



Assessment, Submission and Academic Integrity Policy and Procedure

1. Introduction

Australian Learning Group Pty Limited (ALG) delivers training to prepare students to undertake assessment in accordance with the requirements of the industry training package or VET accredited course. ALG applies the Principles of Assessment and Rules of Evidence in accordance with the Standards for Registered Training Organisations (RTOs) 2015 in the conduct of its assessment. ALG ensures that students are informed of assessment practices, academic integrity and academic misconduct.

2. Purpose

The purpose of this guideline and procedure is to outline to inform students how and when assessment is conducted including resubmission opportunities. This guideline and procedure outlines the ALG approach to academic integrity and academic misconduct.

3. Scope

This guideline and procedure applies to all ALG students as well as staff involved in the assessment of students.

4. Policy

4.1. Locating Assessment Information

All information pertaining to assessment is located in the Course Overview and Assessment Guide for each unit of competency. The Course Overview provides information about:

- the unit(s) of competency being assessed;
- when assessments are scheduled;
- how to submit assessments;
- what each assessment requires;
- how assessment outcomes are awarded;



- the number of assessment attempts and resubmissions students are allowed;
- how feedback is provided; and
- how students can appeal against assessment decisions.

4.2. Understanding Assessment Requirements

The student is responsible for reading and understanding the information contained in the assessment kits. Trainers and assessors will explain the content of the kits and request confirmation that they have been received and accessed. Students must inform the trainer or assessor if they do not understand assessment requirements or are unsure about the assessment guidelines.

4.3. Principles of Assessment

All assessments will be planned and conducted in a way that ensures compliance with the Principles of Assessment.

- **Validity** ALG conducts assessment against the broad range of skills and knowledge identified within each unit of competency which is integrated with the performance of workplace tasks. ALG ensures that the assessment is transferable to different contexts and situations, and that all components of the unit of competency are being assessed.
- **Reliability** ALG seeks to gather and interpret evidence in a consistent manner that provides for reliable assessment both for the student and for assessors.
- **Flexibility** ALG strives to provide assessment opportunities that reflect the individual student's needs.
- **Fairness** ALG's assessment approach encourages fairness in assessment through consideration of the student's needs and characteristics and through making reasonable adjustments when required. Assessments instructions are clear, and assessments are sequenced in a logical order to support progression. Assessors achieve fairness through clear communication with the student to ensure they are fully informed of, understand, are able to participate in, and agree to the appropriateness of, the assessment process.

4.4. Rules of Evidence

In collecting evidence of assessments, ALG applies the Rules of Evidence.



- **Sufficiency** ALG ensures the collection of valid assessment evidence in such quantity to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly. The collection of sufficient assessment evidence is supported by using a range of assessment methods which lead to the collection of evidence over time based on a range of performances.
- **Validity** ALG collects evidence that directly aligns with the components documented within each unit of competency. The collected assessment evidence replicates the outputs of the task being performed within an actual workplace.
- **Authenticity** ALG seeks evidence that is authentic. Assessors must be assured that the evidence presented for assessment by a student is the student's own work.
- **Currency** ALG must be satisfied that the student currently holds the skills and knowledge relating to a particular unit of competency. Assessment evidence is to be based on the student's performance either at the time of the assessment decision or in the very recent past.

4.5. Types of Assessments

ALG use a range of assessment techniques, including but not limited to the following:

- Practical demonstrations – scheduled within the timetable
- Written assessment tasks – scheduled to be completed and handed in by a designated due date
- Simulations/ Roleplay - scheduled within the timetable
- Workplace visit – scheduled assessor visits during work placement to assess practical skills and knowledge.

All assessment tasks must be submitted in the Learning Management System Canvas by a certain date.

