



*"Inspiring Minds"*

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# ASSESSMENT POLICY

Governing Assessment Practices, Timelines, and Student Outcomes

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| Confidentiality | Internal Use Only |



RTO 46003 | CRICOS Provider Code: 04130B | ABN: 59 642 524 436

## DOCUMENT CONTROL

|                   |                                                                                           |                 |                                       |
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| Approved By       | [Name], [Role]                                                                            | Audience        | (S&T;) Students, Trainers & Assessors |
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## VERSION HISTORY

| Version    | Date       | Author | Changes Made    | Approved By  |
|------------|------------|--------|-----------------|--------------|
| 2026.01.00 | 14/04/2026 | [Name] | Initial release | [Name, Role] |

**Related Outcome Standards:** OS 1.1–1.4 (Training & Assessment Quality) | OS 2.1–2.3 (Feedback, Reasonable Adjustment, Complaints) | OS 3.1–3.2 (Assessment Validity, Records) | OS 4.1 (Continuous Improvement)

## 1. PURPOSE

This policy establishes the framework governing all assessment activities conducted at Wyatt Education Group (RTO 46003). It sets clear, consistent, and fair standards for the design, delivery, submission, marking, feedback, and resubmission of assessments in all training programmes delivered by the organisation.

This policy is aligned with the Standards for Registered Training Organisations (SRT0) 2025 and ensures that all assessment practices uphold the principles of validity, reliability, flexibility, and fairness. Wyatt Education Group is committed to creating assessment environments that empower every student to demonstrate their competency with confidence.

## 2. SCOPE

This policy applies to:

- All enrolled students undertaking nationally recognised training at Wyatt Education Group, including domestic and international students (CRICOS 04130B)
- All trainers and assessors engaged by or on behalf of Wyatt Education Group to deliver training and conduct assessments
- All assessment instruments, tools, and tasks used across all qualifications and units of competency on scope
- All modes of delivery including face-to-face, blended, and any online or distance learning arrangements

*This policy applies equally to all parties — students, trainers, and assessors — regardless of the mode of enrolment, programme, or delivery format. All parties are responsible for understanding and complying with this policy.*

## 3. REGULATORY ALIGNMENT

This section addresses SRT0 2025 — OS 1.1 through OS 4.1. This policy is developed and maintained in accordance with the following standards and legislative frameworks:

| Standard / Reference      | Relevant Requirement                                                                                             |
|---------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>SRT0 2025 — OS 1.1</b> | Learners are informed about assessment prior to enrolment and commencement                                       |
| <b>SRT0 2025 — OS 1.2</b> | Training and assessment meet the requirements of the relevant training package or accredited course              |
| <b>SRT0 2025 — OS 1.3</b> | Assessments are conducted by, or under the supervision of, qualified and current industry trainers and assessors |
| <b>SRT0 2025 — OS 1.4</b> | Training and assessment are provided in a manner that meets the individual needs of learners                     |
| <b>SRT0 2025 — OS 2.1</b> | Learners receive timely and constructive feedback on their performance                                           |
| <b>SRT0 2025 — OS 2.2</b> | Access to support and reasonable adjustment for learners with identified needs                                   |
| <b>SRT0 2025 — OS 2.3</b> | Learners have access to a complaints and appeals process in relation to assessments                              |
| <b>SRT0 2025 — OS 3.1</b> | Assessments are valid, reliable, flexible, and fair                                                              |

|                           |                                                                            |
|---------------------------|----------------------------------------------------------------------------|
| <b>SRT0 2025 — OS 3.2</b> | Assessment records are maintained securely and remain accessible for audit |
| <b>SRT0 2025 — OS 4.1</b> | The RTO continuously improves its assessment systems and practices         |

## 4. PRINCIPLES OF ASSESSMENT

All assessments conducted at Wyatt Education Group must adhere to the four Principles of Assessment and the Rules of Evidence as defined in the relevant training packages and the SRT0 2025.

