

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	Resubmission Policy
Policy No	LERN12A_IDO
Associated Policies and Procedures	LERN11A_IDO_Assessment Submission Policy LERN14A_Assessment Appeal Policy STU08A_IDO_Course Progression Policy
Associated Documentation	Website Student Support Page eCampus Course Introduction 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 02/09/2014 V2 12/08/2022 V3 01/01/2023 V4 01/06/2025 V5 09/09/2025

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 before the expiration date of a student's enrolment in the course or unit of study is the responsibility of the student. Assessments are graded "Competent" or "Not Yet Competent."

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. The resubmission is due within two weeks of the student's feedback being released on the eCampus.

The student will receive written and/or verbal feedback on their original submission to clearly indicate why the assessment has not achieved

competency and what needs to be addressed to achieve competency. Should the student be unclear on what is required of their resubmission, they are encouraged to request a phone or Zoom call with an Educator to further explain the feedback or answer any questions.

If a student has extenuating circumstances, they may discuss their situation with their Educator to potentially negotiate the due date of their resubmission. If an assessment resubmission is not submitted by the due date, the student may risk their enrolment in the unit/course expiring without the unit/course being completed and subsequent cancellation of their enrolment as per the Course Progression Policy.

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 two weeks of the student's feedback being released on the eCampus. The student is encouraged to discuss their previous feedback and assessment requirements with an Educator prior to submitting Version 3 of their assessment.

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

If the student fails to be deemed "Competent" in the second resubmission, their enrolment will be cancelled, or the student can elect to repeat the unit/short course. Re-enrolling into the unit/short course will be offered with a 50% discount on the unit/short course fee at the time.