



**NEW ERA
INSTITUTE**

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

ASSESSMENT SUBMISSION POLICY

2026 V1.0





ASSESSMENT SUBMISSION POLICY

Purpose

This policy sets New Era Institute (NEI)'s requirements for assessment submission, late submission, extensions, resubmission/reassessment timeframes and recordkeeping. It supports assessment integrity and ensures consistent inputs into NEI's Monitoring Course Progress Policy and Procedures (Standard 8).

Scope

This policy applies to all NEI students undertaking VET units of competency, including CRICOS-enrolled overseas students. It covers all assessment tasks, submission methods and associated administrative requirements.

Policy and Procedure

NEI provides clear assessment instructions and due dates and requires students to submit assessment evidence in the approved format and by the due date. Late or non-submission and repeated unsatisfactory outcomes may trigger early intervention under Standard 8.

Legislative and regulatory context (as applicable):

Standards for Registered Training Organisations (RTOs) 2025

ESOS Act 2000 and National Code 2018 (for CRICOS students)

NEI Monitoring Course Progress Policy and Procedures (Standard 8)

NEI Complaints and Appeals Policy (assessment appeals)

Assessment integrity

Students must submit their own work and comply with NEI's academic integrity requirements. Plagiarism, collusion or other misconduct will be managed under NEI's misconduct/disciplinary processes. Where an outcome affects enrolment status (e.g., suspension/cancellation), Standard 9 and the Complaints & Appeals process apply.

Submission requirements

Assessment due dates and submission points are published via the academic timetable and/or LMS.

Students must submit by the due date/time via the approved method (e.g., LMS upload, in-class submission, or as advised by the Trainer/Assessor).



Failure to submit by the due date without an approved extension results in an NYS outcome for that attempt and triggers follow-up support.

Late submission and non-submission

Where a student submits late without an approved extension, the academic team may apply reasonable administrative conditions (e.g., reduced turnaround times) but must still assess against the unit requirements. Repeated late/non-submission is treated as a course progress risk factor under Standard 8.

Extensions

Extensions may be granted in exceptional circumstances that are unforeseen and beyond the student's control. Requests should be lodged before the due date where possible and must be supported by acceptable evidence (e.g., medical certificate, incident report, statutory declaration, or other credible documentation).

Submitting an extension request does not automatically mean the extension is approved.

Where an extension is approved, a revised due date will be provided in writing.

Where an extension is not approved, the original due date applies.

Resubmission and reassessment (standardised attempts)

Unless otherwise specified by the training package or NEI's approved assessment tool, the following standard applies:

Maximum of three (3) attempts per assessment requirement within a unit, including the initial submission.

Where an attempt is NYS, the student is provided feedback and may resubmit within the timeframe specified.

If, after the maximum attempts, competency is not achieved, the unit is recorded as NYC and the student must repeat the unit in accordance with NEI guidelines.

Fees and charges

Fees may apply only where additional reassessment beyond included attempts is approved, or where a repeat unit is required. Any applicable fees are governed by NEI's controlled Other Charges schedule and communicated to the student before being applied.



Assessment appeals

Students may appeal an assessment decision under NEI's Complaints and Appeals Policy. Assessment appeals are separate from decisions relating to course progress reporting or enrolment status under Standard 8/9. Where an enrolment status decision is contemplated, the student will be provided the required notice and access to complaints/appeals in accordance with Standard 9 and Standard 10.

Records management

Assessment submission logs and timestamps (LMS and/or physical submission records)

Assessor feedback and marking evidence

Extension requests and decisions (with evidence)

Attempt tracking and final outcomes in the Student Management System

Communications to students relating to submission and support

APPENDIX – REGULATORY MAPPING MATRIX

Regulatory instrument	Clause/Standard	What this policy does to comply
Standards for RTOs 2025 (Outcome Standards)	1.3, 1.4, 1.5 (assessment validity/fairness, decision making and integrity)	Defines submission rules, authenticity expectations, extensions/special consideration and assessor controls to support fair and defensible assessment decisions.
Standards for RTOs 2025 (Outcome Standards)	2.1–2.3 (accessible info and learner support)	Communicates expectations and timelines clearly; provides reasonable adjustment pathways and support referral triggers.
Standards for RTOs 2025 (Outcome Standards)	2.7–2.8 (complaints and appeals)	Directs learners to the Complaints & Appeals process where assessment decisions are disputed.
Standards for RTOs 2025 (Outcome Standards)	4.4 (continuous improvement)	Requires monitoring of issues (late submissions, extension patterns) and review actions through CI.
National Code 2018	Standard 10 (complaints & appeals for overseas students)	Ensures overseas students can access internal/external appeals pathways for assessment disputes without disadvantage.