

# Assessment, Submission and Academic Integrity Policy and Procedure

## 1. Purpose

The purpose of this Policy and Procedure is to outline:

- how assessments are conducted and submitted at ALG
- assessment resubmission opportunities
- expectations relating to academic integrity
- how academic misconduct is identified and managed.

This policy also supports ALG's compliance with

- the Outcome Standards 2025:
  - Standard 1.3 (Assessment System)
  - Standard 1.4 (Assessment Conduct)
  - Standard 1.5 (Assessment Validation)

by establishing clear processes for assessment submission, resubmission and academic integrity.

The broader design, review and validation of the assessment system is governed by the **Assessment Policy and Procedure**.

## 2. Scope

This Policy and Procedure applies to:

- all students enrolled at ALG
- trainers and assessors involved in assessment
- staff responsible for academic administration and student support.

## 3. Responsibilities

**Academic Manager:** The Academic Manager is responsible for:

- ensuring assessment systems comply with regulatory requirements
- overseeing academic integrity processes
- managing academic misconduct investigations
- ensuring consistent assessment practices across courses.
- coordinating resit or reassessment arrangements where required

**Trainers and Assessors:** Trainers and assessors are responsible for:

- explaining assessment requirements to students

- conducting assessment in accordance with the Principles of Assessment and Rules of Evidence
- providing feedback and assessment outcomes within required timeframes
- identifying and reporting suspected academic misconduct.

**Student Administration Team:** The Student Administration Team is responsible for:

- providing administrative support for assessment processes
- assisting students with submission enquiries
- supporting appeals processes.

**Student Experience Team:** The student Experience Team is responsible for:

- providing on campus support to students with questions related to assessment (re-)submissions and late submissions
- forwarding queries related to (re-)submissions and late submissions to the Student Administration Team or Academic Team.

**Students:** Students are responsible for:

- reading and understanding assessment requirements
- submitting assessment tasks by the required due dates
- ensuring submitted work is their own
- following academic integrity and referencing requirements
- seeking clarification if assessment instructions are unclear.

## 4. Definitions

**Academic Integrity:** Acting honestly and ethically in completing assessment tasks.

**Assessment:** The process of collecting evidence to determine whether a student has achieved the required competencies.

**Academic Misconduct:** Dishonest behaviour in relation to assessment.

**Plagiarism:** Using another person's work without appropriate acknowledgement.

**Collusion:** Unauthorised collaboration between students in completing an assessment task.

## 5. Policy

Australian Learning Group Pty Ltd (ALG) conducts assessment to determine whether students have achieved the required skills and knowledge specified in the relevant training package or accredited course.

Assessment at ALG is conducted in accordance with the **Principles of Assessment** and **Rules of Evidence** to ensure assessment outcomes are valid, reliable, fair and flexible.

ALG ensures students are provided with clear information about:

- assessment requirements
- assessment submission processes
- resubmission opportunities

- academic integrity expectations
- the consequences of academic misconduct.

This policy and procedure supports the integrity of assessment and ensures fair and transparent processes for all students.

The design, review and validation of assessment tools and practices are governed by the **Assessment Policy and Procedure**. This policy focuses specifically on the operational processes for assessment submission, resubmission and academic integrity. The Assessment Policy and Procedure outlines how ALG ensures the assessment system is consistent with training product requirements and aligned with the Principles of Assessment and Rules of Evidence.

## 5.1 Assessment Information

Assessment information is provided in the **Course Overview and Assessment Guide** for each unit of competency.

This information includes:

- the units of competency being assessed
- assessment tasks and requirements
- submission instructions
- assessment schedules and due dates
- resubmission opportunities
- how assessment outcomes are determined
- how students can appeal assessment decisions.

## 5.2 Understanding Assessment Requirements

Students are responsible for reading and understanding the assessment information provided.

Trainers and assessors will explain assessment requirements and ensure students have access to the necessary assessment materials.

Students must contact their trainer or assessor if they are unsure about assessment requirements.

## 5.3 Principles of Assessment

ALG conducts assessment in accordance with the **Principles of Assessment**.

