

Written Assessments/Tasks form an important part of most students Assessment program. Recognition First 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. Assessments/ Written Tasks should be sent as soon as you finish them. It is important to get feedback before you complete other tasks. 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 assignments
4. Your Trainer will not be the person marking your assessment.
5. Assessments are sent to makers they can take 4-6 weeks to be marked and result 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.
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 Grade.

Formatting Requirements for Submitting Assessments/Written Tasks

1. Ensure that each assessment has its own Assessment Cover Sheet.
2. Write your name on every page of the assessment and number each page.
3. Leave a left hand margin for the marker and only write on one side of the page.
4. Each assessment should be stapled together. *Do not use display booklets.*
5. Please ensure the assessment question is written or attached to the assessment this is important to the marking process.
6. Always keep a copy of your assessment before submission – in case you need to resubmit.
7. 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.
8. If handwriting material you MUST use a black pen if you are emailing or faxing the material.

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