

5.6.12 Did Not Sit Result

Operating Policy and Procedures

1. **Policy**

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

2. **Purpose**

The purpose of this policy is to ensure that:

- The policy is applied fairly and allowances are made for extenuating circumstances;
- Students are informed of the seriousness of the consequences of non-submission of work and the consequences of receiving a Did Not Sit result;
- Student records are maintained correctly; and
- Students who receive such results are advised in a timely manner and dealt with appropriately.

3. **Responsibility**

The Registrar is responsible for compliance with this procedure.

4. **Guidelines**

4.1 It is expected that in order to complete a unit of study successfully, all assessment tasks will be attempted and submitted/sat. Students who do not comply with these requirements risk receiving DNS (Did Not Sit) results. (Refer to Policies 5.5.2 *Assessment*)

4.2 A Did Not Sit result is recorded when:

- one or more assessment pieces were not submitted/sat and Special Consideration was not sought, or was sought but not approved; or
- an assessment piece was submitted after seven days after the due date and was not accepted and therefore constituted a non-submission, and Special Consideration was not applied for, or was applied for but not approved; or
- the student withdrew from the unit or course or took Leave of Absence after the end of week 8 in the trimester.

For example, if a unit has an essay and an exam as its assessment tasks, and the essay is not submitted, a Did Not Sit Result will be recorded for the unit.

4.3 The only exception to the receipt of a DNS result for non-submission of assessment tasks is Essay Plans; failure to submit compulsory essay plans will be penalised by the loss of marks but will not result in a DNS.

4.4 If a DNS is received during the trimester, the student's enrolment in the unit is cancelled, taking effect immediately following the recording of the result, and the student is no longer permitted to attend classes, submit work or sit the examination in the unit.

4.5 If a DNS result is recorded during the trimester, the student will be notified by Student Administration both by telephone or electronically immediately upon recording the result and in writing on NT506 within seven working days of the recording of the result.

4.6 The Did Not Sit result will appear on the student's Transcript of Results as a DNS grade.

- 4.7 If the DNS result is achieved at the end of the trimester (for example, if the DNS is recorded because an exam is not sat), the formal written advice of a DNS result must be forwarded to the student with the end of trimester mailout of results.
- 4.8 Did Not Sit is an academic penalty, and only one is permitted per unit. For example, a unit for which a student receives a DNS result may be repeated, but the student must not receive another DNS for the same unit. If another DNS is recorded for the same unit, the Academic Review Panel will automatically refuse the student to continue in the course.
- 4.9 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 units in any trimester will be deemed "At Risk" of failing to meet academic progress requirements.
- 4.10 A student who repeats a unit after receiving a DNS result must undertake the unit completely ie: attend all classes and submit all required assessment, even if the student who received the DNS attended all classes and submitted some assessment tasks when originally enrolled in the unit. Any repeated unit must be paid for, either directly to the College when re-enrolling in the unit, or by incurring a FEE-HELP debt for the repeat.
- 4.11 This policy must be readily available to students in full on the College's website, and in a condensed form in the annual Student Diary. Lecturing staff must also inform the students about the policy in the first class of the unit, in the context of discussing the requirements of the unit.

5. **Procedures**

- 5.1 The policy will be available to students in full on the College's website, and in a condensed form in the annual Student Diary. Lecturing staff must also inform the students about the policy in the first class of the unit, in the context of discussing the requirements of the unit.
- 5.2 A Did Not Sit file will be maintained electronically in the student management system and in hard copy in the Student Administration office. These files must be kept up to date.

5.3 **Non-submission of assessment tasks**

Once an assessment task is treated as a non-submission (refer to 4.2 above), Student Administration will attempt to contact the student personally, either in person, by telephone or electronically, to inform them that they will now receive a DNS result, and that their enrolment in the unit is cancelled, to take effect immediately, and that they may no longer attend classes, submit work or sit the examination in the unit. This conversation/communication will be recorded in the Student Management System and, if an email, a copy of the email will be retained in the student's file.

5.4 **Late Withdrawal/Leave of Absence**

If a student withdraws from a single unit or the entire course, or takes Leave of Absence, after the end of week eight in the relevant trimester, Student Administration will inform them personally at the time of withdrawing or at the time their request for Leave is submitted that they will receive a Did Not Sit Result for the unit.

- 5.5 This personal communication in all of the above situations is followed within seven working days by a letter (NT506) from the Student Administration Officer to formally advise the student of the DNS result and the fact that it is an academic penalty that will appear on their Transcript of Results and the consequences of this on their academic progress in the course. A copy of this letter is kept in the student's file and the Did Not Sit file for the relevant academic year.

- 5.6 The Did Not Sit result is recorded on the student management system.

5.7 If the DNS result causes a student to become "at risk", the Student Administration Officer will ensure that information concerning this result will be made available for discussion at the end of trimester Board of Examiners meeting. The Board will make a recommendation that the student's academic progress be discussed in a "Student at Risk" meeting, or if a continuing student at risk, that the student meet with the Dean of Studies and have their case presented to the Academic Review Panel to deliberate on refusal to permit the student to re-enrol for failing to meet academic progress requirements.

5.8 If the DNS is received for the same unit twice and that unit is a core unit, the Student Administration Officer will ensure that information concerning this result will be made available for discussion at the end of trimester Board of Examiners meeting. The Board will make a recommendation to the Academic Review Panel that the student be refused permission to re-enrol in the course because of failure to meet academic progress requirements.

5.9 **End of Trimester Results**

5.9.1 The student will receive another copy of the formal written advice (NT506) with their Transcript of Results at the end of the trimester.

5.9.2 If the DNS result is the second for the same unit, the student will be advised in writing with their Transcript that:

- if the unit is an elective, they may continue in the course but enrol in a different elective; or
- if the unit is a core unit, that they must meet with the Dean of Studies to discuss their failure to meet academic progress requirements and that their case will be forwarded to the Academic Review Panel with a recommendation to automatically refuse to permit the student to re-enrol in and complete the course.

5.10 **Re-enrolment**

If a student who receives a Did Not Sit result re-enrols in the course, enrolment officers will ensure that any units for which the unit for which the DNS was received is a prerequisite are not enrolled in, and that, if repeated, fees are paid to repeat the unit and that information is provided about the requirements of repeating and about the possibility of overloading.

6. **Authority**

Authorized by the General Manager (Public Safety)

7. **Approval**

Approved by the Higher Education Board on 14th December 2004

See also Policies:

5.5.2 Assessment

5.6.4 Special Consideration

5.5.4 Results Grading Key

5.4.24 Exclusion

5.6.2 Academic Review Panel

5.4.19 Subject Withdrawal

5.4.20 Course Withdrawal

8. Amendments

| Date | Modified by | Sections amended/added | Approved by HEB (if required) |
|----------|------------------|--|-------------------------------|
| 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 |