- **Validity:** Assessment tasks assess the knowledge and skills required by the unit of competency and reflect workplace performance.
- **Reliability:** Assessment evidence is interpreted consistently so that assessment decisions are reliable and comparable.
- **Flexibility:** Assessment methods may be adapted to meet individual student needs where appropriate.
- **Fairness:** Students are informed of assessment requirements and assessment processes. Where required, reasonable adjustment is implemented to support students with additional needs while maintaining the integrity of the assessment requirements. Students who do not achieve a satisfactory outcome may be provided with opportunities for reassessment in accordance with this policy.

## 5.4 Rules of Evidence

Assessment evidence collected by ALG must satisfy the **Rules of Evidence**.

- **Valid:** Evidence must relate directly to the requirements of the unit of competency.
- **Sufficient:** Enough evidence must be gathered to demonstrate competence.
- **Authentic:** Evidence must be the student's own work.
- **Current:** Evidence must demonstrate current knowledge and skills.

## 5.5 Assessment Quality Assurance

ALG maintains a systematic process for reviewing and validating assessment tools and assessment practices to ensure they remain consistent with the requirements of the training product.

Assessment validation is conducted in accordance with the Assessment Policy and Procedure and the Validation Schedule. Outcomes of validation activities are used to inform improvements to assessment tools, assessment practices and assessor decision-making.

## 5.6 Types of Assessments

ALG uses a range of assessment methods including:

1. written assessment tasks
2. practical demonstrations
3. simulations and role plays
4. workplace observations
5. projects and case studies.

Assessment tasks may be conducted during scheduled classes or submitted through the Learning Management System.

## 5.7 Assessment Outcomes

Assessment outcomes may include:

Outcome	Description
Competent (C)	Student has demonstrated competency for the unit
Not Yet Competent (NYC)	Student has not yet demonstrated competency
Satisfactory (S)	Assessment task meets required standard
Not Yet Satisfactory (NYS)	Assessment task does not yet meet required standard
Recognition of Prior Learning (RPL)	Competency granted based on prior learning
Credit Transfer (CT)	Competency granted based on prior formal learning

Withdrawn (WD)	Student withdrew before completing assessment
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### 5.8 Assessment Submission

Students must submit assessment tasks through the **Learning Management System (Canvas)** unless otherwise advised.

Students must:

- submit assessments by the required due date
- ensure files are uploaded correctly
- keep a copy of submitted work
- follow instructions provided in the assessment task.

### 5.9 Resubmission

Students may be given the opportunity to resubmit assessment tasks where the outcome is **Not Yet Satisfactory (NYS)**.

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 <sup>st</sup> resubmission)	Attempt 3 (2 <sup>nd</sup> 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 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.	Students can expect an outcome of 'S' or 'NYS' within 3 business 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.

Students must follow the instructions provided by their trainer or assessor when resubmitting assessment tasks.

### 5.10 Late Submissions

Late submissions must be requested with the **Academic Team**.

Students must not submit late assessments directly to the trainer. Late submissions must be uploaded in Canvas, or as otherwise instructed after receiving approval from the Academic Team.

Students experiencing compassionate or compelling circumstances should notify ALG as soon as possible.

### 5.11 Repeating Terms

Students who are unable to achieve satisfactory assessment outcomes may be required to repeat part or all of a term.

Where required, students will be notified in accordance with the **Course Progress Policy and Procedure**.

### 5.12 Student Identification

Students may be required to present valid photo identification for assessment activities.

Acceptable forms of identification include:

- passport
- driver licence
- government issued photo identification
- student identification card.

### 5.13 Assessment Appeals

Students who believe their assessment result is incorrect may submit an appeal.

Appeals must be submitted within **20 business days** of receiving the assessment outcome.

Appeals are managed in accordance with the **Complaints and Appeals Policy and Procedure**.

### 5.14 Assessment Retention

ALG securely retains completed student assessment evidence for a minimum period required by regulatory requirements, currently for a period of 2 years after the student has completed the training product.

Assessment records are maintained in accordance with the **Record Retention Policy and Procedure**.

### 5.15 Academic Integrity

ALG expects students and staff to maintain high standards of academic integrity.

Academic integrity means completing assessment honestly and acknowledging the work and ideas of others.

Students are provided with guidance on academic integrity and referencing practices.

