

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 VET Student Loan Provider: 7052
Advanced Diploma of Rudolf Steiner Education
Course code: 10527NAT, CRICOS code 086202A

Resubmission Policy

The Melbourne Rudolf Steiner Seminar's Resubmission Policy applies to the Advanced Diploma in Rudolf Steiner Education (Course Code: 10527NAT). This Policy is in accordance with the Standards for Registered Training Organisations 2015, in particular Standard 5 'Each learner is properly informed and protected'. The RTO ensures that all students are informed about their rights but also their obligations. All staff and trainers/assessors must comply with this Resubmission Policy whenever they are engaged in any aspect of the assessment process.

This Policy must be read in conjunction with the Seminar's *Assessment Policy* and the Seminar's *Special Consideration Policy*. Further related policies are the Seminar's *Assessment Appeals Policy* and the *Student Support Policy*.

The need for resubmission applies to one of three categories, Not Yet Satisfactory (NYS) due to:

1. Not meeting assessment criteria in the marking guide
2. late submission
3. a plagiarism offence.

Students are given the opportunity to resubmit assessments and may do so **once for each task**.

Category 1 (Assessment Resubmission- failure due to the assessment being marked 'Not yet satisfactory'-NYS)

- All students are able to resubmit an assessment should they be assessed as "Not Yet Satisfactory". The student will receive their marked assessment. The Marking Guide will clearly state which part of the assessment criteria and evidence has not been met and therefore needs to be reworked and resubmitted.
- The revised task must be **submitted no more than 1 week** after receiving notification of a NYS mark.
- Students are only permitted to resubmit the assessment **once**.
- If the student does not achieve a satisfactory result for their assessment on the resubmission attempt, **no further submissions will be received** and to complete the unit the student must **re-enrol** in the unit when it is next offered.

Melbourne Rudolf Steiner Seminar	Resubmission Policy
January 2018	to be reviewed 2019

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 VET Student Loan Provider: 7052
Advanced Diploma of Rudolf Steiner Education
Course code: 10527NAT, CRICOS code 086202A

Category 2 (timeliness and failure due to late submission)

Timeliness

It is the student's responsibility to manage their individual study and assessment workload to ensure they are able to attend all in class assessment (i.e. practical examinations) and meet all relevant submission due dates. Assessment must be submitted within the timeframes specified unless there is an extraordinary circumstance that prevents the student from meeting the deadline. (See the *Special Consideration Policy*) The timeframes for all assessment items are advised to students upfront, on commencement of a Unit of Study.

If a Student has not met the necessary attendance requirement of 80% for all units, they must apply for Special Consideration; see the *Seminar's Special Consideration Policy*.

(a) Written Assessments

Written assessment items submitted **after the due date**, without an approved special consideration by the student, are considered to be a "resubmission". As this policy allows for a maximum 1 week period to resubmit an assignment that is:

- **Up to one week late** is considered to be a resubmission

(b) Practical/in class Assessments

In cases where a student is unable to attend an 'in class' or practical examination at the scheduled time, they must advise their trainer and apply for *Special Consideration*, as soon as they are aware of this, so that an alternate time or assessment can be scheduled.

Any missed practical/in class assessment (without approved Special Consideration) **will count as an attempt**. Any re-scheduled practical examination time will count as a re-submission. If a student then receives a result of NYS no further attempts are possible.

It is the responsibility of the student to make themselves available at the time that the trainer re-schedules their practical/in class assessment.

Category 3 (plagiarism offence)

Students who have not correctly referenced their original assignment, and have therefore committed a plagiarism offence, will be required to resubmit the

Melbourne Rudolf Steiner Seminar	Resubmission Policy
January 2018	to be reviewed 2019

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 VET Student Loan Provider: 7052
Advanced Diploma of Rudolf Steiner Education
Course code: 10527NAT, CRICOS code 086202A

assessment task with appropriate acknowledgements of sources and correct references/citations.

For details and guidelines on Plagiarism, please see the Seminar's *Assessment Policy*.

'At Risk' Students:

If a student fails to submit the same assessment item **more than once** in a teaching period, this is an early warning signal to their trainer/course coordinator that they may be at risk of non-progression and non-completion in accordance with this policy. The trainer/course coordinator will make every attempt to determine their reasons for non submission. It may be necessary to provide support to the student to aid in their progression. *See the Seminar's Student Support Policy*.

Until all units have been marked as competent the student cannot receive the Advanced Diploma Certificate.

Appeal

A student who is dissatisfied with an assessment result may appeal the decision. For Details please see the Seminar's *Assessment Appeals Policy*.

Melbourne Rudolf Steiner Seminar	Resubmission Policy
January 2018	to be reviewed 2019