

Rewrites for Failed Modules in PSW

Policy ID: 2-226b

Approved by: Vice President Academic

Executive(s) Responsible: Vice President Academic

Administrator(s) Responsible: Academic Director; PSW Program Lead

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Background and Scope

The Ontario Institute for Health and Innovation (OIHI) delivers the Personal Support Worker Certificate Program developed by The National Association of Career Colleges (NACC hereafter).

This policy applies to students enrolled in the PSW Certificate Program only and those faculty and staff involved in the program's administration.

Purpose of the Policy

This policy outlines the conditions of rewriting for students who fail to pass modules in the PSW program. It also limits students submitting or retaking exams, assignments and performance demonstrations as well as reiterates guidelines for completing the NACC final examination.

Policy Statements

1. Exams, assignments, and performance demonstrations will be written and/or completed on the scheduled date and time. Students who arrive late will not be given extra time to complete their exams.
2. Students who cannot take a scheduled exam for medical or compassionate reasons must provide proof of a physician's note or valid documentation. Failure to do so will result in a zero (0) grade on the exam in question.
3. Once an exam or assignment has been handed to the instructor for marking, it will NOT be returned to the student. Instructors will review the correct answers with the class once the exam or assignment has been marked. Under no circumstances are Module exams returned to students.
4. Passing marks for all Modules is 70%. Failing to obtain 70% on an exam will result in a rewrite. Students will automatically be scheduled to write a make-up exam if the mark achieved is below 70%. Only one date will be offered for a student to write a make-up exam; failure to write the make-up exam as scheduled will result in a grade of zero (0).

5. Once the student has completed the scheduled rewrite, the highest grade he/she will be awarded is 70%, regardless of whether the mark achieved is higher than 70%. A student who fails the rewrite will be required to repeat the Module. The maximum number of Module rewrites allowed is three (3) with no more than one (1) rewrite in any one Module.
6. Any rewrites must be completed within five (5) business days following the absence.
7. A final written exam is mandatory for all students. To be eligible to write the NACC final exam, students must complete all components of their program. To receive certification, a minimum passing mark of 65% on the NACC final exam must be achieved. See 2-226c NACC Examination Policy for more information.
 - 7.1. A student who fails to pass the NACC PSW examination on the first attempt may rewrite the exam. If the student fails to pass the exam rewrite, the student must complete a training plan before the second rewrite attempt. If the student fails the second rewrite attempt, the student WILL NOT be permitted to complete any additional final exam attempts. The student must re-register for the full program as a new student, complete the program in full and attempt the NACC final exam again. All rewrites have an associated examination rewrite fee, which must be paid before the exam is written.
 - 7.2. NACC certification must be obtained before receiving an OIHI credential.

Related Policies

Policy Name	Policy Number
NACC Examination Policy	2-226c
Academic Standing and Progression	2-203
Grading Policy	2-223

Document History

Date	Approval/Review/Key Change(s)
August 21 st , 2024	Drafted and approved by Academic Excellence
September 25 th , 2024	Rebranding