



## Grading Policy

### **Standard Grading**

To activate the grading of your course please follow the below instructions

1. Complete **ALL** course assessment and submit into the student portal
2. Click the '**Send a Message**' tab in your course
3. Tick the box 'I just wanted to let you know I've completed my course and it's ready for marking.' followed by clicking 'Send'
4. Once you have done this the trainers will send you a confirmation that your grading has been activated and all grading will be completed within 7 business days.

### **Priority Grading**

If you have paid for priority grading please follow the below instructions

1. Complete **ALL** course assessment and submit into the student portal
2. Click the '**Send a Message**' tab in your course
3. Tick the box 'I just wanted to let you know I've completed my course and it's ready for marking.' And in the text box write '**I have paid for Priority Grading**' followed by clicking 'Send'
4. Once you have done this the trainers will send you a confirmation that your grading has been activated and all grading will be completed within the outlined time for priority grading relevant to your course

### **Submitting Statement of Attainment for RPL to be graded**

If you are submitting a statement of attainment in place of assessment in order to be granted RPL for course units you follow the same process as the standard grading. Do not wait for this to be marked off before starting the rest of your course.

### **How to check your grades**

1. Go to your student portal and click into your course
2. Go to the bar at the top of the page and click 'admin' and then click 'grades'

### **Resubmissions**

When your work has been graded it will come back with 'COMPETENT' (you have passed and no longer need to work on this assessment) or 'NOT YET COMPETENT' (you need to go back, re-attempt and resubmit your work).

**\*\*NOTE\*\*** *If you are resubmitting multiple assessments per day simply notify the trainers **once** when they are all submitted.*

### **Standard Grading**

To activate the grading of your resubmissions once all of your work has been graded please follow the below instructions

1. Once you have re-attempted your assessment item, submit it into the student portal
2. Click the '**Send a Message**' tab in your course
3. Write in the text box '**I have resubmitted my work for grading**'
4. Once you have done this your resubmissions will be graded within 7 business days
5. Repeat for all re-submissions required

### **Priority Grading**

If you have paid for priority grading, to activate the grading of your resubmissions once all of your work has been graded please follow the below instructions

1. Once you have re-attempted your assessment item, submit it into the student portal
2. Click the '**Send a Message**' tab in your course
3. Write in the text box '**I have resubmitted my work for grading**' and press 'send'
5. Once you have done this your resubmissions will be graded within the outlined time for priority grading relevant to your course
6. Repeat for all re-submissions required

### **Priority Grading turn-around time**

Registration Certificate / Agents Representative Certificate –1-2 business days

Upgrade to Full Licence Course – 2-3 business days

Full Licence Course – 3-business days

### **IMPORTANT INFORMATION**

1. If the 'Grading Activation' process is not followed correctly your work will be marked within the trainers rotation in no strict order or time-frame
2. **PRIORITY GRADING – If more than 70% of your work is deemed "NOT YET COMPETENT" your priority grading will be downgraded back to standard grading and you will need to either pay your fee again or wait the standard 7 business days for your grading. No refunds will be applicable if priority grading is downgraded.**
3. Priority grading and standard grading are activated once ALL assessment items have been completed and submitted, not as each is submitted. The trainers will mark your assessments as you submit them but within no specific timeframe.

### **Examples of a 2 business day turnaround**

- If you submit an assessment at 3pm on a Monday, it will be marked (at the latest) by 5pm Wednesday.

- If you submit an assessment at 1pm on a Friday, it will be marked (at the latest) by 5pm Tuesday.  
*(Note. weekends and public holidays are not classified as business days).*

- If you submit an assessment at 7pm on a Monday, it will be marked (at the latest) by 5pm Thursday. *(Note – business hours are 8.30am – 5pm)*

- If you submit an assessment at any time over a weekend and the Monday is a normal business day, your assessment will be marked (at the latest) by 5pm Wednesday.