

POLICY: Assessment Resubmission Policy	
Objective	The aim of this policy is to clearly communicate to students their course progression requirements related to assessment completion and provide opportunity for correction of Not Yet Competent assessments.
Policy Name	Assessment Resubmission Policy
Policy No	LERN12A_SDS
Associated Policies and Procedures	INT05A_CRICOS Course Progression Policy LERN11A_SDS_Assessment Submission Policy LERN13A_SDS_Assessment Extension Policy LERN14A_Assessment Appeal Policy STU05A_SDS_Deferment Policy STU08A_SDS_Course Progression Policy
Associated Documentation	Website Student Support Page eCampus Course Induction Student Handbook Submitting Assessments Factsheet
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
Authorised by	Nicole Watts
Date and Version	V1 05/08/2008 V2 09/04/2013 V3 29/05/2018 V4 10/01/2020 V5 08/07/2020 V6 24/01/2025 V7 01/07/2025 V8 09/09/2025 V9 15/01/2026

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 Operations and Learning Advisor 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 achieve competency.

The student is required to upload an additional file to the eCampus of the missing or amended work and retain their Version 1 file in the submission. The additional file is to end with V2 to signify Version 2.

If an assessment resubmission is not submitted by the due date and time, the student will receive an Academic Caution as per the Course Progression Policy and will be required to liaise with the Operations and Learning Advisor.

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 \$110 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.

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

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.

If a student has outstanding assessments at the time of deferral (assessments marked Not Yet Competent or not submitted from units of study incurred), the student will have 30 days from the date of processing of their deferral to submit the assessments. Any incomplete projects or units of study after this time will need to be repeated upon return to study and may incur an additional fee. It is strongly recommended that students discuss this with the Operations and Learning Advisor prior to deferral and where possible, defer between units of study.