

SC06 - ASSESSMENT INTERVENTION PROGRAM SEPT 18

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Purpose

The purpose of this policy and procedure is to outline the process that AIS has adopted to further assist students who are at risk in academic progression.

AIS takes academic progression very seriously and is working towards overall improved student completion rates.

Students are constantly reminded of their responsibility as an international student to academically progress.

Students have the opportunity to access trainers above the stipulated and respective timetables, this is to support learners who require more time to learn, understand and submit any assessment work.

Definitions

AIP Assessment Intervention Program held in week eleven (11) of every term.

AIS means Australasia International School

Appeal means a request for a decision made by College to be reviewed, in terms of an academic appeal, students can request one if they genuinely feel that their assessment has been graded incorrectly or unfairly.

C Deemed Competent for a unit

NYC Deemed Not Yet Competent for a unit

Overseas Student means someone who is studying in Australia on a student visa. An overseas student is also called an international student.

Standards means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework

TP a Training Plan shows the schedule in time that units will be facilitated to a student

VETAC Vocational Education & Training Academic Coordinator

VETAM Vocational Education & Training Academic Manager

AUSTRALASIA
INTERNATIONAL SCHOOL

EST: 1973

RTO CODE: 6251 CRICOS: 02747G

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Policy

1. Assessments

- Each Unit of Competency (UoC) has at least two (2) assessments that students need to complete and submit as their own work.
- The first assessment submission is referred to as the **1st submission**.
- If an assessment is deemed as NYC, the student will be notified and told that they have an opportunity to re-submit that assessment.
- That next assessment submission will be referred to as the students **2nd submission**.
- If the 2nd submission is deemed as NYC, the student will be notified of that result and be told that they have an opportunity to re-submit that assessment at the Assessment Intervention Program (AIP).
- Assessments that are submitted during the AIP program are referred to as a students **3rd and final assessment submission**.
- If in the event a student fails their third and final attempt they will have to attend an intervention meeting with the VET Academic Manager and have their Training Plan (TP) adjusted to accommodate the additional time required to complete the course.

2. First assessment submission

- Students are explained at the beginning of each unit the assessment requirements needed for competency.
- Students are provided the learning materials and the first assessment.
- Students are reminded about what plagiarism is and the consequences of submitting plagiarised work.
- Students are given a DUE date
- Trainers are permitted by AIS to accept assessments submitted up to seven days (7) after their due dates without penalty.
- Assessments received seven (7) after the due dates will be penalised.
- The penalty is that the assessment becomes the students second submission.

3. Second assessment submission

- If a student's first submission is deemed NYC then they will be notified by their trainer.
- The student now can resubmit that assessment.
- That assessment is now referred to as assessment two or the second assessment submission.
- If a student submits their first assessment after the seven (7) days from the date it was due, that assessment will become the student's second submission as a penalty.

4. Third assessment submission

- When a student results NYC in their second assessment submission, they can re-submit a third time and that assessment will be known as their third assessment submission.
- The third assessment can only be submitted during the AIP period in week eleven (11) of the term.
- That assessment will be resulted by a trainer the same day it is submitted.

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Procedures

1. Assessment submissions

Procedure	Responsibility
<p>A. First assessment submission</p> <ul style="list-style-type: none"> Is submitted by the due date or within the seven-day extension period. The trainer assessor will result that assessment within seven (7) working days. 	<p>Student</p> <p>Trainer/Assessor</p>
<p>B. Second assessment submission</p> <ul style="list-style-type: none"> The student will need to re-submit an assessment if (which will be known as their second assessment submission): <ul style="list-style-type: none"> The first submission is deemed NYC or, The first submission is received after the seven (7) day extension period or, The student Did Not Submit (DNS) a first assessment or, Because of an academic intervention and the student was told to re-submit an assessment or, The student has received an academic progression warning letter for not submitting their first assessment. 	<p>Student</p> <p>Trainer Assessor</p> <p>Head Trainer</p> <p>VET Academic Manager</p>
<p>C. Third assessment submission</p> <ul style="list-style-type: none"> If a students second assessment submission is resulted as NYC then they will need to resubmit a third and final time. All third assessment submissions can only be submitted at the AIP in week eleven (11) of the term. All third assessment submissions: <ul style="list-style-type: none"> Must be submitted in person at the AIP Must be submitted by the student Cannot be submitted on behalf of a student Must be submitted in hardcopy Must have an AIP assessment submission coversheet (available at Student Services) Third assessment submissions cannot be submitted: <ul style="list-style-type: none"> In any AIS LMS system such as Moodle or Learnnet Via any electronic format e.g.: <ul style="list-style-type: none"> USB stick Messenger attachment WeChat attachment As an email attachment 	<p>Student</p> <p>Student</p> <p>Student Services</p>
<p>D. NYC Resulted third assessment submissions</p> <ul style="list-style-type: none"> All third assessment submissions will be resulted in the same day it was submitted. If the result is NYC then the student has exhausted all avenues to demonstrate competency for the unit. 	<p>Trainer Assessor</p>

