

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A

Resubmission Policy

The Melbourne Rudolf Steiner Seminar's Resubmission Policy applies to the Advanced Diploma in Rudolf Steiner Education (Course Code: 10825NAT). This policy is in accordance with ASQA's *Standards for Registered Training Organisations 2015*, in particular Standard 5 'Each learner is properly informed and protected' and Standard 1 '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 following:

- *Assessment Policy*
- *Special Consideration Policy*
- *Assessment Appeals Policy*
- *Student Support Policy*

The need for resubmission arises by the student not meeting assessment criteria in the marking guide.

- All students can resubmit an assessment should they be assessed as "Not Yet Satisfactory". The marking guide/rubric for each returned assessment will clearly state which part of the assessment criteria and evidence has not been met and that needs to be reworked and resubmitted.
- The revised task must be **submitted no more than 1 week** after receiving notification of a NYS mark unless Special Consideration applies (see the Seminar's *Special Consideration Policy*).
- Students are permitted to resubmit the assessment **twice**.
- If the student does not achieve a satisfactory result for their assessment on the second resubmission attempt, **no further submissions will be received** and if they wish to complete the unit the student must **re-enrol** in the unit when it is next offered.

Support strategies

Student progress is routinely monitored, and support strategies developed for students who are unable to submit assessments on time or who do not achieve competence in an enrolment period.

Appeal

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

How to resubmit assignments:

1. Students will receive their marked assignment. If it has been deemed not yet satisfactory (NYS) the student must attend to the outstanding /not yet satisfactory part of their work within the required timeframe.
2. Students add the new addition to the original assignment and clearly mark the new addition.