

## **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 a procedure, and these must be included with your submission.

### ***Assessment Outcomes***

The evidence you submit will be assessed and you will be given written feedback. Each assessment task will be deemed as either *Satisfactory* or *Requires Further Evidence*. If your assessment requires further evidence, your assessor's feedback will identify the parts of the assessment that you must resubmit.

To resubmit, return to your original submission you have stored on your computer or in your OneDrive and make the changes as indicated in the feedback. Please highlight the changes you have made so your assessor can easily locate them in your resubmission and then upload the file.

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 may be possible to have your evidence assessed by a different assessor. If you remain dissatisfied after the re-assessment, you should contact the Program Manager. 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 *Student Handbook*. If your program manager or assessor believes your submitted work shows evidence of plagiarism, the 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 assessments submitted for your own records and for the purposes of resubmission.