### 4.1 Principles of Assessment

| Principle          | Description                                                                                                                                                                   |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Validity</b>    | The assessment must assess what it claims to assess, directly mapped to the unit of competency requirements.                                                                  |
| <b>Reliability</b> | Assessment decisions are consistent — the same evidence assessed by different assessors at different times should yield the same outcome.                                     |
| <b>Flexibility</b> | Assessment supports the individual needs of learners; reasonable adjustment may be made to the assessment method without compromising the integrity of the unit requirements. |
| <b>Fairness</b>    | The assessment process is transparent and equitable; learners are informed of requirements in advance and have an opportunity to demonstrate competency.                      |

### 4.2 Rules of Evidence

All evidence gathered during assessment must be:

- **Valid** — directly relevant to the unit of competency being assessed
- **Sufficient** — enough evidence to make a confident competency judgement
- **Authentic** — genuinely produced by the student being assessed
- **Current** — reflecting the student's current skills and knowledge

## 5. ASSESSMENT SUBMISSION DEADLINES

Wyatt Education Group is committed to providing students with adequate and fair timeframes to complete all assessments. The following timelines apply to all assessment submissions:

*Core Rule: All assessment tasks are due two (2) weeks from the date of completion of the relevant unit in class. "Completion of the unit" is defined as the final scheduled class session for that unit of competency.*

### 5.1 Initial Submission

| Parameter                           | Requirement                                                          |
|-------------------------------------|----------------------------------------------------------------------|
| <b>Submission due date</b>          | Two (2) weeks from the final class session of the unit of competency |
| <b>Date communicated to student</b> | On or before the final day of the unit in class                      |

|                               |                                                                                                                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Method of notification</b> | In writing or oral — via the Student Management System and/or email notification from the trainer and/or oral communication in class                                                  |
| <b>Late submission</b>        | Students who are unable to meet the deadline must notify their trainer in advance; extensions may be granted at the trainer's discretion — refer to Section 9 (Special Circumstances) |

Students are responsible for managing their time to ensure assessments are submitted by the due date. Trainers will provide the exact due date in writing no later than the final class session of each unit.

## 6. ASSESSMENT MARKING TIMEFRAMES

*This section addresses OS 2.1 — Timely and constructive feedback.*

Wyatt Education Group requires all trainers and assessors to adhere to the following marking timeframes to ensure students receive timely feedback on their performance, consistent with SRT0 2025 OS 2.1.

### 6.1 Marking of Initial Submissions

*Trainers and assessors must complete marking and return results to students within two (2) weeks of the assessment submission date.*

Upon returning a marked assessment, the trainer must provide:

- The outcome — Satisfactory (S) or Not Yet Satisfactory (NYS)
- Written feedback detailing the strengths of the submission and specific areas requiring improvement
- Clear guidance on what additional evidence or corrections are required for any resubmission
- The resubmission due date if the result is Not Yet Satisfactory (NYS)

### 6.2 Marking of Resubmissions

*Trainers and assessors must complete marking of all resubmitted assessments within two (2) weeks of the date on which the resubmission is received.*

| Assessment Stage                       | Marking Timeframe                                  |
|----------------------------------------|----------------------------------------------------|
| Initial submission                     | 2 weeks from the date of submission                |
| Resubmission (1st)                     | 2 weeks from the date the resubmission is received |
| Resubmission (2nd)                     | 2 weeks from the date the resubmission is received |
| Resubmission (3rd)                     | 2 weeks from the date the resubmission is received |
| Resubmission (4th or 5th — if granted) | 2 weeks from the date the resubmission is received |

## 7. RESUBMISSION POLICY

Wyatt Education Group recognises that students may require more than one opportunity to demonstrate competency. This policy provides a structured and fair framework for resubmissions, consistent with the principle of flexibility under the SRT0 2025.

## 7.1 Resubmission Due Date

*Students have two (2) weeks from the date of notification of a Not Yet Competent (NYC) result to submit their resubmission. The notification date is the date on which the marked assessment and feedback are formally returned to the student.*

Students must act on the trainer's feedback when preparing their resubmission. Resubmissions that do not address the identified gaps may not be accepted as sufficient evidence of competency.

