

RESITS – GUIDELINES FOR GOOD PRACTICE AND CHARGING POLICY - AMENDED 01.04.2011

Section	Teaching and Learning		
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Next Review	April 2012	Responsibility	Director of Curriculum and Planning
Key Evaluation Question	1	ITPNZ Quality Standard	9

PURPOSE

To provide guidance and flexibility for teaching units in developing resit procedures.

SCOPE

All courses and programmes which include summative assessment.

Published information for students (eg programme regulations) shall include assessment and resit procedures and be available for all programmes, which upon successful completion, result in a NMIT or New Zealand Qualifications Framework qualification or nationally recognised equivalent.

DEFINITION

Where the criteria for successful completion of a summative assessment have not been met (eg pass; competent . . .) the same criteria may be reassessed as a “resit”.

RESPONSIBILITY

Heads of School coordinate the development of resit procedures and set charges for resits.

Academic Committees recommend, and the Academic Board approves, resit procedures.

GUIDELINES

Resit procedures should consider:

STUDENT LEARNING

Assessment and reassessment (resits) should be an integral part of student learning.
Resits require additional student time and energy.

PROGRAMME INTEGRITY

Provision for resits should not compromise programme standards and the integrity of qualifications for all students and for the Institute.

Prior to initial assessment, those responsible for programme delivery should identify assessments where the same or similar tools could or must be used for resits without compromising academic standards.

RESOURCES

Any additional workload for tutors and support staff.

- the cost of resits including additional materials, equipment and rooms, in relation to the programme budget.

STAKEHOLDERS

What are the external requirements for assessment and resits?

Consider NSBs, ITOs, NZQA, other national bodies.

EQUAL EDUCATION OPPORTUNITIES (EEDO)

What will be the effect of limiting the number of resits on individual students, (eg students with disabilities; English as a second language; learning difficulties).

What will be the effect of charging for resits on students who may not be able to pay?

MODERATION

Incorporate the internal and external moderation requirements which apply to all other assessments.

FOR THIS PROGRAMME AND FOR THESE STUDENTS

Is it necessary to restrict the number of resits?

On what basis will resits be restricted?

- resits/year?
- resits/programme?
- resits/assessment?
- resit providing prior conditions are met? (eg attendance; x% of "pass" requirement on first assessment; submission of an exercise or test paper by due date;)

Are second resits available?

Are second resits restricted? (eg same requirements as for first resits; only on application;)

Are resits available for parts of an assessment?

Is the reporting of the results of resits consistent with the original assessment and any previous resits?

Should the reporting of any grading or merit results also apply to resits?

ADVICE TO STUDENTS

Students must clearly understand, at all stages of a programme, the resit provisions as part of the school or programme assessment procedures.

How will students be advised and who will be responsible to do this?

REVIEW

Resit provisions and assessment tools should be regularly reviewed especially as new programmes mature and as new components are introduced.

- review by the Programme Leader.
 - review as part of Curriculum Area Self Assessment
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- Why and how are resits being used?
 - are entry criteria too low?
 - are completion standards too high?
 - are students using resits as a learning tool?
 - are students playing for time?
 - are resits allowing students to “pass” but at lower standards?
 - are resits well planned; could planning be improved?

CHARGING

All resits reasonably considered to be part of the course or programme being offered should be provided without additional charge, being covered by the overall fee for the course or programme.

Additional resits should be charged at a rate determined by the Head of School. The charge should be calculated to recover all costs at \$75 per hour of time plus actual costs of any materials and travel where these are significant.

Where regular resits are likely to occur the school may establish a set of standard charges based on the anticipated full costs above.

For special cases the Head of School may determine the resit charge on a case by case basis.

Resit charges are to compensate for work and materials over and above that normally expected as part of the course or programme.

REFERENCES

INTERNAL

NMIT Academic Statute
Academic Counselling and Exclusion
Moderation of Assessment
Programme Regulations