
Resolution of Council, the 28th day of June 1999, pursuant to clause 17 of the Institute Constitution.

1. DEFINITIONS

In this Rule, definitions contained in the Constitution shall apply, together with the following definitions, unless inconsistent with the context or subject matter.

- 1.1 “**Constitution**” means the Constitution of the Council of the Northern Melbourne Institute of Technical and Further Education.
- 1.2 “**Chief Executive Officer**” shall be the person appointed by Council as the Chief Executive of Northern Melbourne Institute of TAFE.
- 1.3 “**Transfer**” is a credit granted in a Northern Melbourne Institute of TAFE subject or module for another subject or module satisfactorily completed at another TAFE institution where the title, content and objectives of the other subject or module are the same as those for the Northern Melbourne Institute of TAFE subject or module.
- 1.4 “**Credit Transfer**” is a credit granted in a Northern Melbourne Institute of TAFE subject or module for a subject or module completed at another institution where there has been an agreement made between education authorities for the Credit Transfer to be granted.
- 1.5 “**Exemption**” is a credit granted in a Northern Melbourne Institute of TAFE subject or module for an equivalent subject or module satisfactorily completed at another institution.
- 1.6 “**Ungraded Pass**” is a credit granted in a subject or module where students are considered, under the Recognition of Prior Learning process, to have successfully completed the training, work experience and/or life experience for that subject or module.
- 1.7 “**Supervisor in Charge**” means the person in charge of a particular examination session.
- 1.8 “**Examination**” means a written or oral test or assignment conducted by the Institute under examination conditions, as set out in this rule.

1. DEFINITIONS (contd)

- 1.9 “**Academic Registrar**” means the person appointed to that position in

the Institute and nominated by the Chief Executive Officer to be responsible for the conduct of examinations in the Institute.

- 1.10 **“Irregular Conduct”** means conduct by any person which gains or which may enable a student to gain an unfair advantage in any assignment, test, examination or the like.
- 1.11 **“Campus Examination Officer”** means the person nominated to co-ordinate a campus examination centre.
- 1.12 **“Supervisor”** means any person appointed to supervise an examination of the Institute.

2. ASSESSMENT OF ASSIGNMENTS, PROJECTS OR OTHER MATERIAL

- 2.1 Where an assignment, project, or other material, forms part of the formal assessment requirement of a subject, such material must be submitted for assessment on or before the date notified by the subject teacher or the head of department responsible for the subject.
- 2.2 Where any project, report or other material is submitted after the due date, it will not be assessed until the normal time in the following year or semester as appropriate, unless approval has been given by the Head of Department or the Associate Director responsible for the teaching of the subject.

3. RESULTS OF ASSESSMENT

3.1 Notification of Results

- (a) information concerning the results of an assessment will not be given over the telephone.
- (b) With the exception of Victorian Certificate of Education (VCE) the only official results of assessment are those provided by the Academic Registrar. Such results are displayed on official notice boards at the Institute and mailed to the student's home address each year. VCE students will be notified of results by the Victorian Board of Studies.

3.2 Withholding Notification of Results

Where a student has failed to pay an Institute loan, pay library fines or has outstanding library resources, the Academic Registrar may withhold results until all loans or fines have been paid and all Institute resources returned.

3.3 Assessment Grading System

TABLE 1

GRADE	SYMBOL	PERCENTAGE
Higher Distinction	HD	85-100
Distinction	D	75-84
Credit	CR	65-74
Pass	PA	50-64
Fail	N	0-49

TABLE 2

GRADE	SYMBOL
Competent - Distinction	CD
Competent - Credit	CC
Competent - Satisfactory	CS
Fail	N

TABLE 3

GRADE	SYMBOL
Satisfactorily Completed	SC
Continuing Studies	NC *
Fail	N
Proficiency Pass	PP

* Modules have been approved to continue into the next collection period/year.

TABLE 4

GRADE	SYMBOL
Non Assessable Module Enrolment - Not satisfactorily completed	NAN
Non Assessable Module Enrolment - Satisfactorily completed	NAS

3.3 Assessment Grading System (contd)

LEGEND

Competency Not Yet Attained	CNA	Ungraded Pass	UP
Conceded Pass	SP	Withdrawn	W
		(date)	
Exemption Transfer	EX T	Withdrawn - No Attendance	WNA
Credit Transfer	CT		

3.4 A student may withdraw from a subject/module after having attended at least one class or submitted one piece of assessment and have the code **W** recorded on the student's record.

4. TRANSFER AND CREDIT TRANSFER

- 4.1 The granting of Transfers and Credit Transfers is a responsibility of the relevant Faculty Board.
- 4.2 Transfer or Credit Transfer must be sought for subject/modules passed at other institutions.
- 4.3 Applications for Transfers or Credit Transfers must be made on the official "Application for Recognition of Prior Learning Form" which is obtainable from the Academic Registry and teaching departments.
- 4.4 Subject/modules for which Transfer or Credit Transfers is requested must be fully and correctly titled.
- 4.5 The Application Form, completed according to these instructions, must be lodged with the relevant teaching department. A certified copy of each document supporting the application must be submitted.
- 4.6 Faculty Boards shall forward the results of all successful applications to the Academic Registrar for official notification to the student and for recording on student academic record.

5. EXEMPTIONS

- 5.1 The granting of exemptions shall be a responsibility of the Faculty Board.
- 5.2 Exemptions may be granted from a substantial part of a program provided that the limits and conditions specified in the particular course documents are not exceeded.
- 5.3 Applications for exemptions must be made on the official "Application for Recognition of Prior Learning Form" which is obtainable from the Academic Registry and teaching departments.
- 5.4 Subject/modules for which exemptions are requested must be fully and correctly titled.

