

ASSESSMENT SUBMISSION POLICY			
Policy Name	Assessment Submission Policy		
Policy No	LERN/11		
Version Number	V1	Effective Date	01.07.18
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"> • Course Progression Policy • Assessment Extension Policy 		
Associated Procedures			
Associated Documentation			
<p>The timely submission of assessments or the appropriate request of an extension is the responsibility of the student.</p> <p>All students are required to submit a copy of their assessments online to the eCampus, in PDF format by the due date. The due date is specified on the class schedule, 9.30am for day classes and 6.15pm for evening classes.</p> <p>Our Assessment Guidelines Booklet and instructional videos for this process are available on the eCampus in the Student Hub under study tools. These guidelines also include how to compress files into one pdf for upload.</p> <p>Before submitting physical assessment work to reception on the due date students are required to label all assessments with full name, assessment activity and class. The correct template for labels can be found in the Student Hub on the eCampus. Students should print this template prior to their first assessment being handed in.</p> <p>If a student is unable to hand in an assessment then it may be delivered to reception by a third party. If this is not possible, students are required to upload a copy of their assessment to the eCampus by the designated date and time and must email the Registrar as to the reason they are unable to make it to the campus. The student will be required to hand in their physical submission at reception the next time they are on campus.</p> <p>If a student's submission is late and they have not completed an "Assessment Extension Request Form" they will receive an academic caution. They will be required to submit their assessment within 24 hours. Failure to do this will result in a grade of "Not Yet Competent". The student will then have one opportunity under the "Resubmission Policy" to obtain competency in that assessment.</p> <p>For assessments where there is a critique, students are required to upload a copy of their assessments online to the eCampus, in PDF format by 9.00am for day classes or 5.45pm for evening classes. If students have not uploaded their assessment by this time, they forfeit the right to present to the educator and or client.</p>			

Students that miss a critique where an extension has not been granted and have not provided a medical certificate for the day of the critique, will forfeit the right to present to the Educator and/or client. They will receive an academic caution and will have 24 hours to submit their assessment. Failure to submit an assessment in this time will result in a grade of "Not Yet Competent". Students will then be required to meet with the Registrar to discuss the reasons for failing to meet the submission deadlines. The student will then have one opportunity under the "Resubmission Policy" to obtain competency in that assessment.

Version Control Summary			
Version	Date	Author	Details
V1	29/05/2018	Emma Lander	