Captain Cook Institute Pty Ltd trading as
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No/Late/Re-submission of assessments Policy

Assessment are uploaded on RTO manager after the term ends. The Compliance Officer invites students who have received a 'Not Yet Competent' result to meet and discuss their options by sending NYC notices, 1st warning and 2nd warning according to the level warnings issued in the past.

If the student submits their assessment by the due date and receives a 'Not Yet Competent' result, at the Trainer's discretion, they will be subject to student class attendance and class performance review and may be granted 2 weeks from the decision of the assessment to do what is required to be deemed competent in their assessments. Failure to do so will incur a late submission fee, after these 2 weeks elapse.

If the student does not submit their assessment by the due date, at the Trainer's discretion, they will be subject to student class attendance and class performance review and may still be granted 2 weeks from the decision of the assessment to submit the assessment and to do what is required to be deemed competent in their assessments. The student will be required to pay a late submission fee in this case.

At the trainer's discretion, as the student will be subject to student class attendance and class performance review, they may be asked to repeat the term.

Students found to have cheated or plagiarised will not be entitled to re-assessments. Instead they will be required to repeat the term and pay the repeat term fee. Please note that due to the extension of time needed to complete the course, a new Confirmation of Enrolment (CoE) may need to be generated to extend your student visa. This may affect your visa. Please see the Deferring, Suspending or Cancelling an Enrolment policy.

Special Consideration may be given to students who provide documentation to show long term disability, illness or injury which has affected their ability to complete work or attend classes. In such cases re-assessment or re-enrolment fees may be waived.

GBC offers students who need to repeat a term in a holiday term of study. This needs to be pre-arranged or offered by the compliance officer.

To find out information on assessment related penalties and the repeat term fee please refer to the Courses section on the GBC website and check the relevant other fee details.