Director of Studies to discuss the appeal. The reassessment/ assessment appeal form can be collected from the reception.
- 1.2 1.2 If student and Director of Studies come to an agreement in relation to the 'NYC' grade the appeal is complete. An agreement could be but is not limited to a remarking of the previously submitted assessment or an understanding of the student why he was not declared competent in that subject.
- 1.3 1.3 The appeal has to be lodged no later than two weeks after the marks have been published.

2. Reassessment

- 2.0 If a student is not competent after the appeal it is necessary for the student to do a reassessment. Additionally students who decide not to appeal will have to address their NYC subject by attempting a reassessment.
- 2.1 The student collects a reassessment/ assessment appeal form from the reception and with the filled-in form goes to the Director of Studies. The Director of Studies will identify the NYC subjects. A charge of \$150 per subject will apply for attempting the reassessment.
- 2.2 The Director of Studies and the student will then conduct the reassessment.

3. Repeating subjects

- 3.0 Students who do not have satisfactory attendance and/ or have not reasonable participation in assessments and have failed more than 4 subjects will be required to repeat a term.
- 3.1 Any student who is not granted to sit for re-assessment by the Director of Studies/Academic Manager will be required to repeat the term and relevant term fee will be applied. Student's Confirmation of Enrolment (CoE) will be extended if required and Student is required to pay tuition fee for the duration which is been extended due to repeating the term.