

POLICY:	
<b>Objective</b>	The aim of this policy is to ensure that Sydney Design School clearly communicates to students their course progression requirements related to assessment completion and provide opportunity for correction of Not Yet Competent assessments.
<b>Policy Name</b>	<b>Resubmission Policy</b>
<b>Policy No</b>	<b>LERN14A</b>
<b>Associated Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Attendance Policy <b>STU26A</b></li> <li>• Non-Communication Policy <b>STU25A</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 Documentation</b>	<ul style="list-style-type: none"> <li>• Website Policies Page</li> <li>• Student Hub</li> <li>• eCampus Course Induction</li> <li>• Student Handbook</li> </ul>
<b>Standard</b>	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 <ul style="list-style-type: none"> <li>• 1.3 to 1.5</li> </ul>
<b>Authorised by</b>	Nicole Watts
<b>Date and Version</b>	V1 09/04/2013
	V2 29/05/2018
	V3 10/01/2020
	V4 08/07/2020
	V5 24/01/2025
	V6 01/07/2025

Should a student be deemed 'Not Yet Competent' for an assessment, they will be given one opportunity for a resubmission at no further cost.

The resubmission is due within one week of the date of a student's feedback being released on eCampus. If a student has extenuating circumstances, they will be required to discuss their situation with the Learning Support Manager or General Manager and due dates may be negotiated.

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

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 Learning Support Manager.

Should a student's resubmission also be deemed 'Not Yet Competent' (graded 'Not Yet Competent' twice for the one assessment), the student will have failed to meet course progression requirements and will have one final opportunity to continue. One further resubmission will be permitted; however, the student will incur a fee of \$88 for an Educator to assess the second resubmission. The resubmission is due within one week of the student's feedback being released on the eCampus. The student is encouraged to meet with an Educator prior to submitting Version 3 of their assessment to ensure they understand all previous feedback and assessment requirements.

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. A student may be required to repeat the unit of study at an additional cost. VET Student Loans will not be applicable on any fees paid to repeat a unit of study.