4.6. Understanding Assessment Outcomes

Abbreviation	Description and Reason for Use
Competent (C)	Awarded to a student who is deemed Competent for a unit of competency based on ALG assessment criteria
Not Yet Competent (NYC)	Awarded to a student who is deemed Not Yet Competent for a unit of competency based on ALG assessment criteria
Satisfactory (S)	Awarded to a student who is deemed Satisfactory based on ALG assessment task level criteria



Not Yet Satisfactory (NYS)	Awarded to a student who is deemed Not Yet Satisfactory based on ALG assessment task level criteria
Recognition of Prior Learning Granted (RPL)	The student has achieved all the learning outcomes specified for that subject to the required standard through prior learning that includes informal and/or non-formal learning and may also include formal learning.
Credit Transfer (CT)	The student has achieved all the learning outcomes specified for the subject to the required standard through prior formal learning.
Withdrawn (WD)	The student has withdrawn before attempting all assessment items.

4.7. Submission

Students must be aware of the below when submitting assessments:

- Assessment submission dates and times are communicated by the trainer and assessor, within course materials, and through the Learning Management System (Canvas).
- Students are responsible for keeping a copy of any submitted assessment tasks.
- Assessment due dates are published in the Learning Management System.
- Assessments cannot be conducted prior to the completion of training, therefore will not be conducted prior to their scheduled day within a study period.

4.8. Resubmission

Students have 3 attempts for assessments due prior to Week 10 and 2 attempts for assessments due in Week 10 to be marked 'Satisfactory' for an assessment task as outlined below.

Assessments	Attempt 1 (Original submission)	Attempt 2 (1 st resubmission)	Attempt 3 (2 nd resubmission)
Due Weeks 1-9	Students can expect an outcome of 'S' or 'NYS' within 5 business days from the original submission due date or submission of	Students have 2 (business days from the 'NYS' result to re-submit. Students can expect an outcome of 'S' or 'NYS' within 3 (three) business	Students can expect an outcome of 'S' or 'NYS' within 3 business days for this re-submission.



	their assessments (whichever comes first).	days for this re-submission.	
Due Week 10	Students can expect an outcome of 'S' or 'NYS' within 5 (five) business days from the original submission due date or submission of their assessments (whichever comes first).	Students have 2 (business days from the 'NYS' result to re-submit. Students can expect an outcome of 'S' or 'NYS' within 3 (three) business days for this re-submission.	No second resubmission/resit attempt is available.

For any assessment due in Week 10 of the term, only one resubmission attempt applies and must be completed by Monday of Week 12.

No submissions or resubmissions will be accepted after Friday of Week 12 unless there are evidenced compassionate and compelling circumstances.

ALG offers one final paid resubmission opportunity in week 2 of the following term for students who have previously attempted the assessment task. A penalty fee of \$100 per assessment applies. If a student is still deemed NYC for a unit of competency after this attempt, they are required to repeat the term.

4.9. Late Submissions

Late submissions are not to be handed to the classroom trainer or assessor. Instead, the student must contact the Student Experience Team for instructions and available options.

4.10. Expected Response Times for Assessment Submissions

Students can expect response times to assessment tasks as follows:

1. Attempt 1 (Original Submission) - within 5 business days from the original submission due date.
2. Attempt 2 (First resubmission/resit) - within 3 business days for this re-submission.
3. Attempt 3 (Second resubmission/resit) - within 3 business days for this re-submission.



Where students have not received an outcome and feedback within the above response times, the Student Experience Team is to be contacted immediately. The student is responsible for contacting ALG directly in these incidences, so that ALG is alerted to the issue, and can take immediate action to resolve the problem for the student, or when appropriate, assign a new assessor to the student.

