INTERIOR DESIGN
● ONLINE

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_IDO**
Associated Policies and Procedures	LERN12A_IDO_Assessment Resubmission Policy LERN13A_IDO_Extension Policy LERN14A_Assessment Appeal Policy LERN18A_Academic Integrity Policy STU08A_IDO_Course Progression Policy
Associated Documentation	Submitting Assessments Factsheet eCampus Course Introduction
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 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 02/08/2014 V2 29/05/2018 V3 01/01/2023 V4 01/06/2025

Students enrolled in an accredited course are required to submit assessment/s in order to achieve the academic requirements of their course. The timely submission of assessments is the responsibility of the student. Assessments are graded "Competent" or "Not Yet Competent."

Students are required to upload their assessment submission to the eCampus, in PDF format, before the enrolment expiry date of their unit or short course. A study guide based on the length of the unit/course is provided for each unit

or short course to help students stay on track and accountable.

Assessment guidelines and instructional videos for uploading assessments are provided on the eCampus in the IDO Student Hub and the course introduction. Guides are also provided to assist students in preparing their assessment for submission.

Each assessment brief contains clear instructions and requirements for students to be able to achieve a "Competent" grade. Should students have any questions regarding an assessment, they are encouraged to contact the Educators for assistance. Some assessments include a critique with an Educator conducted over Zoom which will be arranged after the student has submitted their assessment on the eCampus.

If a student does not submit all assessments required of a unit or short course before their expiry date, they will be offered options to apply for an extension or deferment. Failure to do so will result in a student's enrolment being cancelled, as per the Course Progression Policy.

Marking

Assessments will be marked and the feedback released within 14 days of the submission. 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.