## 7.2 Number of Resubmission Attempts

The following attempt structure applies to all assessments at Wyatt Education Group:

| Attempt                                         | Outcome              | Action                                                                                                          |
|-------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Attempt 1 (Initial)</b>                      | Not Yet Satisfactory | Student receives written feedback and is offered Resubmission 1. Due within 2 weeks of notification.            |
| <b>Attempt 2 (Resubmission 1)</b>               | Not Yet Satisfactory | Student receives written feedback and is offered Resubmission 2. Due within 2 weeks of notification.            |
| <b>Attempt 3 (Resubmission 2)</b>               | Not Yet Competent    | The unit result is recorded as Not Yet Competent (NYC). The student is formally notified. Refer to Section 7.3. |
| <b>Additional Attempts (Trainer Discretion)</b> | Conditional          | The trainer may grant up to 1–2 additional attempts at their professional discretion. Refer to Section 7.3.     |

The standard resubmission entitlement is three (3) attempts in total — being the initial submission and two (2) resubmissions. After three attempts, if the student has not demonstrated competency, the unit outcome is recorded as Not Yet Competent (NYC).

## 7.3 Trainer Discretion — Additional Attempts

Wyatt Education Group recognises that individual student circumstances vary. In exceptional situations, a trainer or assessor may exercise professional judgement and grant a student one (1) or two (2) additional attempts beyond the standard three. This discretion may be applied where:

- The trainer has reasonable grounds to believe the student is capable of demonstrating competency with additional support or time
- The student has shown consistent effort and genuine engagement with the learning and assessment process
- There are documented extenuating personal circumstances that have adversely impacted the student's performance
- The student has partially demonstrated competency and the gap remaining is minor and addressable

*Important: Granting additional attempts is at the sole professional discretion of the trainer or assessor. This decision must be documented in writing, including the rationale, and recorded in the student's file. It does not create an ongoing entitlement for the student.*

Where additional attempts are granted, the trainer must:

- Notify the student in writing of the additional opportunity and the specific requirements for the attempt
- Document the decision, the rationale, and any conditions attached to the additional attempt

- Ensure the resubmission due date and marking timeline remain consistent with this policy (2 weeks each)
- Record the outcome of any additional attempt in the student's assessment records

#### 7.4 Not Yet Competent Outcome

Where a student has exhausted all permitted attempts (including any additional attempts granted at trainer discretion) and has not demonstrated competency, the unit result is formally recorded as Not Yet Competent (NYC).

The student will be:

- Formally notified in writing of the NYC outcome
- Advised of their options, which may include re-enrolling in the unit, applying for Recognition of Prior Learning (RPL) if applicable, or accessing the complaints and appeals process
- Referred to the Student Support Services team for guidance and assistance

### 8. ASSESSMENT INTEGRITY

Maintaining the integrity of the assessment process is essential to ensure that qualifications awarded by Wyatt Education Group are meaningful and trusted by industry and the broader community.

#### 8.1 Student Responsibilities

All students must:

- Submit only their own original work
- Not engage in plagiarism, collusion, or any form of academic dishonesty
- Acknowledge any sources used in their assessment work
- Comply with any requirements for observed tasks, practical assessments, or third-party verification

#### 8.2 Trainer and Assessor Responsibilities

*This section addresses OS 1.3 — Qualified and current industry trainers and assessors.*

All trainers and assessors must:

- Hold the required qualifications and current industry skills to assess the units they are marking, as required by SRT0 2025 OS 1.3
- Mark all assessments objectively and consistently against the assessment criteria
- Provide timely, constructive, and specific feedback on all submitted assessments
- Maintain accurate and secure assessment records
- Declare any conflict of interest in the assessment of a student and seek guidance from the Director of Training
- Participate in moderation and validation activities as required by the organisation

### 9. SPECIAL CIRCUMSTANCES AND REASONABLE ADJUSTMENT

*This section addresses OS 2.2 — Access to support and reasonable adjustment.*

Wyatt Education Group acknowledges that students may face personal, medical, or other challenges that affect their ability to submit assessments on time or to demonstrate competency under standard conditions. The organisation is committed to supporting all students equitably, consistent with SRT0 2025 OS 2.2.

## 9.1 Extension Requests

Students who are unable to meet an assessment due date due to extenuating circumstances must:

- Notify their trainer in writing before the due date, wherever possible
- Provide supporting documentation (e.g., medical certificate, statutory declaration) where required
- Request an extension using the Extension Request form, available from the Student Services team

The trainer, in consultation with the Director of Training, may approve an extension of up to two (2) weeks. Extensions beyond this period require the approval of the Director of Training and must be documented.

