

MGIT STUDENT ASSESSMENT SUBMISSION POLICY and PROCEDURE

Policy Statement:

MGIT believes the proactive management of student assessment submission will assist students in meeting the agreed assessment due date.

Policy Purpose:

This policy aims to provide clear guidelines to MGIT students and Trainers regarding the submission of assessments in relation to due dates, assessment formats, and grounds for request to extend the dates of submitting the assessment. This will also include what consequences may result for non-adherence to the policy.

Definitions:

Assessment – the act of evaluation of a student’s achievement on a course

Submission due dates- this is the date that the students were advised to submit their completed assessment

Assessment format- this is a detailed instruction given to students as in what format will the assessments be submitted, e.g. report format or essay format.

Submission Date Extension- in the event that students feel that personal circumstances might keep them from sending their assessment on time, such as being personally sick, caring for a sick relative or family member, or misadventure.

Policy Scope

- MGIT students
- MGIT Admission/Student Services Department
- MGIT Academic Department

Policy:

At the **beginning** of each term and/or the first day of delivering the units of competency. All MGIT students will be informed of the following;

- details of the assessments
- Assessment format- e.g. hardcopy/typewritten, soft copy via online submission
- submission dates
- grounds for request to extend submission date

Note: All MGIT Trainers must ensure that this particular initiative is included in their session plan and relayed to the students on the first day of the term and/or first day of delivering units of competency.

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In the event that student might not be able to complete and submit the assessment due to THE following circumstances;

- Needing further assistance in relation to understanding and completing the assessment- a student must discuss this with the Trainer as soon as possible so that appropriate arrangements can be organised such as an extra tutorial during the class, or a scheduled one on one session.
- If a student was ill and not able to complete the assessment- A student may request for an extension by filing a Request for assessment submission extension form. Students will be requested to provide supporting documentation such as a medical certificate in order to be eligible for the submission extension
- A student who has to care for sick immediate family members- e.g. Mother, Father, Wife, Husband, Daughter, son, sister, brother, and Grandparents, student will have to provide appropriate documentation such as a medical certificate, hospital admittance forms, etc. to support the claim.
- Misadventure- A student has lost the records because of a computer , software malfunction, or due to a virus , stolen laptop/computer, or a corrupted USB

Procedure:

A student who may have a reason to be eligible to apply for a submission extension must complete the form: "Request for Submission Extension Form" and submit it to their trainer immediately. A student will be notified within 5 working days if the extension will be considered. A submitted form must be supported by appropriate documentation otherwise the request will be rejected.

Trainer upon receipt of the request form from the student must review and confer with the Training Coordinator the reason for request to extend the submission date within 48 hours. A trainer must inform the student the result of the request within five working days.

Note:

MGIT Trainers recognise that students from time to time may have to submit an assessment that for the most part is satisfactory and some parts needed revision. In this particular scenario, a trainer may ask the student to resubmit and rectify the revision request of the trainers in the first and second instance. Students may be declared "Not Yet Satisfactory" or not yet competent as a result of three NYS result of the same submitted assessment.

Scheduled In Class Written Assessment

MGIT students who failed to attend a scheduled in class written assessment will have a DNS (Did not Sit) against their record and will have to re-sit for the assessment at a cost of \$100.00, but if the student failed to attend an in class written assessment due to the following reason cited below; may fill a Re-Assessment Request Form for consideration.

- A student was ill and not able to complete the assessment- The student may request for an extension by completing a Request for assessment submission extension

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form. Students will be requested to provide supporting documentation such as a medical certificate in order to be eligible for the submission extension

- A student who has to care for a sick or immediate family member- e.g. Mother, Father, wife, husband, daughter, son, sister, brother, and Grandparents, a student will have to provide appropriate documentation such as a medical certificate, hospital admittance forms, etc. to support the claim.
- Misadventure- transportation crisis

Procedure:

A trainer upon receipt of the student Reassessment Request Form will confer with the Training coordinator and deliberate student appeal within 48 hours. Request for reassessment must be supported by appropriate documentation.

Re-assessment request has to be organized and a re-sit by the student will be organised within 60 business days from the time that result of Not Satisfactory or Not Yet Competency has been release.