

<b>ASSESSMENT RESUBMISSION POLICY</b>			
<b>Policy Name</b>	<b>Assessment Resubmission Policy</b>		
<b>Policy No</b>	<b>LERN/04</b>		
<b>Version Number</b>	V2	<b>Effective Date</b>	
<b>Authorised by</b>	Nicole Watts		
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Course Progression Policy</li> </ul>		
<b>Associated Procedures</b>			
<b>Associated Documentation</b>			
<p>Should a student be deemed 'not yet competent' for an assessment, they will be given an opportunity for a resubmission.</p> <p>The resubmission is due within one week of the date of a student's feedback being released on eCampus for Certificate IV assessments (Units MSF1 to MSF6) and two weeks of the date of a student's feedback being released on eCampus for Diploma and Advanced Diploma assessments (Units MSF7 to MSF14).</p> <p>The student will receive written and/or verbal feedback on the original assessment to clearly indicate why the assessment has not achieved competency and what needs to be addressed to then achieve competency</p> <p>If a student has extenuating circumstances they will be required to discuss their situation with the Registrar or General Manager and due dates may be negotiated.</p> <p>If an assessment resubmission is not submitted by the due date and time the student will receive an academic caution (see Course Progression Policy) and will be required to liaise with the Registrar.</p> <p>If a student is required to resubmit a second time, they will be given an academic caution. The Registrar will contact the student to arrange for them to meet with a relevant Educator to review their assessment and the feedback received against the assessment brief and discuss the situation. In this instance the student will receive two weeks to resubmit the assessment.</p> <p>No further resubmissions will be allowed. Failure to achieve competency in an assessment will therefore affect the student's ability to continue into further units of study within their course.</p>			
<b>Version Control Summary</b>			
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Details</b>
V1	09/01/2013	Amanda Grace	
V2	29/05/2018	Emma Lander	