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## Policy

This policy is in place to guide College processes relating to Student Assessment, Reassessment and Repeating Unit of Competency. Re-assessment is typically free of charge unless there are serious circumstances which require the fee to be enforced in line with this document, primarily as a measure for disincentive. Where a re-assessment fee is applicable, the cost is \$50 per assessment task and is determined by the Operations Manager. Where a repeating of unit of competency fee is applicable, the cost is \$500 or a pro-rate fee (whichever is higher).

## 1.0 Guidelines

- 1.1 To successfully complete a unit of competency i.e. achieve a Competent result for the unit, a Student must achieve a Satisfactory Result for all assessment tasks for that unit.
- 1.2 For each assessment task, Students are provided with three opportunities to achieve a Satisfactory Result.
- 1.3 Should a Student be unable to achieve a Satisfactory Result by their third attempt, the Student will be required to undertake a re-assessment.
- 1.4 The Trainer should organise the re-assessment (free of charge), and without the assistance of the Administration Department or Operations Manager, unless there are serious circumstances which require the re-assessment fee of \$50 per assessment task to be enforced by the Operations Manager.
- 1.5 Serious circumstances include if the Student has committed academic misconduct as described in point 2.0 of this document, Student Academic Misconduct. Student Academic Misconduct is a serious issue and apart from re-assessment fees charged, will also be dealt with under the College's Student disciplinary procedures.
- 1.6 Re-assessment fees can only be enforced by the Operations Manager and are not to be enforced by Trainers.
- 1.7 Any re-assessment fees determined by the Operations Manager must be paid by the Student directly to Reception. No other staff members are permitted to accept re-assessment fees, including Trainers.
- 1.8 Trainers should encourage Students to produce quality assessments and may point out College policies and procedures to support quality assessments, however must not under any circumstances threaten Students in relation to Assessments.
- 1.9 Where a student is unable to fulfill the unit of competency requirements following a re-assessment, the student may be required to repeat the unit of competency. The cost of repeating a unit of competency is \$500 or a pro-rate fee (whichever is higher) and is subject to timetable availability.

## 2.0 Student Academic Misconduct

2.1 Assessment tasks are considered the most important aspect of student development throughout the course and any form of plagiarism or cheating will be considered a serious violation of College rules:

### *Definitions:*

- a) **Plagiarism:** is the act of appropriating someone else's ideas or expressions without proper acknowledgment, and is strictly prohibited. Students must diligently cite all sources, including online ones, and use quotation marks when directly quoting text. Merely changing a few words in a passage doesn't excuse the lack of quotation marks or proper attribution. Even paraphrasing without giving credit constitutes plagiarism if the original source isn't acknowledged. It's important to note that if the source is another Student's work, it's considered cheating rather than plagiarism.
- b) **Cheating:** Involves breaking rules to gain an unfair advantage, often involving deception or dishonesty. While plagiarism falls under the umbrella of cheating, it's treated as a distinct offence. Cheating encompasses various actions, such as copying others' work, seeking answers online, collaborating improperly, using unauthorised materials in assessments, accessing exam materials illicitly, soliciting unauthorised assistance, outsourcing work to others, offering incentives to influence assessments, providing false information, or fabricating data or citations, altering or attempting to alter any document or record of the College, copying or reworking any material (e.g., text, images, music, video) from generative AI tools, and claiming this work as their own without declaring use of the relevant tool, using generative AI tools, unless permitted use is specified for that assessment. These actions undermine the integrity of academic standards and are strictly prohibited.

2.2 To ensure the most fair and honourable system of assessment for students, YES College operates and maintains a policy of honesty and integrity with regards to the presentation and submission of all assessments. This is viewed formally with serious consequences for any deviations to this intent.

2.3 Students who are found cheating or guilty of plagiarism in any form of assessment will be deemed Not Yet Competent for the relevant Unit of Competency. The student will then need to undertake a re-assessment at an additional cost of \$50 per assessment task. Fees charged as a result of cheating or plagiarism cannot be waived.

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2.4 Students who are found cheating or guilty of plagiarism for a second time will need to re-enrol and repeat the entire Unit of Competency and pay applicable fees. Students will also be issued with an official written warning, which will be placed in the Students' file.

2.5 Continued behaviour of this kind may result in the Student being expelled from the College.

## Related Policies

- SMP Monitoring Course Progress Policy and Procedures
- SMP Compassionate and Compelling Circumstances
- SMP Student Complaints and Appeals Policy

## Related Forms

- SMD Intervention Strategy Record
- SMD Internal Appeal Form
- SMD Complaint Form