

## Re- Assessment

### 1. INTRODUCTION

The purpose of this policy is to ensure that if a student is unsuccessful in gaining competency for a unit standard, the performance criteria and or elements not successfully passed will be identified.

### 2. POLICY

- 2.1 The tutor will give detailed explanations to the student as to why the standards and/or elements were not achieved.
- 2.2 Tutors will clarify what requirements are needed to gain competency for those areas and:
  - Identify what area needs to be re-assessed and discuss with student
  - Inform student, what was incorrect and why.
  - Complete tasks required to complete unit by student
- 2.3 Tutors are required to re-assess the unit and mark it C or NYC and student will be informed of the result.

### 3 RESPONSIBILITY

- 3.1 Tutors are required to ensure that these standards are completed as required. And that all information such as unit assessment tasks, and all correspondence regarding the assessment is well documented.

### 4 COMPLIANCE

4.1

### 5 REFERENCES

5.1