

Requirements for Written Assessments:

Written Assessments/Tasks form an important part of most students Assessment program. Australian Early Childhood College has a number of Processes for these documents which you should be aware of:

1. All work submitted is protected by our Privacy Policy and ensures the confidentiality of your work in line with ASQA and Funding requirements. All copyright materials belonging to workplaces are covered by this Policy.
2. Part 1 and/or Part 2 assessments should be sent as soon as you finish them. It is important to get feedback before you start other units. They must meet the formatting requirements listed below.
3. You will not be sent new assessments to start if you have not submitted previously finished assessments.
4. Your Trainer may not be the person marking your assessment, but they will have input into the decision around your result.
5. Accepted assessments are sent to markers they can take 2-4 weeks to be marked and your result will be notified to your trainer.
6. Assessments /Written Tasks are kept as part of your student records – your Trainer will provide you with feedback on work submitted. If your assessment is not deemed sufficient you will be required to submit further evidence. Your trainer will discuss these requirements with you if required.
7. Assessments/ Written Tasks are only one part of your assessment and passing them relates to your understanding of essential/required knowledge in a Competency. Your skills and job performance will also need to be assessed before you achieve a Competency Result.

Formatting Requirements for Submitting Assessments/Written Tasks

1. Ensure that each assessment has its own Cover Sheet.
2. Write your name on every page of the assessment and number each page.
3. Each assessment should be emailed as one document or stapled together. *Do not use display booklets.*
4. Please ensure the assessment question is written or attached to the assessment this is important to the marking process.
5. Always keep a copy of your assessment before submission – in case you need to resubmit as we do not return submitted work.
6. Diploma (and above) level students are expected to do research to complete their assessments. Ensure you reference and include a bibliography:
 - a. if you use any reading material or internet data to help do your assessment you must record the name of the book/article and the authors name at the end of your assessment under the heading “Bibliography”
 - b. At Diploma level you must use simple referencing techniques in your answers. You may use any method you choose as long as we can determine where the information came from.
7. If handwriting material you MUST use a black pen so it can be scanned.
8. Supported file formats for emailed assessments:

a. .pdf	c. .doc
b. .docx	d. .jpeg

 - **If assessments are sent via cloud software such as dropbox, iCloud, or onedrive your assignment will not be deemed as being submitted.**

If these requirements are not met your assessments may be returned to you not marked.