## 9.2 Reasonable Adjustment

Wyatt Education Group will make reasonable adjustments to assessment methods where required to support students with a disability, health condition, or other identified need. Reasonable adjustments:

- Must not compromise the integrity or requirements of the unit of competency
- Are documented and approved by the Director of Training
- Are communicated to the relevant trainer and assessor
- Do not alter the standard of evidence required — only the method by which evidence is gathered

# 10. ASSESSMENT RECORDS

*This section addresses OS 3.2 — Assessment records maintained securely and accessible for audit.*

Wyatt Education Group maintains accurate, complete, and secure records of all assessment activities in accordance with SRT0 2025 OS 3.2. Assessment records include, but are not limited to:

- Submitted assessment tasks (physical and/or digital copies)
- Marking sheets and assessor feedback
- Competency results for each unit (Competent or Not Yet Competent)
- Records of resubmissions and additional attempts, including documented trainer decisions
- Extension approvals and supporting documentation
- Complaints, appeals, and outcomes relating to assessments

All assessment records are retained in accordance with the organisation's Record Retention Policy and regulatory requirements. Records are stored securely and are accessible to authorised staff and ASQA upon request.

# 11. COMPLAINTS AND APPEALS

*This section addresses OS 2.3 — Learners have access to a complaints and appeals process.*

Students who are dissatisfied with an assessment outcome or the assessment process have the right to raise a complaint or lodge an appeal, consistent with SRT0 2025 OS 2.3.

Students wishing to appeal an assessment outcome must:

- Notify the trainer in writing within ten (10) business days of receiving the assessment result
- Complete and submit an Assessment Appeal Form to the Student Services team
- Provide supporting evidence or grounds for the appeal

All appeals are handled in accordance with the Wyatt Education Group Complaints and Appeals Policy. Students will receive a written response within ten (10) business days of the appeal being submitted. The outcomes of all appeals are documented and stored in the student's file.

*Submitting an appeal does not automatically extend any assessment submission deadlines. Students should continue to meet all current assessment requirements while an appeal is being processed, unless otherwise advised in writing.*

## 12. CONTINUOUS IMPROVEMENT

*This section addresses OS 4.1 — Continuous improvement of assessment systems and practices.*

Wyatt Education Group is committed to the continuous improvement of its assessment systems and practices, consistent with SRTTO 2025 OS 4.1. Assessment tools and processes are regularly reviewed through:

- Annual validation of assessment tools against training package requirements
- Moderation activities to ensure consistency of assessor judgements
- Review of student outcomes data to identify trends and areas for improvement
- Feedback from students, trainers, and industry on the effectiveness and relevance of assessments
- Incorporation of findings from ASQA audits and self-assessment activities

Improvement actions identified through these activities are documented in the Continuous Improvement Register and assigned to a responsible person with a target completion date.

## 13. POLICY REVIEW AND MAINTENANCE

This policy is reviewed annually by the Director of Training, or earlier in the event of:

- Changes to the Standards for Registered Training Organisations (SRTTO) or other applicable legislation
- Significant changes to the organisation's assessment processes or training delivery
- Recommendations arising from ASQA audits, validation activities, or complaints

All amendments to this policy are recorded in the Version History table on page 2 of this document and tracked in the Document Version Control Register (Q4.D3).

## APPENDIX A — ASSESSMENT TIMELINE SUMMARY

The following table provides a quick-reference summary of all key assessment timelines under this policy:

| Assessment Event                           | Who Is Responsible | Timeframe                               |
|--------------------------------------------|--------------------|-----------------------------------------|
| <b>Initial submission due</b>              | Student            | 2 weeks from final unit class session   |
| <b>Marking — initial submission</b>        | Trainer / Assessor | 2 weeks from submission date            |
| <b>Resubmission due (after NYC result)</b> | Student            | 2 weeks from notification of NYC result |
| <b>Marking — resubmission</b>              | Trainer / Assessor | 2 weeks from receipt of resubmission    |
| <b>Maximum standard attempts</b>           | Student            | 3 attempts (initial + 2 resubmissions)  |

|                                                 |                    |                                        |
|-------------------------------------------------|--------------------|----------------------------------------|
| <b>Additional attempts (trainer discretion)</b> | Trainer / Assessor | 1–2 additional attempts may be granted |
| <b>NYC unit outcome recorded</b>                | Trainer / Assessor | After all permitted attempts exhausted |

**For enquiries regarding this policy, please contact:**

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*Wyatt Education Group acknowledges the Traditional Owners and Custodians of Country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past, present and emerging.*