

# Assessment Submission Policy

- Purpose.....2
- Policy .....2
- 1. **Assessment Submission**.....2
- 2. **Late submission** .....2
- 3. **Assessment Extension** .....2
- 4. **Re-assessment** .....2
- 5. **No submission**.....2
- 6. **Plagiarism (copying), Collusion and assessment misconduct** .....3

## Purpose

The intention of this policy is to set assessment submission requirements regarding late submission, re-submission and assessment misconduct.

This policy also ensures assessment rigor and integrity as high quality training and assessment will enable students to enter the job market with the skills and competencies specified in their qualification. In turn, employers can have confidence that vocational education and training graduates in the workplace will safely and productively apply the skills described by their qualification.

## Policy

### 1. Assessment Submission

- Assessment must be submitted to the trainer via Moodle and/or designated assessment submission email address by the scheduled due date.
- Trainer/assessor will assess student work and provide feedback together with the assessment result.

### 2. Late submission

- The late penalty applies to weekdays, weekends and public holidays. If student(s) do not submit assessment in full by the scheduled due date, you will be charged late assessment submission fee at a cost of **\$5 per day** for a **maximum of 7 days**.
- Student who do not submit within this time frame will be required to attend the Holliday Assessment Intervention Program in order to submit their assessment. You will be charged minimum **\$250 per unit of competency** depending upon your attendance percentile. See Assessment Fee Schedule in section 5.

### 3. Assessment Extension

- Students who have compelling or compassionate grounds with valid evidence may apply for an extension, but this must be done before the assignment is due or as soon as practicable and must be made with appropriate forms.
- If the student is unable to come to the college to complete the appropriate forms then the college should be contacted via email: [academicsupport@leadcollege.edu.au](mailto:academicsupport@leadcollege.edu.au)
- If the assessment extension is granted, there will be no penalty for the period of the extension.
- The student will not be able to apply for an extension after the due date unless exceptional circumstances apply.

### 4. Re-assessment:

Students that have made a satisfactory attempt to complete and submit their assessment on due date but are deemed Not Yet Competent and/or Not Satisfactory will be given an opportunity to submit a reassessment within the given time frame at no additional cost to the students.

Students will be entitled for 2 attempts to rectify the assessment gaps [ i.e. unsatisfactory task(s)]. The college will give you specific time frame for your resubmission and advise what you must include in your resubmission.

Any reassessment that are not completed within the reassessment timeframe will be charged the reassessment penalty fee of \$100 per unit of competency.

If a student is unable to demonstrate competency via reassessment or does not reassess within the given time frame, they must repeat the subject. This will incur an additional fee which equal to the tuition fee amount per unit of competency.

### 5. No submission

Assessment-Submission-Policy		WA Campus	NSW Campuses	Web: <a href="http://www.leadcollege.edu.au">www.leadcollege.edu.au</a>	ABN: 63 604 422 853	2/3
V2.0	Revised June 2020	13 - 15 Leila Street,	Level 1, 841 George Street Haymarket NSW 2000	Phone: 1300 887 361	RTO Code: 41489	
		Cannington, Perth WA 6107	Level 1, 37-39 George Street, Parramatta NSW 2150	Email: <a href="mailto:admissions@leadcollege.edu.au">admissions@leadcollege.edu.au</a>	CRICOS Code: 03636F	

Students who do not submit assessment during the term will put themselves at risk of not meeting course progression. The College will notify the students who do not submit the assessment and apply intervention strategy as follows:

10 Weeks Attendance Percentile	Action to be taken	Assessment Fee
80%+	Compete and submit required assessment(s)	\$250 per unit
70% to 79%	Catch up attendance 20 hours/week and submit required assessments	\$350 per unit
Under 70% if approved under intervention	Repeat unit and submit required assessments	Tuition fee per unit
Compelling & compassionate ground	Catch up attendance and submit required assessments	No fee.

## 6. Plagiarism (copying), Collusion and assessment misconduct

In the event of a student being found to be dishonest in assessment including:

- Deliberate copying the work of other students with or without their consent
- Deceitful conduct by submitting the work of another student as their own
- Using or attempting to use model answers from assessor guide
- Plagiarism (i.e. taking and using as their own, the thoughts and writings of another with the intent to claim the work as their own, copy the content from books, internet sources without proper references)
- Submitting an assessment that has been purchased from an assessment-writing company

For the first breach of plagiarism, collusion and assessment misconduct as specified above, student will be warned and required to redo the assessment. You will be charged \$350 fee for re-assessment.

If student is found second breach of plagiarism, collusion and assessment misconduct as specified above, student will be charged \$500 fee for re-assessment.

Severe assessment plagiarism, collusion and assessment misconduct will result in suspension and/or cancellation of Confirmation of Enrolment (CoE). Student will not be entitled for tuition fee refund.

## Document Control

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