4.11. Resitting Practical Assessments

Students may need to resit practical assessments. In these cases, students must:

1. Contact the Student Experience Team
2. Attend the scheduled day for this assessment task by booking in with the Student Experience Team and paying the required fee at the time of booking.
3. If not possible to attend the scheduled day, discuss if an alternative option is available with a member of the Student Experience Team.
4. For more details about additional fees, please see the Additional Fees Schedule

4.12. Repeating Terms

At the end of the term, students who have been marked 'Not Yet Satisfactory (NYS)' for one or more assessments (including resubmissions) will receive an 'Unsatisfactory Course Progress Warning' Letter. Students may be required to repeat a term of study and may need to repeat all assessments within that term even if they already completed the assessment task. For more details, please refer to ALG Student Course Progress and Attendance Policy and Procedure.

4.13. Identification

Students are required to bring photo ID to assessments for ID validation for viewing. These include but are not limited to:

- On-campus written assessments
- On-campus practical assessments or practical assessment sessions.

Forms of photo ID that are acceptable are:

- Passport
- Driving licence
- Official Photo ID Card
- Student Card.

If a student does not present their photo ID and an alternative means of ID authentication are not available at that time, a student may be declined the



opportunity to take the assessment at that time and need to arrange a resit assessment. ALG does not retain a copy of the ID.

4.14. Appeals

Students who believe their assessment outcome is not correct can submit an appeal against their assessment decision as per the Complaints and Appeals Policy and Procedure which may result in the assessment being remarked by another assessor. Such requests must be made within 20 business days of receiving the assessment result.

4.15. Assessment Retention

ALG securely retains completed student assessment items for at least 6 months from the date on which the judgement of competence is made for the student as per ASQA's Guidance for Providers. Where a Written Direction is issued to ALG, assessment items are retained for as long as directed as per the Record Retention Policy and Procedure.

4.16. Academic Integrity

ALG expects its students and staff to always embody principles of academic integrity. Academic integrity upholds the following principles:

- a) academic integrity in assessment practices is fundamental to the learning process
- b) all students and staff have an obligation to respect the principles and practice of academic honesty and integrity
- c) students will be provided with education and support in understanding and applying these requirements
- d) academic misconduct takes place when students act dishonestly in an assessment to gain an unfair advantage for themselves or other students
- e) the procedures for addressing academic misconduct will be applied fairly and consistently.

Students should apply the above principles of academic integrity in completing their assessments, while trainers and assessors should educate their students on how to study with academic integrity.

Academic misconduct takes place when students act dishonestly in an assessment task to gain an unfair advantage for themselves or other students. Any form of academic misconduct detected will be treated seriously. Academic misconduct includes but is not limited to:

- **Plagiarism** Plagiarism occurs when a student submits work for assessment which includes the words or ideas of others without appropriate attribution or reference to the original author. Students must



make themselves aware of acceptable referencing practices as plagiarism is considered a serious breach of academic integrity principles.

Some examples of plagiarism are:

- direct copying of sentences, paragraphs, or other extracts from someone else's work without appropriate acknowledgement. Such work includes published or unpublished documents, designs, sounds, images, photographs and films, data, and computer code
- paraphrasing someone else's work without acknowledgement by way of reference to the original work
- using facts, information and ideas directly derived from an identifiable source without acknowledging the source

ALG has in place plagiarism software (Copyleaks) in the Learning Management System that assists assessors to identify plagiarism.

ALG requires students to use the Harvard Referencing System and outlines the requirements in the Harvard Referencing Guide.

- **Cheating** Cheating in an assessment includes any action or attempted action designed to gain an unfair or dishonest academic advantage. For example, cheating occurs when students:
 - have access to unauthorised material during the assessment
 - sit a practical assessment on behalf of another student or permit another student to sit a practical assessment on their behalf
 - read, copy from or otherwise use another student's work, or knowingly allow another student to read, copy or otherwise use their work in an assessment
 - assist any other student in completing their assessment, either directly or indirectly
 - accept assistance from any person during an assessment other than authorised staff
 - inappropriately obtain prior knowledge of an assessment's contents and/or expected answers.
- **Collusion** Collusion occurs when there is unauthorised collaboration in the preparation and production of work for assessment which is presented as a student's own individual effort. Collusion includes but is not limited to:
 - inappropriately assisting other students in the production of an assessment task
 - accepting inappropriate assistance in the production of an assessment task
 - submitting work, which is the same, or substantially the same, as another student's piece of work for the same assessment task
 - submitting files to assessment sharing websites



- assisting another student to plagiarise material or cheat in an assessment.
- **Ghost writing** Ghost-writing occurs where a person other than the student has authored, either wholly or in part, a piece of assessment and the student presents the assessment piece as if they themselves have wholly authored the assessment. The student does not have to have remunerated the third-party for ghost-writing to have occurred.

