



Student Assessment Submission Instruction

This Instruction outlines the requirements of assessment submission for all Newton College enrolled students for all the courses. It also provides guidance on the resubmission of your assessment, appeal assessment outcomes and the learning support that the College offers. Academic integrity should be maintained in all the academic activities students engaged with the College.

Assessment Plan

In prior to the commencement of you working on the assessment, ensure that you understand the assessment plan of the unit of competency such as:

- The assessment methods being used (e.g. written questions/observation/simulated role play/project). You can find such information from your assessment booklet and discuss with your trainer/assessor if any questions.
- The resources for you to complete the assessment (e.g. readings/templates/assessment booklet/cover sheet/task summary/assessment criteria).
- The timeline requirements of the assessment completion and submission.

Assessment Submission Guidelines

You must submit the cover sheet for every single assessment task including

- Unit identification code
- Unit name
- Assessment task number
- Your declaration
- Your name and student ID
- Your signature
- Submission date

For your responses to the task questions, you must clearly present the following

- Activity number
- Activity questions
- Your responses
- Referencing (in-text and references list)
- Attachments where applicable

You must follow the instruction from your trainer/assessor if softcopy or hardcopy of assessment you are required to submit. You must submit all assessments using the following

- Minimum 2cm margins
- Calibri font and 11 pt. font size
- 1.5 line paragraph spacing
- APA or Harvard style referencing (here are some guides):
 - APA: <https://www.mendeley.com/guides/apa-citation-guide>





- Harvard: <http://www.citethisforme.com/harvard-referencing>

If you are required to submit a softcopy, you must name your files by following the format:

FNSHRM804_AT2_Updated Strategic Plan_given name_surname_DD_MM_YYYY

You must also complete and sign the cover sheet to submit with your responses.

If you are required to submit a hardcopy, you must print out and staple your completed cover sheet and responses properly.

Assessment Outcomes

You will be provided with the outcome of your responses to the task activities as S (Satisfactory) or NS (unsatisfactory) and the assessor's comments in the cover sheet. You must discuss the outcome and feedback with your trainer/assessor and sign for the acknowledgement of your results. You must discuss with your trainer/assessor if re-assessment is required and permitted.

Assessment Re-submission

Depending on the task, this may include:

- Resubmitting incorrect answers to questions (such as short answer questions and case studies)
- Resubmitting part or all of a project, depending on how the error impacts on the total outcome of the task
- Redoing a role play after being provided with appropriate feedback about your performance
- Being observed a second (or third time) undertaking any tasks/activities that were not satisfactorily
- Completed the first time, after being provided with appropriate feedback.

Reasonable Adjustments Specific to Learners and the Assessment Tasks

If your studies have been adversely affected due to serious and unavoidable circumstances outside of your control (e.g. severe illness or unavoidable obligation) you may be able to apply for special consideration. Please speak to Student Services or submit an application prior to the submission date of the assessment. Sometimes students with a disability, a mental health or medical condition or significant carer responsibilities require reasonable adjustments. Please contact Student Services who can address your special needs requirements to assist you in satisfactorily completing the unit. When your circumstance is assessed as needing support, reasonable adjustments would be made upon approval from Academic/RTO Manager.

Academic Integrity and Plagiarism

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Plagiarism includes any of the following, without full and appropriate acknowledgment to the original source(s):

- The use of the whole or part of a computer program written by another person;





- The use, in essays or other assessable work, of the whole or part of a written work from any source including but not limited to a book, journal, newspaper article, set of lecture notes, current or past student's work, any other person's work, a website or database;

Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people when that work should be your own independent work. This remains plagiarism whether or not it is with the knowledge or consent of the other person or people.

Appeals against Assessment Decisions

In the case where you feel as if you have been unfairly marked by an assessor, you are able to appeal that decision. All appeals must be lodged by submitting the completed Complaints and Appeals Form to complaints@newton.edu.au. A maximum time of 45 days from the appeal being lodged in writing will be allowed for the resolution unless all parties agree in writing to extend this time. If you are not satisfied with the appeal outcome you will be advised in writing about their rights to access external complaints handling and appeal process at with the Ombudsman.

Student Behaviour and Wellbeing

Newton College (NC) has a range of policies and procedures that govern how students are expected to conduct themselves throughout the course of their relationship with NC. These include policies on expected standards of behaviour and conduct which cover interaction with fellow students, staff and the wider NC community, in addition to following the health and safety requirements in the course of their studies and whilst using facilities.

All students are expected to familiarise themselves with Newton College's regulations, policies and procedures and have an obligation to abide by the expected guidelines. Any student found to be in breach may be subject to relevant disciplinary processes. Some examples of relevant expected behaviours are:

- Not engaging in student misconduct
- Ensuring compliance with Newton College's Anti-Discrimination, Bullying and Violence and Sexual Harassment requirements.