

## 5.6.12 Did Not Sit Result

### Operating Policy and Procedures

#### 1. **Policy**

It is the policy of the Navitas College of Public Safety (NCPS) that students who fail to submit/sit a compulsory assessment task as required in any subject of study, or who fail to meet any other hurdle (i.e. compulsory) requirement of a particular subject, will receive a Did Not Sit (DNS) result for that subject. This is an academic penalty.

#### 2. **Purpose**

The purpose of this policy is to ensure that students submit any compulsory assessment task as required in any subject of study and to detail the consequences of non-submission of any compulsory assessment.

#### 3. **Responsibility**

The Manager of Study Programs is responsible for compliance with this procedure.

#### 4. **Guidelines**

##### 4.1 **Compulsory assessment tasks must be attempted/submitted/sat**

In order to successfully complete a subject of study in any given trimester at NCPS, a student must attempt or sit any and all compulsory assessment tasks in/for that subject.

A student not complying with this requirement will receive a DNS (Did Not Sit) result.

##### 4.2 **Did Not Sit Result**

A Did Not Sit result is recorded when a student:

- does not submit a compulsory assessment piece that a Subject Chair has nominated as a compulsory assessment piece and which he/she has indicated as such in the associated Subject Guide;
- submits a compulsory assessment piece after seven days following the due date for the compulsory assessment piece but without a previously approved Extension or Special Consideration application. This will be considered a non-submission.

As a consequence of receiving a DNS grade for a subject, a student will no longer be permitted to attend classes, or submit/sit other assessments for that particular subject.

##### 4.3 **Late Withdrawal**

If a student withdraws from a subject or course or takes Leave of Absence after the end of week 8 in the trimester, he/she will receive a Late Withdrawal (LW), not a DNS.

##### 4.4 **Transcript of Results**

If a DNS is received during the trimester, this will appear on the student's Transcript of Results for that trimester as a DNS grade next to the subject involved.

##### 4.5 **Two or more DNS results**

A student who receives two or more DNS results in any academic year, or who receives a DNS or a combination of DNS and NN (fail) results in 50% or more of enrolled subjects in any trimester, will be deemed a student 'At Risk' of failing to meet academic progress requirements. (See 5.6.8 *Student Progress*.)

##### 4.6 **Repeating a subject after receiving a DNS result**

A student who repeats a subject after receiving a DNS result must completely undertake the subject again. That is, he/she must re-attend classes and tutorials and must re-submit all required assessment/s and/or re-sit any exams for that subject.

Any repeated subject must be paid for, either directly to NCPS when re-enrolling in the subject, or by incurring a FEE-HELP debt for the repeat.

## 5. Procedures

### 5.1 Policy

The policy will be available to students in full on NCPS's website and/or in a condensed form in the annual Student Diary. Lecturing staff must also inform the students about the policy in the first class of their subject, in the context of discussing the requirements of the subject.

### 5.2 Student Administration

Student Administration will record each Did Not Sit result on each student's file in the student management system. Student Administration will also maintain an electronic file of all Did Not Sit results. This file must be kept up to date.

Student Administration will provide the Manager of Study Programs with a list of all Did Not Sit results before the start of the examination period, i.e. at the end of Week 12.

## 6. Authority

Authorised by the Dean/Head of College

## 7. Approval

Approved by the Academic Council

## 8. Amendments

Date	Modified by	Sections amended/added	Approved by Academic Council
10/12/07	Christine Ashton	80% Attendance reference deleted. All references to semesters replaced with trimesters.	
15/08/08	Christine Ashton	Change in title: CEO to General Manager	Minor change
22/05/09	Jodie Reeve	Logo changed	Minor change
10/11/09	Christine Ashton	Change of name and logo	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change
23/08/11	Matthew Thurgood (Acting Manager of Study Programs)	Changes in title: Registrar to Manager of Study Programs; General Manager to Dean/Head of College. Reference to Essay Plans deleted.	Minor changes
01/12/11	Matthew Thurgood	Titles: <i>Policy 5.5.2 Assessment and Marking</i> to <i>Assessment and Grading</i> ; Academic Review Panel to Academic Progress Panel.  Change in application: DNS for non-submissions of assessments deemed compulsory by subject lecturers	Minor change  Major change

6/12/11	Christopher Snedden	Major revision: policy simplified; purpose changed; DNS only to apply to a compulsory assessment/s for a subject; process of notifying a student of a DNS removed; Student Administration's part minimised: it to maintain database and provide list of DNS results to Manager of Study Programs.	Major change 23/04/2012
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