### 5.16 Academic Misconduct

Academic misconduct occurs when a student attempts to gain an unfair advantage in assessment. Examples of academic misconduct include:

**Plagiarism:** Submitting work that includes another person's words, ideas or work without appropriate acknowledgement.

**Cheating:** Using unauthorised materials or assistance during assessment.

**Collusion:** Working with others on an assessment task where individual work is required.

**Ghost-writing:** Submitting work written by another person.

**Fabrication:** Submitting false or fabricated information or evidence.

### 5.17 Use of Artificial Intelligence Tools

Students must not submit assessment work generated wholly or substantially by artificial intelligence tools or automated writing tools as their own work unless explicitly permitted by the assessment instructions.

Where AI tools are used for study support, students must appropriately acknowledge their use as per the **Guidelines for referencing and acceptable use of artificial intelligence**.

## 6. Procedure

Step	Key Actions	Responsibility	Supporting Documents
1. Information Provision	Provide students with assessment information including requirements, submission instructions and due dates.	Trainer / Assessor	Assessment Instructions and Guide
	Explain academic integrity expectations and referencing requirements.	Trainer / Assessor	Guidelines for referencing and acceptable use of artificial intelligence
2. Reasonable adjustment	Where required, reasonable adjustment arrangements are implemented to support students in completing assessment	Trainer / Assessor / Academic Director	Reasonable Adjustment Policy
3. Assessment completion	Students complete and submit assessment tasks through Canvas.	Student	Canvas LMS
4. Identity verification	Trainers may request valid photo identification from students before or during assessment activities to verify student identity.	Trainer / Assessor	Student Identification
5. Late submission request	Student contacts the Academic Team and provides evidence of compassionate or compelling circumstances where applicable.	Student	Compassionate and Compelling Circumstances Evidence

6. Late submission approval	Academic Team reviews request and determines whether late submission will be permitted and communicates the outcome to the student.	Academic Team	This Policy
7. Submission verification	Verify that assessment files are correctly uploaded in Canvas and accessible for marking. Students must retain a copy of submitted work.	Student / Student Administration Team	Canvas LMS
8. Assessment marking and feedback	Assessors review submitted assessments and determine outcomes.	Assessor	Assessment marking guides
	Feedback and assessment outcomes are provided within required timeframes.	Assessor	Assessment tools
9. Assessment Resubmission	Where an assessment outcome is Not Yet Satisfactory (NYS), students may be offered a resubmission opportunity in accordance with course guidelines.	Assessor	Assessment Instructions/ Resubmission Guidelines
	Assessor provides feedback identifying areas requiring improvement and provides instructions and timeframe for resubmission.	Assessor	Assessment Feedback
	Assessor reviews resubmitted assessment and records the outcome within required timeframes.	Assessor	Assessment marking guides
10. Final paid resubmission and decision	Students who have exhausted standard resubmission opportunities may apply for a final paid resubmission in the following term.	Student Administration Team	Fee Schedule
	Assessor reviews final submission and determines whether competency has been achieved.	Assessor	Assessment tools
11. Academic Misconduct	Trainers and assessors monitor submitted assessments for potential academic misconduct including plagiarism, collusion, contract cheating or inappropriate AI use.	Assessor	Student Code of Conduct

	Where AI generated content is suspected, assessors review the work and may request clarification or additional evidence from the student.	Assessor	AI Use Guidelines
	Assessors investigate suspected academic misconduct.	Assessor	Student Code of Conduct
	Academic Manager reviews misconduct findings and determines appropriate action.	Academic Director of delegate	Academic misconduct process
	Students are notified of outcomes and their right to appeal.	Student Administration Team	Complaints and Appeals Policy
12. Assessment decision appeals	Students submit an appeal within 20 business days of receiving the assessment outcome.	Student	Complaints and Appeals Policy
13. Assessment record storage	Completed student assessment evidence is securely retained for the required regulatory retention period.	Student Administration Team	Record Retention Policy

## 7. Related Documents

- Assessment Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Student Code of Conduct
- Privacy Policy
- Internet Access Policy
- Course Progress Policy and Procedure
- Reasonable Adjustment Policy and Procedure
- Record Retention Policy
- Harvard Referencing Guide

## 8. Document Information and Review

Document Information		
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<b>Responsible officer</b>	Joe Lynch	
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