

Purpose

The purpose of this policy is to outline the expectations of the College regarding submission and re-submission of assessment, as well as assessment misconduct.

The College is required to:

1. ensure that assessment meets the principles of assessment and rules of evidence, specifically with regard to this policy, fairness (principle) and authenticity (rule) (requirement of clause 1.8 of the SRTOs).

Definitions

The College means Lead College Pty Ltd

Academic Misconduct means seeking to obtain or obtaining academic advantage for oneself or for others by dishonest or unfair means

Authenticity means that the assessor is assured that the evidence presented for assessment is the learner's own work

Collusion means an agreement between people to act together secretly or illegally in order to deceive or cheat someone. This could be students and/or a trainer

Fairness means, in part, that the learner has the opportunity to challenge the result of the assessment and be reassessed if necessary

Moodle is the learning management system [Moodle](#), used by the College to record learning and assessment

Plagiarism means the process or practice of using another person's ideas or work and pretending that it is your own

SRTOs means the [Standards for Registered Training Organisations \(RTOs\) 2015](#)

Student means a person enrolled in one or more courses with the College

Trainer means a person engaged by The College as a trainer and/or assessor, including but not only in accordance with the SRTOs

Policy

1. Assessment Submission

- a. Assessment tasks must be submitted to the trainer via Moodle/Axcelerate or, where an alternative assessment mode has been advised by the College, via that alternative method
- b. Assessment tasks must be submitted prior to midnight on the due date. Failure to submit an assessment task on time will be considered a non-submission
- c. Extension to the original due date for submission of an assessment task can only be granted in extraordinary circumstances, must be supported by appropriate evidence (e.g. medical certificate) and must be requested by the student to the trainer prior to the assessment being due. Where an extension is approved, no penalty is incurred and there is no fee. No more than one extension can be granted for any assessment task.
- d. Assessment submission will only be considered valid if a student has at least 70% attendance in that unit.

2. Marking of Assessment

- a. Trainers must mark each assessment task prior to midnight on the notified deadline.
- b. Make sure you check your assessment submissions date on the first day of your unit start date
- c. Written feedback is to be provided for each assessment task, regardless of the outcome, relevant to the performance of the student for that specific task.

3. Re-assessment

- a. If a student is marked 'not satisfactory' for an assessment task or fails to submit a completed assessment task by midnight on the due date, they are able to request an opportunity to re-submit the task or be granted an extension of time to submit. There is no fee for this
- b. If a student is marked as 'not satisfactory' for an assessment task a second time or fails to submit a completed assessment task by the extended deadline (for the same task), they are able to request an opportunity to re-submit the task or be granted an extension of time to submit. The re-assessment fee applies to this and must be paid prior to the opportunity to re-submit being actioned in Moodle/AXcelerate.
- c. If a student is marked 'not satisfactory' for an assessment task a third time or fails to submit a completed assessment task by the further extended deadline, they will be marked as 'Not Yet Competent' for the unit, must repeat the entire unit and must pay the relevant fee.

4. Academic Misconduct

- a. Plagiarism and/or collusion will not be tolerated, and trainers use tools, including a plagiarism scanner, to detect these. More than 20% plagiarism will

be regarded as high risk. A further investigation will be carried out to see the plagiarised content.

- b. The use of another person's ideas or work is acceptable where it is justified and where it is correctly referenced. The College does not stipulate a specific referencing method, but sufficient information must be provided to ensure the original author and work can be identified for each instance where another's work is quoted
- c. The tools used to detect plagiarism will also detect collusion. In most cases, students' assessment tasks are entirely individual. Unless collaboration between students is explicitly authorised in an assessment task, students must complete the task entirely on their own merits
- d. Penalties will apply where academic misconduct is detected, proportional to the severity and nature of the misconduct, up to and including expulsion of the student. Any penalty applied will consider whether the misconduct was deliberate or accidental but will not consider whether the misconduct was successful or not.