

<b>ASSESSMENT RESUBMISSION POLICY</b>			
<b>Policy Name</b>	<b>Assessment Resubmission Policy</b>		
<b>Policy No</b>	<b>LERN/14A</b>		
<b>Version Number</b>	V4	<b>Effective Date</b>	08.07.2020
<b>Authorised by</b>	Nicole Watts		
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Attendance Policy <b>STU/26A</b></li> <li>• Non-Communication policy <b>STU/25A</b></li> <li>• Assessment Submission Policy <b>LERN11</b></li> <li>• Assessment Extension Policy <b>LERN11A</b></li> <li>• Assessment Appeal Policy <b>LERN12A</b></li> <li>• Course Progression Domestic Policy <b>STU21A</b></li> <li>• Course Progression International Policy <b>STU28A</b></li> </ul>		
<b>Associated Procedures</b>			
<b>Associated Documentation</b>	Assessment Resubmission Online Form		
<b>Standard</b>	Guide to Standards 2015 for RTO's: Training and Assessment / 1.8 to 1.12		
<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 MSF401 to MSF406) and two weeks of the date of a student's feedback being released on eCampus for Diploma and Advanced Diploma assessments (Units MSF407 to MSF417).</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 Student Administrator 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 Student Administrator.</p> <p>If a student is required to resubmit a second time, they will be given an Academic Caution. The Student Administrator 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>			

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.

Version Control Summary			
Version	Date	Author	Details
V1	09.01.2013	Amanda Grace	
V2	29.05.2018	Emma Lander	
V3	10.01.2020	Nicole Watts	
V4	08.07.2020	Nicole Watts	