

LATROBE COLLEGE OF ART AND DESIGN

RE-ASSESSMENT STUDENT INFO

- If the student is unable to complete assessments or project work in their study unit by Folio Week (last class week of term) then the teacher will give the student a copy of their assessment with details of where it is not complete. The student will be given one week to submit their work - Re Assessment Second Submission.

RE-ASSESSMENT SECOND SUBMISSION - the student has ONE week from Folio Week to re-submit their assessment.

- The students must upload their work to DROPBOX and email the details to admin (not their teacher) at admin@lcad.edu.au. The work must be clearly identifiable against the assessment requirements. The uploads must not include large files. For videos, and large files a camera phone is to be used or a screen shot or grab from your computer.

The email should include:

- details of the unit
- teachers name
- what is being re-submitted.

- If the student receives an NC (Not Yet Competent), or they are unable to submit by the One-week deadline, they can apply for a Re-Assessment THIRD Submission (see details below).

FOLIO WEEK ABSENCE

- If a student is unable to attend any one of their classes during Folio Week, they will miss the discussion tutorial with their class and teacher. A component of Folio Week involves student reflection on their work over the term; discuss how they might have solved or resolved problems in their artwork; reasons for creative decisions; responses that might have made to advice from tutorials or discussions with others.
- The student instead submits a written reflection in place of the discussion. They will need to submit a one-page statement (300 words) reflecting on the above aspects of their work.
- The reflection must be emailed to admin@lcad.edu.au no later than the one week after Folio Week. If the student is unable to complete this by due time they will have to apply to admin for a Re-Assessment Third Submission for which an application fee applies (see details below).
- They must also make sure they have uploaded all their required work for assessment onto Dropbox.

RE-ASSESSMENT THIRD SUBMISSION (fees apply)

- If the student feels they are still able to pass the unit, they can apply to admin for a Re-Assessment THIRD Submission. There is a charge of \$100 per study unit which is not covered by Vet Student Loans. This fee must be paid on submission of the application form.
- The student completes a S29.2 Re-Assessment Tool THIRD Submission and submits it to admin. The student will be contacted with an assessment date which may require a face-to-face assessment (unless they are interstate or overseas) with an assessor.
- There is no higher education grade for a Re-Assessment THIRD Submission. It is a Pass or Not Yet Passed only.
- If the assessment is successful, the student's mark will be upgraded and issued to them at the next assessment period of the following term.
- If the student is waiting the result of the Re-Assessment for graduation or they are leaving and need their Statement of Attainment, then their marks will upgrade and issued to them within 1 month of their Re-Assessment.
- If the student is again deemed NC after the Third Submission, they will be advised to re-complete the study unit. If the student repeats the unit and again does not pass, they will be advised to do a different unit if it is available. Overseas visa students are not allowed to enrol in units that they have twice not passed.
- If the student believes that any of the results or processes have been unfair, they are invited activate the college's complaints policy and procedures – S27 Complaints Academic Grievance. They need to write to the Course Coordinator

with details of their complaint.

- The student will also be issued a Letter of Warning as per the S21.3 Monitoring COURSE Progress & intervention policies and procedures. Overseas visa students need to take care that they are not jeopardising their student visa in Australia. If they cannot complete their studies in the required timeframe it may lead to a breach of the student's visa conditions. The college must report the student to the **Department of Home Affairs (DHA)** through PRISMS if they need longer than their visa allows to complete the course. The student must contact DHA straight away to have their visa adjusted.

STUDENT CAN CONTINUE TO STUDY IF THEY HAVEN'T PASSED A STUDY UNIT

- If a student fails to reach competency in a study unit it does not preclude them from continuing onto the next unit of study or continuing with their course.
- The student can still maintain their enrolment and continue to attend classes after activating the college's Complaints Policy and Procedures.