

Assignment Submission Policy

Authenticity of work

All assignments submitted must have an accompanying cover sheet stating originality of the work submitted. This form is to be found at the assessment submission page within each subject within the ASC Learning Management System (LMS). It is essential that all students familiarise themselves with the [Australian Shiatsu College Plagiarism Policy](#).

Timeliness of submission

All assignments must be submitted on or before the specified deadline (including any approved extension to submission deadlines). Late submissions will only be accepted if an approved extension has been granted in advance.

Extensions

Students who require an extension of time to complete an assessment must seek approval from the Course assessor. A College Director and the assessor must provide approval, indicating the extension date. Extension can only be granted due to compassionate or compelling circumstances that are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

To request an extension, students must submit an application for assignment extension to the college at least two business days prior to the deadline. The application should include the reason for the extension request, the requested length of the extension, and any supporting documentation. These applications are to be submitted in writing within the ASC LMS at <https://classroom.australianshiatsucollege.edu.au/assignments/apply-for-an-assignment-extension/>

Late submissions without an approved extension will incur a \$50 late assessment fee. This fee must be paid prior to the submission of the late assignment at <https://classroom.australianshiatsucollege.edu.au/pay-student-fees/>

In exceptional circumstances, such as a medical emergency or family bereavement, students may apply for an extension after the deadline has passed. In such cases, the student must provide documentation to support their request and the college director will make a decision on the extension request based on the circumstances.

Re-submission or Re-assessment

Should a student fail to pass an assessment during a study period then a student may re-submit the assessment. Only one resubmission or re-assessment is permitted per assessment. The

student and the assessor must negotiate a specific timeframe for the re-submission of the assessment task and note and sign the re-submission timeframe on the Assignment Cover Sheet. Supplementary Assessment: Should a student fail a unit of study, a student may be awarded a supplementary assessment. This may only be awarded at the discretion of the College Directors.

It is the responsibility of the student to ensure that their assignment is submitted in the correct format through the ASC LMS, by the specified deadline. Students are strongly advised to submit their assignments well in advance of the deadline to allow for any unforeseen circumstances.

Appealing an Assessment Result

If a student is dissatisfied with the assessment result, the student must approach the assessor in the first instance to discuss and/or request review of that assessment. In case of review, the student must present a case in writing arguing that the original marking was unfair or inconsistent with marking guidelines. The request for a review must be made within 10 working days of the release of the academic result. If the student remains dissatisfied with the outcome of the review the student can lodge an appeal in writing to the College Directors within 20 working days after receiving the notification of the review outcome.

Students are encouraged to contact the college if they have any questions or concerns about the assignment submission policy.