

QSIR College attendance, resit and appeals policy

August 2018

Programme attendance

As a commitment undertaken at the start of the QSIR College process, it is expected that candidates will attend all QSIR practitioner workshop sessions before sitting the QSIR College online assessment. In addition, all candidates must attend the facilitation skills workshop and webinars. Failure to do so will mean that candidates will not be permitted to sit any of the assessed elements for QSIR College. If a candidate is unable to attend a QSIR practitioner workshop session due to unforeseen reasons, they will be provided with alternative dates for the missed session.

Examples of unforeseen circumstances include:

- serious illness
- other unforeseen events that could not have reasonably been planned for.

The following are not normally classified as unforeseen circumstances:

- minor illness
- inadequate planning or time management
- transport problems
- planned annual leave.

Candidates who have not attended all workshops and webinars in full will be required to defer to the next available cohort of QSIR College.

Attendance at online or teaching assessments

It is expected that candidates will undertake and submit all assessed elements for marking according to the published schedule. This includes the online assessment and the teaching assessments.

However, there may be occasions where candidates are unable to sit the online assessment or attend for their teaching assessments due to unforeseen circumstances.

Examples of unforeseen circumstances include:

- serious illness which is detrimental to a candidate's performance
- other unforeseen events that could not have reasonably been planned for, which impact on the candidate's performance.

The following are not normally classified as unforeseen circumstances:

- computer or printer failure
- minor illness
- inadequate planning or time management
- transport problems
- planned annual leave.

If candidates anticipate they will have a problem with undertaking an assessment according to the published schedule they must contact the faculty as soon as possible.

For candidates who miss the online assessment, they will be offered a place at the next available online assessment (the next cohort).

For candidates who cannot attend their teaching assessments, it may be possible to provide an alternative slot in the following assessment week if one is available. If not, or if there are no more scheduled teaching assessments, candidates will be offered a place at the next round of teaching assessments (the next cohort).

Resit

There is no resit option for the QSIR College online assessment. However, there is one resit option for the teaching assessments.

Resits will normally be undertaken at the following round of teaching assessments (during the next cohort). Candidates receiving a fail grade will have received feedback on their original teaching assessment and they are advised to take the feedback into account when undertaking the resit. Resits for the teaching assessments will run to the same format as the original teaching assessment process.

If candidates receive a fail grade on a resit teaching assessment, this will be recorded as a final fail and no further resit opportunities will be provided.

Extensions for reaccreditation deadlines

It is expected that as part of the reaccreditation process, delivery teams will undertake and submit all assessed elements for marking according to the published deadline. Individuals and delivery teams are encouraged to plan early and give themselves sufficient time to prepare.

In exceptional circumstances, extensions for reaccreditation submissions may be granted by the ACT Academy faculty where delivery teams are unable to meet the deadline due to unforeseen circumstances. In these cases, delivery teams can apply for an extension to the faculty, stating the reasons for the request. The length of an extension will be agreed between each delivery team and the faculty on a case-by-case basis.

Examples of unforeseen circumstances include:

- serious illness which is detrimental to the delivery team's performance
- other unforeseen events that could not have reasonably been planned for, which affect most of the delivery team and their ability to submit to the deadline.

The following are not normally grounds for an extension:

- computer or printer failure
- minor illness
- inadequate planning or time management
- transport problems

- planned annual leave.

If delivery teams anticipate they will have a problem with submitting materials for reaccreditation on the deadline date, they must contact the faculty as soon as possible.

Requests for an extension to the deadline for reaccreditation must be sent to the ACT Academy faculty team by email, at the absolute latest, the day before submission. Requests must be supported by the executive sponsor for the delivery team. Requests received after the deadline date will not be considered and the assessed element will not be marked and will impact upon reaccreditation timelines.

Appeals

If candidates receive a fail grade for an assessed submission, they can appeal the grade awarded for that particular assessment, only on the grounds of procedural or process irregularity. Candidates cannot appeal a fail grade on the basis of assessor judgement, i.e. because they do not agree with the grade.

If a candidate wishes to submit an appeal, they must do so in writing to the ACT Academy faculty within five working days of receipt of the grade, stating clearly the grounds for appeal. The faculty will appoint an investigating officer who was not involved in the marking of the work and candidates will receive an outcome response within five working days of the appeal being received. If an appeal is upheld, the fail grade will be removed and candidates will be given a resit opportunity (classified as a first submission) or allowed to progress (whichever is the most appropriate option).