

[See Definitions and Abbreviations - PLT](#)

## PROGRAM PARTICIPATION AND ASSESSMENT

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## **2.5 Attendance and participation (see also Assessment Rules)**

### **2.5.1 Attendance and participation requirements – PLT Program**

Attendance requirements vary according to the mode of delivery.

The tasks, activities for each Subject are set out in the coursework materials, and in the calendar.

You must fully and actively participate in the PLT Program: see Assessment Rules, rule 2, in Appendix 2 of this manual. Your participation may not satisfy the College's requirements, if you:

- are absent from workshops or other onsite activities
- do not actively participate in workshops or other onsite activities
- in relation to written work or other activities (whether these are required to be submitted for assessment or not):
  - do not complete them
  - consistently complete and submit them later than the due dates
  - the work is not your own, or
- do not access learning resources or undertake tasks and activities as described in the course materials .

Part program students are only required to complete activities and assessments in the Subjects in which they are enrolled.

### **2.5.2 Consequences of non-attendance, non-participation**

If you do not satisfy the attendance and participation requirements you may be ineligible for assessment. As a consequence the Program Director may refuse you permission to undertake an assessment.

If you have been advised that you are ineligible for an assessment and you nevertheless attempt an assessment, that assessment will not be marked, and you will be required to redo the assessment, once you have satisfied the attendance and participation requirements.

### **2.5.3 Extensions**

If you are unable to complete a task or activity by the date scheduled for submission, you must contact the lecturer in advance to let him/her know and to request an extension.

### **2.5.4 Jobs and other commitments**

You must be available for all scheduled assessments.

We strongly recommend that you not undertake full-time work or other commitments during the full-time PLT Program. The coursework is intensive and you may have great difficulty completing requirements if work or other commitments are too great.

### **2.5.5 Notification of absence**

If you are unable to attend or are absent from a scheduled face-to-face workshop or oral assessment, you must notify your lecturer and student services in writing giving reasons for your absence, including a medical certificate if the absence is due to illness

The Program Director may at his/her discretion require any work missed to be made up in the

same or a subsequent Offering. A fee may be charged where alternative assessment dates are arranged.

### **2.5.6 Minimum rate of progress**

While the College allows for deferrals in appropriate circumstances, you must have completed all components of the PLT Program within four years of commencing the Coursework Component.

Rules in respect of minimum rate of progress in relation to the Work Experience Component are found in the Work Experience Rules. The CPE Component can be completed while enrolled in the Coursework Component. The College allows students access to the CPE courses after completion of the Coursework Component.

Students who have not completed all components within four years must apply to commence the PLT Program from the beginning (including the payment of a further tuition fee).

### **2.5.7 English proficiency**

Competency in spoken and written English is required to commence the PLT Program. If you are an overseas student from a non-English speaking country, or your previous studies were in a language other than English, you must demonstrate your ability in English skills in accordance with the IELTS standard before commencing the Program. The requisite IELTS standard is at level 8 (writing), 7.5 (speaking), 7.0 (reading), 7.0 (listening) and 7.5 overall..

If you do not do this, you may be required at any time during the Coursework Component to defer until such English skills are demonstrated.

Further information is available from the Manager of Student Services.

## **2.6 Assessment procedure (see also Assessment Rules)**

### **2.6.1 Academic requirements**

The program, content and assessment in each Subject are described in the relevant coursework materials and timetable. You must complete any test, task, activity, assignment, coursework, video assessment, court appearance, oral assessment or any other assessment task undertaken as part of the PLT Program requirements prescribed by the College using only the resources authorised by the College.

Part Program students are only required to complete tasks, activities and assessments in the Subjects in which they are enrolled.

### **2.6.2 Assessment Rules**

The College's assessment policies and procedures are detailed in this Manual and in the Assessment Rules, and appear as Appendix 2 to this Manual.

### **2.6.3 Disability and disadvantage**

If you require special consideration because you suffer from a disability or disadvantage (not including lack of skills in reading and/or writing English) which might cause you difficulties in assessments you must apply in writing to the Manager of Student Services and the lecturer at least 14 days before the assessment. You should include a medical certificate and/or other relevant evidence in your application.

The Manager of Student Services in consultation with the lecturer and, if necessary, the Program Director may make such special arrangements, facilities available or allow additional time for the assessment.

#### **2.6.4 Identification at assessments**

You must supply photo identification (i.e. a driver's license or proof of age card) at all assessments.

If you do not provide acceptable identification you may, at the discretion of the invigilator/assessor, be excluded from the assessment.

#### **2.6.5 Assessment locations**

If attendance in person is required for an assessment, you will be expected to undertake the assessment at the location nominated by the College.

If you wish to undertake your assessment at a different location, you must apply to the Manager of Student Services, in writing, 21 days before the date of the assessment and provide reasons for your request to complete the assessment at that location. It is also your responsibility to find an academic institution acceptable to the College willing to administer the assessment(s). The arrangement of an alternative location depends on the College being satisfied with the institution proposed by the student and the availability of any particular alternative cannot be guaranteed.

