



RESUBMISSION POLICY

If the first attempt at an assessment does not meet all of the assessment criteria, then a student will receive a 'refer' grade. Feedback will then be provided by the tutor/assessor explaining where the assessment criteria has not been met, and why the required standard was not achieved. The student is then given the chance to revise the assessment and focus their attention on the areas identified as requiring improvement.

Where a second attempt does not meet the assessment criteria

Where a student fails to meet the assessment criteria on their second submission, they will only be permitted to make an additional attempt at the assessment in the following circumstances:

1. the tutor agrees that a further re-submission is appropriate and in the best interests of the student and organization; and
2. there have been no adverse findings of malpractice in the previous 12 months.

Where a second re-submission is permitted, the student will be required to meet the cost of assessment for the second re-submission.

Where the required standard was not achieved on their second submission, the student may be required to attend a series of online tutorials before a second re-submission is permitted. (There will a fee for the tutorials. The fee will depend on the number of tutorials required.)

Where a second re-submission is not permitted, or where permitted but the student fails to meet the assessment criteria on the second resubmission, then the student will be deemed to have failed to achieve the unit.

Where a student fails to achieve the unit, they will need to re-start the course. This will require payment of the appropriate enrolment fee, and completion of



new assessments for every unit of the course, regardless of their previous performance.

At this stage, students should reflect and take advice from their tutors to consider if the course of study is suitable for them.