

The Assessment Process

Why are assessment activities important?

A requirement of the qualification from which the units of competency are taken, is the application of the concepts you have been learning.

The assessment activities are an important part of your course as they provide an opportunity to apply what you have been learning and they give both you and your trainer feedback on your progress.

What is required for successful completion?

Please read this section carefully before commencing the assessment tasks. You must carefully respond to EVERY component of every task and achieve a '*Satisfactory*' outcome for all assessment activities to be deemed *Competent* for the unit(s) in each Block.

Submission of Assessments

Due Date

Your submission must be received on or before the 'Due Date' identified on your *Course Outline*.

Format of Submission

All assessment tasks must be submitted through the online learning platform. Watch the video called *Assessment Submission*.

Please note that some assessments require additional evidence, such as a form or details of a procedure, and these must be included with your submission.

Assessment Outcomes

The evidence you submit will be assessed and you will be given feedback. Each assessment task will be deemed as either *Satisfactory* or *Unsatisfactory*. If you submit an assessment that is deemed unsatisfactory, you will be given an opportunity to provide further evidence in response to the task. You can resubmit up to two times for each assessment. In order to achieve overall competency in this unit(s), you must satisfactorily complete every task for each Block.

What can you do if you don't agree with the assessment result?

If you think the assessment process is invalid, you disagree with the assessment outcome, or believe that you have been treated unfairly, you can appeal.

The first step is to discuss the matter with your trainer. If you still do not agree with the assessment, you're able to request a re-assessment. It is possible to have your evidence assessed by a different assessor. If you remain dissatisfied after the re-assessment, you should contact your trainer. Full details of the appeals process are contained in your *Student Handbook*.

Plagiarism and Referencing

You must be aware of the issues surrounding plagiarism which is covered substantially in the Tranby Handbook. If your course administrator or assessor believes your submitted work shows evidence of plagiarism, the required Tranby process will be initiated as set out in the *Student Handbook*.

Referencing must be completed as described in the Student Handbook and the Referencing Guide in the Study Skills Documents on the course page.

Declaration of Authenticity

You are required to check the *Student Declaration* box at the end of each task to submit it. This declaration is an agreement from yourself, declaring that *this submission is my own work, except where I have acknowledged the use of the works of other people*.

Finalising the Assessment

Please check your material before submission. Make sure you keep a copy of all uploaded assessments submitted for your own records.