If your application is approved it may be that there will be fees charged by the institution where the assessment will take place – this will not be the case where the personal assessment is at College premises. You will have to pay the fees of the institution where the assessment is held. Payment details will be advised following finalisation of arrangements.

In some circumstances, an assessment that normally requires attendance in person may be undertaken by video or web conference. In these cases you will be required to pay all costs associated with a video or web conference. The College will not approve an oral assessment being conducted by telephone unless the student is physically located on College premises, identified by College staff and being assessed by a lecturer at another College campus.

#### **2.6.6 Timetable and attendance**

Assessments will be on the dates and at the times shown in the relevant calendar or timetable. For your individual assessments you may be required to book a time with your lecturer or assessor. Where appropriate, the Program Director or Manager of Student Services may allocate the times of those assessments.

The College may reschedule the assessments for any reason and will notify you of the changes.

The Program Director may refuse permission for you to undertake an assessment if you:

- have not satisfied the attendance and participation requirements
- have not completed all tasks, activities and tests to a competent level
- do not produce acceptable identification, or
- do not attend or
- attend more than 20 minutes late.

### **2.6.7 Absence from an entire assessment**

If through circumstances beyond your control you are unable to attend an assessment you must:

- notify your lecturer in writing, no later than one working day after the date of your assessment, and
- submit a medical certificate and/or other relevant evidence.

The lecturer, in consultation with the Program Director, may make any special arrangements as the Program Director thinks fit. A fee may be charged where alternative assessment dates are arranged. The Assessment Rescheduling Fee amount is listed under Fees on the College website.

### **2.6.8 Illness or misadventure during an assessment**

If you attempt an assessment but claim that your performance was prejudiced by circumstances beyond your control on the day of the assessment, you must:

- notify your lecturer, in writing, no later than one working day after the date of the assessment, and
- submit a medical certificate and/or other relevant evidence.

The lecturer, in consultation with the Program Director, may not alter the result of the assessment but may permit you to attempt another equivalent assessment on such conditions as the lecturer in consultation with the Program Director, thinks fit.

### **2.6.9 Medical certificates**

All medical certificates must specify the severity and duration of the complaint and its effect on your ability to undertake the assessment. The College will not accept a receipt for medical or hospital fees instead of a medical certificate.

### **2.6.10 Return of work/re-marking**

Where possible, feedback will be given to you on tasks, activities and oral assessments

Procedures are in place to ensure that grading is carried out fairly and consistently. Before final grades are issued:

- any inconsistencies in grading are investigated, and
- failures are reviewed.

### **2.6.11 Notification of results**

You may access your results and/or check the status of your Work Experience and Continuing Professional Education components online. You can only access your own details.

Your results will be posted online as soon as they are available.

After the end of the Coursework Component a transcript of your final results in each Subject, will be made available to you. You should make sure that the College has your correct address for correspondence after the Program concludes, if it is not the address shown on our records at enrolment. Alternatively the College will, at your request, either:

- send your transcript to you through the DX if you have access to the document exchange

- hand your transcript to you in person.

Students in Part Programs receive only a Certificate of Completion which notes Subjects successfully completed.

#### **2.6.12 Supplementary assessments**

If you do not pass a Subject at your first attempt you will be required to sit a second assessment in the relevant assessment. You may be required to undertake remedial work, including mentoring, before being eligible to sit a second assessment.

The maximum grade that can be awarded to a student sitting a supplementary assessment is a Pass grade.

You should contact Student Services to arrange a time for supplementary assessment.

#### **2.6.13 Consequences of failure of a Subject after a supplementary assessment**

If you fail a Subject twice you must contact Student Services to arrange mentoring by the relevant subject coordinator or other nominee of the Program Director to discuss the failed assessments. The Subject coordinator or nominee may require you to satisfactorily complete additional work. You may then apply to the Assessment Review Committee (ARC) for permission to do a third assessment. If your additional work is satisfactory, the Subject coordinator may make a recommendation to the ARC, in support of your application.

If the ARC refuses permission for a third assessment, you must transfer to a subsequent Offering to complete the Subject, pay the appropriate fees, do the coursework required by the ARC and undertake assessment during that Offering, unless the ARC determines that a different procedure is appropriate in the circumstances.

If the ARC grants permission for a third assessment and you fail the subject on the third attempt, you will be excluded from the Program for up to 12 months unless you are able to show cause to the ARC as to why a different outcome is appropriate in the circumstances. The period of exclusion shall be determined by the ARC.

You may make a written submission and/or address the ARC in person.

Appeals from decisions of the ARC are covered under the Assessment Rules at Appendix 2.

#### **2.6.14 Revocation of academic awards**

The College reserves the right to revoke an academic award in circumstances where the College believes on reasonable grounds that the award should not have been conferred due to administrative error, irregularities in respect of eligibility or otherwise in compliance with the rules and policies within this PLT Program Manual.