

POLICY: Assessment Submission Policy	
Objective	The aim of this policy is to ensure a fair, transparent, and consistent framework for the submission of assessments and the upholding of academic integrity.
Policy Name	Assessment Submission Policy
Policy No	LERN11A_SDS
Associated Policies and Procedures	LERN12A_SDS_Assessment Resubmission Policy LERN13A_SDS_Assessment Extension Policy LERN14A_Assessment Appeal Policy LERN18A_Academic Integrity Policy STU08A_SDS_Course Progression Policy
Associated Documentation	Submitting Assessments Factsheet Assessment Label Class Study Plans
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 1: 1.1 Part 1, Division 2: 1.3 - 1.5 Part 2, Division 1: 2.1 Part 2, Division 2: 2.3 - 2.4 Part 2, Division 5: 2.8 National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 Part 2, Division 2: 10 (c)
Authorised by	Nicole Watts
Date and Version	V1 29/08/2008 V2 16/01/2020 V3 08/07/2020 V4 24/01/2025 V5 27/08/2025

The timely submission of assessments or the appropriate request of an extension is the responsibility of the student.

All students are required to submit a copy of their assessments online to the eCampus in PDF format by the due date and time as specified on their class study plan which is available from the first day of each semester on the

Student Hub on the eCampus. Assessments are typically due at the beginning of class (9:30am for day classes, 6:15pm for evening classes) but may be due at the end of class for software units/short courses.

Students are to follow the instructions provided on the eCampus in the Submitting Assessments factsheet to correctly format, name, and upload assessments. Students in a career course will also have a presentation during class prior to their first assessment submission to ensure they understand the submission process and associated policies.

Upon successful submission of an assessment to the eCampus, students will receive an automated email notification confirming the submission. Students are responsible for ensuring the assessment has been submitted correctly and are encouraged to ensure they see this notification to ensure that when feedback notifications are issued, they are received by the student.

Physical Submissions

Any physical work required to be submitted to reception must include an assessment label as available on the Student Hub on the eCampus. When a physical submission is required, students are still also required to upload their full assessment to the eCampus by the due date and time. If a student is unable to attend campus the day a physical submission is due, they can have a third party deliver their submission. If this is not possible, they must email the Operations and Learning Advisor on assessments@sydneydesignschool.com.au to advise the reason they are unable to submit their physical work on time. The student will be required to hand in their physical submission to reception the next time they are on campus.

Critiques

When an assessment includes a Final Critique, students are required to submit their assessment to the eCampus by 9am (day classes) or 5:45pm (evening classes). If students have not submitted their assessment to the eCampus by this time, they forfeit the right to present to the Educator and/or client in class unless an extension application for their eCampus submission has been approved prior.

If a student does not complete their Final Critique during the scheduled class and does not supply a medical certificate for that day, a fee of \$110 (GST inclusive) applies. Efforts will first be made to arrange an alternative time to present directly to the Educator. If this cannot be arranged, the student will be required to supply a video recording of their presentation for their Educator to review. This applies to (but is not limited to) students in the following situations:

- An extension on the Final Critique presentation has been granted
- An extension application has been rejected
- The student is absent on the day and has completed a Leave Form
- The student is absent on the day and has not completed a Leave Form
- The student has not submitted their assessment to the eCampus by the required time.

Penalty

Students who fail to submit an assessment to the eCampus by the deadline (original or extended deadline), or who miss an in-class critique where an extension has not been granted and a medical certificate has not been provided for the day of the critique, will be issued an Academic Caution. Students will then have 24 hours to submit their assessment. Failure to submit within this time will result in a grade of Not Yet Competent and in accordance with the Assessment Resubmission Policy, the student will then have one additional attempt at submission before further fees are incurred.

Marking

Assessments will be marked and the feedback released within 14 days of the submission due date. Students will receive a grade of Competent or Not Yet Competent and written feedback on the eCampus. Results will be recorded and then released to students, at which time students will receive an email notification from the eCampus. It is the responsibility of the student to then review their feedback on the eCampus.

Should a student be deemed "Not Yet Competent" in their first submission of an assessment, they will be given the opportunity to resubmit the assessment one additional time at no further cost, and if required, a second time at a charge of \$110 as per the Assessment Resubmission Policy.

Students are within their rights to submit an Assessment Appeal as per the Assessment Appeal Policy, should they feel it is warranted.

Retention

Records are retained of all assessments submitted by a VET student to the organisation or a third party for a period of 2 years after the student has completed the training product. Assessment submissions are downloaded from the eCampus and securely stored in two locations for the aforementioned timeframe. It is the responsibility of the student to retain copies of Educator feedback provided for their submitted assessments.