

# Assessment Submission Procedure:

## Trainer information

Below is the guide for students to use when submitting assessments to you. Please read through the guide.

- ONLY** accept assessments that are submitted as per the guide.
- Prior to marking an assessment submitted please check that it is a complete assessment. **DO NOT** mark any of the assessment if it is incomplete. If the assessment is incomplete send it back to the student to complete and resubmit.

## Student guide to Assessment Submission Procedure:

### Completion of Written Assessment Tasks

Where an assessment requires completion out of class time, a final date for submission of the task will be set by the trainer and outlined in the course timetable.

All completed assessments must contain a completed NBMC cover sheet and your name printed on each page of the assessment.

### Assessment NBMC cover sheets

Students are responsible for ensuring they complete all sections of the NBMC cover sheet and that they have agreed to the Students Rights and Responsibilities Declaration.

Assessments submitted without a NBMC cover sheet will not be marked until a NBMC cover sheet is provided.

**It is the student's responsibility to keep a copy of their submitted work in case of any actions beyond the control of the College (e.g. lost in the mail).**

<b>Submitting assessments electronically:</b>	<p><b>Hand written assessments:</b> A hand written assessment, with the relevant NBMC cover sheet, can be submitted by scanning with a printer/scanner or via a scanning app which collates images of the full assessment into a single PDF document. Individual or unclear pages will not be accepted.</p> <p><b>Typed assessments:</b> A typed assessment, with the relevant NBMC cover sheet, must be submitted in a PDF format. It is the student's responsibility to make sure every answer is clearly numbered as per the question in the assessment.</p> <p>Photographs of the assessment pages will not be accepted.</p> <p><b>Naming assessment file:</b> The student must correctly name their electronic assessment following the below guidelines prior to submission:</p>	
	<b>Health or Community; Business; Accounting and Bookkeeping and Computer Courses:</b>	<b>Early Childhood Education and Care Courses:</b>
	<p>STUDENTFULLNAME_UNITCODE_ASSESSMENT_DATE eg. JOHNSMITH_BSBMED301_ASSESSMENT_30JUNE2021</p>	<p>STUDENTFULLNAME_CLUSTER#_ASSESSMENTTASK#_DATE eg. JANESMITH_CLUSTER2_ASSESSMENTTASK1_30JUNE2021</p>
	<p>The student must submit their electronic assessment via email to the relevant trainer.</p>	
<b>Submitting in person at the College:</b>	<p>A hard copy of the assessment, with the relevant NBMC cover sheet, can be submitted in person to the trainer or office during business hours. It is the student's responsibility to obtain evidence of the submission via a signature and date of the person receiving the assessment.</p> <p>The student can submit the assessment at the following location offices - Narrabeen Campus (Mon to Fri - 9am to 5pm) or the Brookvale Campus (Mon to Thurs - 9am to 4pm). Please do not leave the assessment if the office is unattended.</p> <p>Please submit multiple pages using a clip or plastic sleeve rather than staples.</p>	
<b>Submitting via Australia Post:</b>	<p>A hard copy of the assessment, with the relevant NBMC cover sheet, can be submitted (without postage) by Australia Post. <i>(Please remember: you must keep a copy in case the assessment is lost in the post.)</i></p>	

Please submit multiple pages using a clip or plastic sleeve rather than staples.

Post to:

Northern Beaches & Mosman College

REPLY PAID 1966

Dee Why NSW 2099

Attention: Trainer Name