

# OneDrive and Assessment Procedures

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# OneDrive Procedures

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In your OneDrive account you will have four folders set up; and they are:

- Completed:** This folder is to be used **only** by your Trainer. Once your assessment has been marked and deemed ‘competent’, your Trainer will move the completed assessment for you. Please do not move any of your work to this folder.
- In Progress:** This is the folder in which your Trainer will upload your new units. Any assessments that you are working on should be saved/uploaded to this folder. The assessment needs to be saved any time you make changes. This folder is regularly checked to track your progress. It is in your own interest to save your work to this folder. Create a folder for each unit. Use the unit number and name for the folder and save all the relevant work there.
- Signed Coversheets:** This folder is where you need to sign and get your supervisor to sign their section, which is usually the first four pages of each assessment. Once it has been signed by both you and your supervisor, please scan it and save it with the assessment unit name. Once the assessment is deemed competent, it will be then signed by your trainer. An email will be sent to you to advise that the unit is signed off.
- To Be Marked:** Once you have completed an assessment, please move it to this folder – see ‘Submission’ under assessment procedures.

# Assessment Procedures

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## Assessments:

- Please ensure that you add your name to each assessment in the header where it says, 'Student Name'.
- Unless authorised to do otherwise by your Trainer, you must use the assessment template provided for each unit. Type your answers in the appropriate spaces on the template.
- The resource for each unit provides most of the answers you need, however you may need to do some research, especially for Certificate IV courses. Each course is designed to help you develop your skills.
- For all courses, whether you use the resource or research, please remember that your assessments need to be in your own words. **Do not copy directly from any resource you use. Plagiarism is not acceptable.**
- Answer all questions in the appropriate place provided in the assessment.
- If an assessment template is not provided, please follow the following instructions: -
  - Create a word document, in the header type the unit name, number and your name.
  - Type the questions and your answer below.
  - For practical activities, you do not need to type the instructions, but add the activity number, and insert the activity document in your main document (Insert – Object – create from file – browse [find your file] – insert as icon – ok).
  - Keep all your answers and practical activities on one document.
- Please save your work regularly and use a USB as a back-up. If you lose any work before it is assessed, you will need to redo it, which may put you behind. Save and back-up!
- If you are unsure how to answer questions or need clarification, please contact your Trainer for assistance. Please remember that your Trainer is there to assist you with your work, but not to just give you the answers to the assessment. Your Trainer will explain any topic that you are finding challenging.

## Cover Sheets:

Each unit has corresponding cover sheets, they are in your unit folder as a PDF.

These cover sheets must be submitted when you complete your assessment for marking (see OneDrive procedures).

You should sign page 1 as the 'participant', and your Supervisor/Manager should sign pages 1 as the 'Employer' and 3 as the 'observer'. Page 2 should be left blank but must be submitted.

## Submitting Your Assessments:

Once you have completed your assessment, upload it to the appropriate folder in OneDrive (see procedures) and email your trainer to advise; this gives both you and your trainer a record of your submission.

**If you have not answered all the questions on the assessment, it is not complete! Do not submit the assessment as complete;** contact your Trainer for assistance.

Please ensure that you and your Supervisor/Manager sign the cover sheets for the appropriate unit and submit them at the same time as the completed unit. Your Trainer will be unable to sign you off for a unit without the cover sheets.

Your trainer will mark your work with ticks and comments. If you required to complete some amendments on your assessment, check the comments made by your trainer, complete the amendments, and resave your work. **Please do not remove any ticks or comments made by your trainer.** These show that your work has been marked and is required for auditing purposes.