

ASSESSMENT SUBMISSION POLICY			
Policy Name	Assessment Submission Policy		
Policy No	IDO009		
Version Number	V2	Effective Date	01.01.2023
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"> • Course Progression Policy IDO007 • Course Extension Policy IDO010 • Assessment Resubmission Policy IDO011 • Assessment Appeal Policy IDO012 		
Associated Procedures	<ul style="list-style-type: none"> • Not applicable 		
Associated Documentation	<ul style="list-style-type: none"> • Student Handbook • eCampus Student Induction 		
<p>The timely submission of assessments is the responsibility of the student.</p> <p>All students are required to upload their assessment submission to the eCampus, in PDF format before the expiry of each unit. A study guide is provided for each unit of study to help keep you accountable based on the length of each unit.</p> <p>Assessment guidelines and instructional videos for uploading assessments are available on the eCampus in the course introduction. There are also guidelines and videos that show how to compress files into one PDF for upload.</p> <p>Each assessment contains clear instructions and requirements for each submission to achieve competency.</p> <p>If a student does not submit all assessments during a unit or accredited short course time frame the administration team will contact the student to discuss what options are available to them.</p> <p>For assessments where there is a Zoom critique, students are required to upload a copy of their assessment to the eCampus in PDF format, prior to requesting a Zoom presentation time.</p> <p>If a student does not achieve competency in their first submission, they will be given the opportunity for ONE resubmission under the "Resubmission Policy" to obtain competency in that assessment.</p>			

Version Control Summary			
Version	Date	Author	Details
V2	01/01/2023	Nicole Watts	Updated