

## Student Assessment Submission Policy

### Purpose

The Inscope Training Pty Ltd Student Assessment Submission Policy provides guidelines for students submitting assessment.

### Scope

This policy applies to all students of Inscope Training Pty Ltd.

### Policy

#### Assessment Submissions

Students are encouraged to have their assessments completed and submitted in-line with the dates on their training plan. Upon completion of an assessment, students are required to submit their assessment to Inscope Training for marking. All assessments is submitted using Inscope Training's Learning Management System (LMS) which can be found at [www.inscope.edu.au](http://www.inscope.edu.au).

In each unit/stage/cluster the student will complete a number of items of assessment that will be used to assess their level of achievement in this particular subject.

In some cases, assessment items may need to be submitted in varying formats or file types (for example Word.doc, Video, MP3 format, Photos etc.), these can be attached and uploaded through the submission facility.

Students must not breach Inscope Training's Student Academic Integrity and Misconduct Policy when submitting assessment.

[Policy: Student Academic Integrity and Misconduct Policy](#)

#### Reassessment (All courses except QLD White Cards)

When a student answers a question incorrectly within the LMS, the student will be sent back a question. When the student makes their way back to the question they got wrong the student may be required to answer a different variation of that question to move forward.

Where additional evidence is required before your trainer can consider you as competent in an Assessment Task, you will be required to resubmit all or part of the assessment. This may include:

- Verbal questioning.
- Providing additional information.

If you are required to provide any additional written information you will receive an Assessment Resubmission Request via email. This email will include your Assessment Feedback along with the questions that you will need to resubmit.

#### White Card Reassessment

Students are given three opportunities to successfully complete the QLD White Card assessment. If a student is not successful on their first or second attempt, the assessor must refer the student to the sections of their training material that they need to further revise before undertaking the assessment again.

Students are only required to be reassessed in the questions that were not completed successfully during their first or second attempt. For example, if a student provides incorrect answers for three questions in AT1 and two questions in AT2 during their first attempt, only those questions need to be reassessed during the second attempt.

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If the student is unsuccessful on their third attempt, they will be required to re-enrol in the unit and undertake the training and assessment again at a later date. A refund will not be provided in this instance.

#### Related Policies

Policy: Informing Students Policy -  
Qualifications

Policy: Access to Equality and Fair Treatment  
Policy

#### Relevant Legislation

- Australian Qualifications Framework (AQF)
- National Vocational Education and Training Regulator Act 2015
- Standards for NVR Registered Training Organisations Vocational Education and Training Act (2015)
- Vocational Education, Training and Employment Act 2000