



American College Pty Ltd T/A
AMERICAN COLLEGE

Assessment Re-sit Procedure

Stage 1: Student undertakes in-class assessment

- Students will be notified within 14 days of undertaking an assessment of their performance.
- If a student does not attend the in-class assessment, they should notify their trainer as to why they did not attend and if due to illness a medical certificate must be produced. If the assessment is a practical, or no evidence is provided no administrative fee will be charged for re-sitting the assessment.
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Stage 2: Student deemed Not Competent in FIRST assessment

- Students who are deemed to be Not Competent are to be provided with information identifying the areas in which they failed to achieve competency.
- Students will then have the opportunity to repeat the assessment task within 7 days of notification.

Stage 3: Student deemed Not Competent in FIRST re-sit

- If the student is again deemed Not Competent they will be provided with information identifying the areas in which they failed to achieve competency.
- The student must then participate in a new assessment task within 7 days of notification; no fee will be required to be paid for the assessment.

Stage 4: Student deemed Not Competent in SECOND re-sit

- If the student is still unable to demonstrate competency, then the student will be required to repeat the unit of competency.
- American College will determine the time at which the unit will be available.
- The student will be liable to pay a fee if the unit is retaken.