ALG may identify other forms of academic misconduct such as:

- a) submitting fabricated or falsified data as if they were genuine
- b) inventing references, quotes, or sources
- c) submitting the same, or substantially the same piece of work for assessment in one or more different subjects
- d) falsely indicating attendance at an activity when attendance is an assessment requirement

For further details please refer to the Student Code of Conduct, Privacy and Internet Access Policy.

5. Procedure

5.1. Submitting Assessments and Re-assessments

Students are to submit in the learning management system following the steps below:

1. Before submitting any assessments, students must ensure their work is not plagiarised and acknowledge that the submitted assessment task is their own work by signing the cover page of the assessment task.
2. Before submitting any assessments, students are to read the detailed information provided on specific file types allowed, media files, compressing files and submission guidelines as per the 'How to submit files on Canvas' support guide in the Introduction Module.
3. On the Canvas Dashboard, click on 'your course'.
4. Choose assessments from the left menu.
5. Choose the assessment a student would like to submit.
6. Click the 'Submit assessment' button on the top left of the screen.
7. In the files tab – upload the required files for the assessment submission.
8. Once all the necessary files are chosen (as per 3 and 4 above), click on 'Submit Assessment'.
9. Copyleaks will assess if there is any plagiarised content in the submission.
10. In case of any plagiarised content, students can resubmit, but they will lose one of their submission attempts.

5.2. Academic Misconduct



ALG fairly and consistently undertakes the following procedure when students have been found to have committed academic misconduct or found to be non-compliant with the principles of academic integrity as outlined in 4.16:

1. The assessor investigates the academic misconduct and informs the Academic Manager and/or respective Course Coordinator.
2. If the Academic Manager and/or respective Course Coordinator concur that a case of misconduct has occurred or is suspected, the student is provided a formal written notification and given an opportunity to explain their position.
3. If the Academic Manager and/or respective Course Coordinator determine that the student has engaged in academic misconduct, the student may receive a penalty as follows:
 - In the first instance, the plagiarism is recorded on the student file of a 'Breach to Student Code of Conduct Formal Warning' and the student is marked as 'Not Yet Satisfactory' with the opportunity of resubmission and reassessment. Fees may apply.
 - In the second instance of cheating or plagiarism, the student will receive the second 'Breach to Student Code of Conduct Formal Warning' record and will also automatically be marked 'Not Yet Satisfactory' for the assessment.
 - In a third instance, the student's enrolment will be cancelled or suspended.
4. During all stages, the student will be informed of their right to appeal following the Complaints and Appeals Policy and Procedure.

6. Definitions

The definitions of key terms relevant to this document are contained in the ALG Glossary.

7. Related Documents

- i. Complaints and Appeals Policy and Procedure
- ii. Student Code of Conduct, Privacy and Internet Access Policy
- iii. Harvard Referencing Guide
- iv. Record Retention Policy

8. Document Information and Review



Version	Date Effective	Approved by	Amendment	Date of next scheduled review
4.0	31 October 2022	Director of Studies and Quality Assurance	<ul style="list-style-type: none">• Inclusion of plagiarism information• Inclusion of ALG's requirement to retain records of assessments for longer than 6 months in the case of a written direction• Updated to current requirements.	31 October 2025
5.0	1 June 2023	General Manager	<ul style="list-style-type: none">• Revision of position titles	1 June 2026