



NEW ERA INSTITUTE

CRICOS No.: 03509B • National Provider no.: 41543

ASSESSMENT SUBMISSION POLICY

2023 V2.1





ASSESSMENT SUBMISSION POLICY

PURPOSE

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

POLICY

Assessment submission

All students are required to submit their assessments electronically via LMS (Moodle) using the Turnitin function by the due date. The due date is specified on the academic timetable.

Trainers and Assessors will assess students' assessments tasks and provide feedback along with the assessment result.

Students are required to write on all assessments their full name, student ID, Unit/assessment activity and class by completing the assessment coversheet.

Late submission

If a student is unable to submit in an assessment, it will be accepted if a valid reason has been explained supported by evidence to be emailed e.g. sickness supported by a medical certificate.

If a student's submission is late and they have not completed an "Assessment Extension Request Form", he/she will receive an email to submit assessment on a specific date and an additional charge may apply. Refer to Fees and Charges on <https://newerainstitute.edu.au/fees-and-other-charges/>

Failure to do this will result in a grade of "Not Yet Satisfactory". The student will then have two opportunities to obtain competency in that assessment – Refer to Student Assessment, Reassessment and Repeating Units of Competencies Guidelines. Refer to Fees and Charges on <https://newerainstitute.edu.au/fees-and-other-charges/>

Assessment Extension

Students Assessment details including due dates are specified on the academic timetables. Students are supplied with these details on or before the course start date. Hard copies can be provided to students during their orientation upon request.



Consequently, extensions will only be granted in exceptional circumstances which are judged to be unforeseen and beyond the student's control. An application for an 'Assessment Extension' MUST be submitted before the assessment is due (if possible), unless unforeseen circumstances prevent the student from applying within this period.

All assessment extension requests must be supported with enough evidence.

Students should note that submitting a request for an extension does not automatically be granted. New Era Institute reserves the right to refuse an extension if the criteria for an extension is not met.

The Assessment Extension Request Form is available on the website and can be collected in a hard copy format from the reception or can be requested by emailing the student support officer/academic coordinator.

The academic coordinator will only grant an extension on medical, compassionate or other serious grounds. If a student is unwell on the day that an assessment is due, you are required to contact reception and provide an Assessment Extension Request Form. *Students will be required to provide a medical certificate as soon as possible.*

Extensions of up to two weeks may be granted. Charges and terms & conditions apply.

Should students not meet these requirements, they will be required to attend a meeting with their trainer and assessor as part of Intervention Strategy plan.

Re-assessment

Students who 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.

Students will be entitled for 2 attempts to rectify the assessment gaps. New Era Institute 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 fee. Refer to Fees and Charges on <https://newerainstitute.edu.au/fees-and-other-charges/>

If a student is unable to demonstrate competency via reassessment or does not reassess within the given time frame, they must repeat the unit (subject). Refer to Fees and Charges on <https://newerainstitute.edu.au/fees-and-other-charges/>



No Submission

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 plan. Refer to Fees and Charges on <https://newerainstitute.edu.au/fees-and-other-charges/>

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. Penalties apply.

If student is found second breach of plagiarism, collusion and assessment misconduct as specified above, student will be charged for re-assessment. Penalties apply.

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.