

# Assessment Policy

Below describes Charlton Brown's Policy regarding the management & marking of student assessments, and requirements placed upon students hitherto.

## Version 1, January 2020

This policy is specific to **on-campus** assessment items and tasks. All students are responsible to keep a copy of all submitted assessment items until they are marked and returned by the trainer/assessor for review.

All assessment items that are submitted electronically should be submitted online via the School's Learner Portal.

Assessments must be submitted by the specified due date indicated in the Unit of Study Outline unless **prior** alternative arrangements have been made in writing either with the trainer or the School. This may result from the following:

- a) Compassionate or compelling reasons which have affected the student's ability to complete the assessment;
- b) Delays or impaired service delivery which has had a demonstrable and material impact on the student's ability to complete the assessment; or
- c) Reasonable adjustment to the training schedule in order to meet individual student and/or class needs.

Students will be permitted a total of 3 attempts for all knowledge assessment items (initial attempt plus 2 resubmissions); all resubmission attempts must be received by the trainer or the School no later than **21 days** after the result of Unsatisfactory has been awarded to the student. Please note that failure to submit an item by its original due date will be classified as 'Not submitted' and no late submissions will be accepted.

Exceptions may apply if the student has suffered personal hardship which has affected their ability to complete the assessment. Any applications for special consideration must be made using the Application for Special Consideration Form, which outlines general circumstances which will be accepted by the School. In the absence of any approved special considerations, fees will apply for additional attempts of resubmission or submissions received past the due date. Fees are as determined by the qualification a student enrolls into (refer to Student Fee Schedule).

It is the student's responsibility to manage their individual study and assessment workload to ensure they are able to attend all on-campus assessment items 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.