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- 5.5 The Application Form, completed according to instructions, must be lodged with the teaching department. A certified copy of each document supporting the application must be submitted.
 - 5.6 Faculty Boards shall forward the results of all successful applications to the Academic Registrar for official notification to the student and for recording on student academic record.

6. UNGRADED PASS

- 6.1 The granting of Ungraded Pass is a responsibility of the relevant Faculty Board.
- 6.2 Ungraded Pass may be sought for training, work experience and/or life experience.
- 6.3 Applications for Ungraded Pass must be made on the official "Application for Recognition of Prior Learning Form" and the special application form for RPL (Ungraded Pass), which are obtainable from the Academic Registry and teaching departments.
- 6.4 Subject/modules for which Ungraded Pass is requested must be fully and correctly titled.
- 6.5 Where an Ungraded Pass is sought for practical units based on industrial experience, written documentary evidence, signed by the employer, must accompany the application.
- 6.6 The Application Form, completed according to these instructions, must be lodged with the relevant teaching department. A certified copy of each document supporting the application must be submitted.
- 6.7 Faculty Boards shall forward the results of all successful applications to the Academic Registrar for official notification to the student and for recording on student academic record.

7. ELIGIBILITY FOR EXAMINATIONS

7.1 To be eligible to present for an examination of the Institute, a candidate must either:-

- (a) be enrolled for classes in the subject of the examination, have paid to the Institute all prescribed fees and charges as outlined in the Student Enrolment, Fees and Charges Rule, and have shown satisfactory attendances at classes pertaining to the subject and have completed and submitted satisfactory reports, laboratory work projects or assignments and satisfactorily participated in group discussion as are appropriate, or
- (b) have been accepted by the Institute as eligible to sit for the examination without attending classes, in which case the necessary approval by the relevant Associate Director must be lodged with the Academic Registrar and have paid any prescribed fee or charge unless such fees have been waived by the Chief Executive Officer, and
- (c) not be prohibited from presenting for such examination by the Chief Executive Officer for any reason.

7.2 Any candidate who has been refused permission to sit for an examination may appeal to the Chief Executive Officer.

8. This Rule applies to examinations in accredited programs conducted by the Institute and on behalf of statutory authorities. All procedures and instructions outlined in the relevant Office of Training and Further Education (OTFE) and Victorian Board of Studies (VBOS) examinations instruction booklets apply.

9. TIMETABLES, ABSENCES

9.1 Notification of Time and Place for Examinations

- (a) The only official notification of examination times and room locations will be displayed on the Institute examination noticeboards by the Campus Examinations Officer.

9.2 Clash of Subjects in the Examination Timetable

- (a) Where a candidate wishes to sit for two examinations timetabled to

be held at the same time, the Head of Department will approve his/her taking one of those examinations at another time on the same day, provided that he/she is under appropriate supervision between the times for the two examinations.

- (b) Application is to be made in writing to the Head of Department at least 72 hours prior to the timetabled examination time.

9.3 Absence from an Examination

- (a) Missing an examination through misreading the timetable does not entitle a candidate to any further examination and a "fail" shall be recorded.
- (b) Where a candidate is absent from an examination owing to illness or reasons considered satisfactory by the Academic Registrar, the Academic Registrar shall, on viewing a satisfactory medical certificate or other evidence within 48 hours of the examination (or in the case of Office of Training & Further Education examinations within seven days of the date of the examination), inform the Associate Director responsible for the subject, the OTFE, the Ministry of Education or VBOS, whichever is appropriate. The student may be required to undergo further procedures or further tests as will enable assessment of the candidate to be made. Further tests are available in some subjects and courses only. Students who believe they may be eligible for a further test should make application to the Academic Registrar.

10. PROCEDURE IN THE EXAMINATION ROOM

- (a) Candidates will be admitted to the examination room 15 minutes before the starting time of all examinations. During this period they may study the examination paper, but no writing will be allowed.
- (b) Unless with the special permission of the Supervisor-in-Charge, no candidate shall enter the examination room later than half an hour after the examination has commenced nor shall any candidate be allowed to leave the examination room before the expiration of half an hour from the start of the examination.
- (c) No candidate, having once left the examination room, shall be permitted to return unless during such absence he/she has been under supervision.
- (d) No candidate shall be permitted to leave the examination during the last half an hour.
- (e) Candidates identity cards must be produced upon request at all examinations.
- (f) No writing will be permitted after the Supervisor-in-Charge has instructed candidates to cease writing.

11. IRREGULAR CONDUCT

Any irregular conduct in or in respect of an examination, test or assignment, or any misconduct in or in the vicinity of an examination or test room may be regarded as an offence and may render the student liable to penalties under the Student Discipline Rule and/or the relevant section of the OTFE examinations instructions booklet.

12. SPECIAL CONSIDERATION

- 12.1 A student who considers that his/her preparation for an examination has been hampered by factors outside his/her control, may apply to the Academic Registrar for special consideration.
- 12.2 In considering such applications the Academic Registrar may require an applicant to produce further evidence.
- 12.3 Applications for special consideration must be submitted to the Academic

INSTITUTE RULE

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Registrar or the Supervisor-in-Charge prior to commencement of the examination for which consideration is sought. In a subject where assessment is continuous, applications must be lodged with the Academic Registrar not later than the date published on the official current academic calendar on which classes for the semester cease.