

1. POLICY AND PROCEDURE DETAILS

Document Reviewer	Executive General Manager, Policy and Programs
Date Initiated	18 February 2019
Date Reviewed	May 2019
Next Review Date	May 2022
Associated Forms	Extension Request Form
Relevant Policies and Procedures	N/A
Relevant Legislation (RTO Standards)	N/A

2. AIM

This policy aims to support students to complete their course on time and provides a process for those students who experience barriers to meeting agreed Assessment due dates.

3. ASSESSMENT SUBMISSION AND EXTENSIONS REQUIREMENTS

All Assessments/tasks have a required completion date. Students are advised of all due dates at the commencement of each Unit of Study. All assessments/tasks must be submitted through the Institute's Learning Management System (LMS). All assessments/tasks for each Unit of Study are due by midnight on their due date, assessments/tasks will not be accepted after this time.

Students who require an extension of time to complete an Assessment must apply for an extension of time using the Extension Request form through the Student Portal prior to the official submission date. Your course coordinator cannot grant Extensions.

Students must use the Extension Request form located in the Student Portal > Documents > My Documents > Student Forms. Once lodged it will be assessed by the Administration team and actioned accordingly, students can expect to have a decision emailed to them within 48 hours of lodging the Extension Request.

Extensions can only be granted due to compassionate or compelling circumstances, that are generally beyond the control of the student, and which have an impact on the student's course progress and/or student's wellbeing.

Applications for extension of time will only be considered up to the due date of the Assessment. After this date, if no Extension Request has been lodged the Assessment will be treated as overdue. The length of the extension will be no more than an additional two (2) weeks from the official due date, unless there are special circumstances that warrant a longer extension period.

Compassionate grounds must be verified by evidence from an appropriate third party. Examples include, but are not limited to:

- Illness or injury (supported by medical certificate which states that the student was unable to classes or study for a specific timeframe)
- Bereavement of close family members such as a parent or grandparent.

- Traumatic experience such as involvement in, or witnessing a serious accident, or witnessing or being a victim of a serious crime.

An Extension Request which is not supported by sufficient evidence may not be approved and the Assessment will fall due on the official due date. In exceptional circumstances the Education Manager may approve an Extension Request submitted without evidence or after the due date for a particular Assessment, this is at his/her discretion.

OVERDUE ASSESSMENTS/TASKS AND LOSS OF MARKS

An Assessment is considered overdue when it is not submitted by the due date, or by an agreed extension date. Should the student fail to submit all assessments/tasks by the agreed date, a Not Competent (NC) grade will be applied.

After midnight (ACST time) of the due date (or agreed extension date), the Moodle system will deem the Assessment to be overdue, and will no longer accept submissions. Students who fail to submit all assessment requirements for the Unit of Study will result in a Not Competent (NC) grade.

4. ASSESSMENT GRADING

Assessments of all Vocational Education and Training Programs are assessed according to the rules outlined in the applicable training package or accredited course Unit of Study.

Each Unit of Study is allocated a result as follows:

Competent	CA	Competent is awarded to a student who has achieved all of the learning outcomes specified for that unit to the specified standard.
Not Competent	NC	Not Competent is awarded to a student who failed to achieve all of the learning outcomes specified for that unit of study to the specified standard.
Further Evidence Required	FER	Further Evidence Required is used when a student needs to clarify/re-write/provide further information in order to be deemed Competent for the Unit of Competency.

4.1. NC GRADE

If a student receives an initial grade of NC/FER for an Assessment, the student can then resubmit two (2) further attempts to achieve competency for the Assessment. In total, a student receives three (3) chances to gain competency for each Assessment.

After three (3) attempts the student will then need to re-sit the assessments/tasks at their own expense. It is likely that the Unit of Study may not be available for the student to re-sit in the same year, the student may have to wait several months for that Module to be scheduled.