

ASSESSMENT SUBMISSION POLICY			
Policy Name	Assessment Submission Policy		
Policy No	IDO009		
Version Number	V3	Effective Date	01/06/2025
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"> Course Progression Policy IDO007 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 Introduction 		
<p>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."</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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".</p> <p>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 \$88 as per the "Assessment Resubmission Policy."</p> <p>Students are encouraged to save backup copies of their assessment submissions and Educator feedback for their records and future reference.</p>			

Version Control Summary			
Version	Date	Author	Details

IDO009

V2	01/01/2023	Nicole Watts	Updated
V3	01/06/2025	Nicole Watts	Extra resubmission