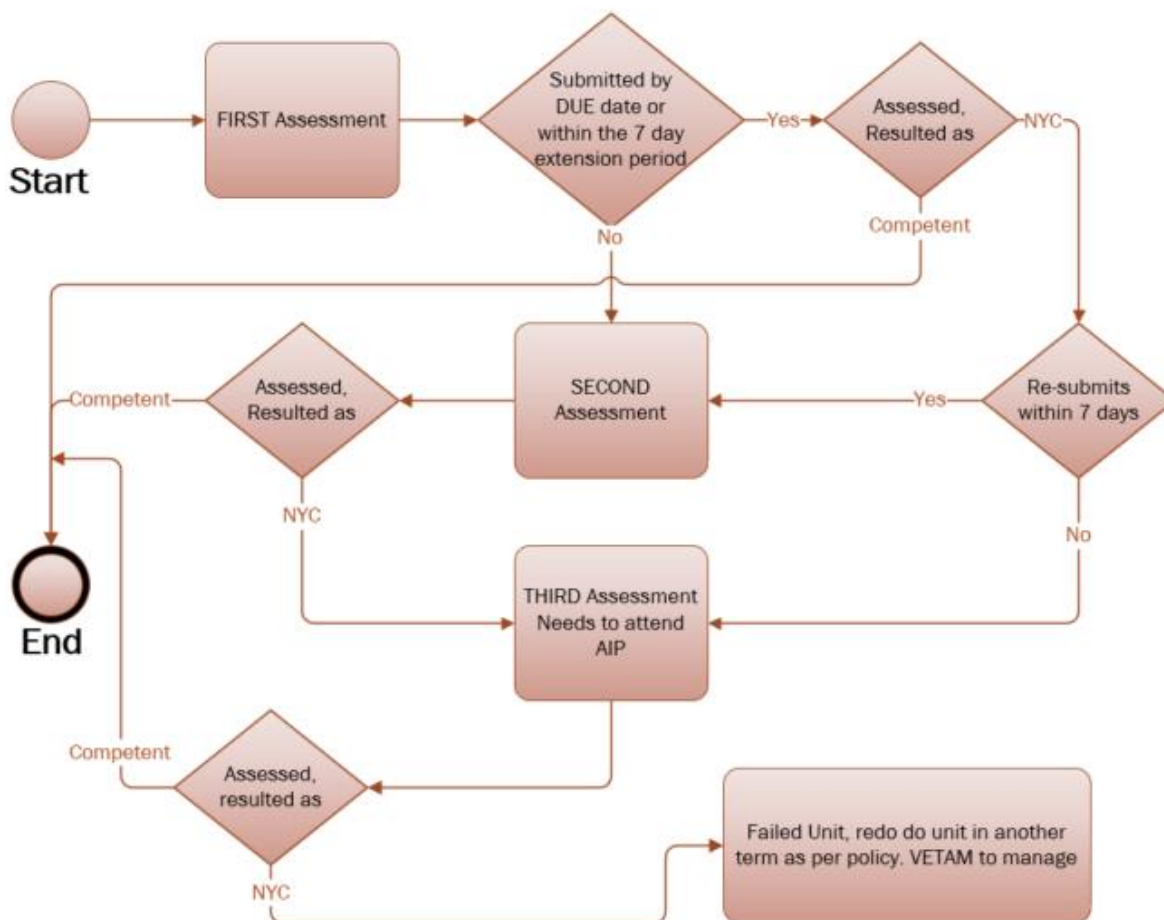
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Procedure	Responsibility
<ul style="list-style-type: none"> • That being the case the student must redo the unit in its entirety. • The student may attend any class lectures that the unit is being facilitated in the upcoming term if: <ul style="list-style-type: none"> ○ The unit is being facilitated outside of that student's current term timetable ○ The VETAM has recorded this in the students training plan (TP) ○ The student name must appear on the class roll ○ The student pays a fee to attend that class calculated on a term pro-rata basis ○ OR... • The student may elect to repeat a term if there is more than one unit that the student needs to complete outside of their original TP. • If a student opts to repeat a term on this basis: <ul style="list-style-type: none"> ○ The student will need to be issued a replacement CoE that covers the extended period. ○ The student will be required to at their own expense apply to have their student visa adjusted to accommodate the extended period. ○ A complete record of the intervention, agreement and the new TP will be signed by the Student, VETAM and other stakeholders and kept in the student file. • The Student Services department will be notified to accommodate the agreed conditions set out in the TP. 	<p>Student</p> <p>VETAM & Student</p> <p>Student Services</p>

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Flowchart

SC06.1 - Assessment Intervention Program flowchart



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