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**Re-Assessment Overview  
and Information Guide**

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# RE-Assessments & Assessment Extension

Assessments are an important aspect of learning. Completing an assignment, project, presentation or knowledge-based test is an opportunity to demonstrate knowledge and skills and measures satisfactory progress towards a Unit of Competency (UoC).

Feedback on assessments provides learners with a measurement on how the learning is progressing in relation to the learning outcomes required against each UoC within a course.

To ensure that all students have equal opportunities to demonstrate their knowledge and skills and to receive accurate and meaningful feedback on their work, AIWT has devised this Assessment Overview and Guide, which sets out what is required and expected of both students and trainers/assessors.

AIWT trainers/ assessors explain on the beginning of each term what type of assessments are to be completed and what the due date is for each of the assessment. All Assessments have clear instructions to the candidate. It is the responsibility of the learner to read and understand the course profile and to attend all classes. Not attending classes may leave's a gap in knowledge and skills. It is the responsibility of the learner to catch up on this gap.

It is an AIWT requirement that assessment is based on the performance criteria set on in the UoC. Feedback must relate directly to the criteria and trainers/assessors must provide feedback to individual candidates in a timely manner (indicated on each assessment. Assessment can be formative, as well as summative.

Part of the learning process is the management of both information and time. Developing the capacity to undertake the necessary research, to focus on the question at hand, and to complete and submit the required work on time is essential. Please also ensure that the work you submit is your own work and is not plagiarised.

What forms does plagiarism take?

- ✓ Quoting word for word from another's work without clear acknowledgment.
- ✓ Paraphrasing the work of others by altering a few words, changing their order or closely following their structure without acknowledgement.
- ✓ Cutting and pasting directly from the Internet.
- ✓ Failing to acknowledge the sources you use to produce your work.
- ✓ Inaccurate referencing/citation of another's work.
- ✓ Unauthorised collaborating and colluding with other students.
- ✓ Using a professional agency in the production of your work.

This applies equally to academic and practical application.

The completion and submission of assessments are the learner's responsibility. Always keep a copy of assessments submitted and retain marked assessments when they are returned.

AIWT emphasises the following:

- It is the learner's responsibility to submit assessments on time – check the course time-table for due date and time.
- Communicate in writing – and keep copies of all paperwork e.g assessment coversheets, Application for Re-assessment Form, proof of posting (email), etc.
- If you cannot attend or submit your assessment due to illness or injury ensure you get a medical certificate for evidence and inform your trainer/ assessor or AIWT as soon as you can

## Assessment Due Dates

Assessments in each course are designed to help learners achieve a specific learning outcome, demonstrating their competence over a period of time in various settings. Therefore, it is required that all assessment items are submitted on time.

To obtain a satisfactory outcome for each assessment learners must submit all items of assessment in a UoC. It is highly recommended that you retain copies of all submitted work during a course of study.

If you are struggling to complete an assignment, contact your trainer to discuss this at the earliest opportunity.

## How to apply for an Assessment RE-Sit, RE-Submission or Extension

1. If you have missed an assessment you have to apply for an Assessment Re-sit
2. If you have been deemed not satisfactory you have to apply for an Assessment Re-submission (max up to 2 Re-submissions).
3. If you need an Assessment due date extension, you have to apply for extension prior to the original due date
4. Student who cannot evidence satisfactory attendance and are unable to evidence compassionate or compelling grounds **must pay** as per the fees and charges policy.  
International Student \$ 50.00 for each application  
Domestic/ VET FEE and Charges Student - \$ 25.00 for each application
5. Students must complete the Application form and submit to their trainer/ assessor including
  - a. Get the form available from your trainer/ assessor or AIWT reception
  - b. Pay the fee *if applicable* for Assessment Re- Sit or Re-submission fee
  - c. Attach the relevant evidence if compassionate or compelling circumstances apply (for example, a medical certificate) must accompany the application.

6. The extension will be considered to have been granted only when your trainer has signed the form and returned a signed copy to you. This signed extension authorisation/approval must be submitted with the assessment item it relates to. The original will be kept by AIWT.
7. The form will contain the new revised due date and time for the submission of the assessment. This is your new deadline. You must submit your assessment by this new due date and time; otherwise you will receive a grade **Not Yet Satisfactory**. In this case, you are not given a period of 24 hours' grace after the deadline.
8. Extensions will normally not be granted for a period of more than one week. In exceptional circumstances a two-week extension may be granted as the absolute maximum.  
Never assume that an extension has been granted. Extensions are valid only when you have either received notice in writing from your trainer/assessor or you have received a signed copy of the form.
9. A Unit of Competency may entail's 3-5 types of assessments to be submitted which all must have been deemed Satisfactory to be deemed Competent in the unit. If there are outstanding assessments before the unit is closed within a study period, you are required to re-enrol and pay for this Unit of Competency. If this is not addressed, you will not be issued the full qualification at the end of your studies.

## Re-Assessment Application & Fees (FAQ)

**Q: What happens when I am not able to submit my assessment according to the course due date as per the AIWT course schedule, but I apply for an extension prior to the due date?**

A: You need to complete the Re- Assessment Application form and get it approved by your trainer/ assessor. Except of compassionate and compelling circumstances, a fee is applicable per re-assessment.

**Q: What happens if I did not sit the assessment as I was either sick or have forgotten?**

A: You need to discuss this with your trainer/assessor and apply for a Re-Sit. Complete the RE-assessment application form. There's a fee applicable as per the fees and charges policy except if you can demonstrate compassionate and compelling circumstances.

**Q: What happens when the result of my assessment is NYS?**

A: You need to discuss with your trainer/assessor and apply for a Re-Submission and complete the RE-assessment Application form. There's a fee applicable as per the fees and charges policy except if you can demonstrate compassionate and compelling circumstances.

**Q: What happens when the result of my first re-submission is still NYS?**

A: Get Feedback and guidance from your trainer/ assessor and apply for a second Re-Submission. Complete the RE-assessment Application form. There's a fee applicable as per the fees and charges policy except if you can demonstrate compassionate and compelling circumstances.

**Q: What happens when the result of my second resubmission is still NYS?**

A: You will have to re-enrol in the same unit and pay for the nominated fee for that UoC. If you are deemed NYC at more than 50% of units in the current study period, an Intervention Strategy Meeting will be arranged by your trainer/assessor and Student Services.

**Q: What about my Training Record Book/ Work Placement Book (Work placement students only)?**

A: Submission of the Training Record/ Work placement Book will be treated as submission of an assessment, so the same principle applies.