



ASSESSMENT COVER SHEET SAMPLE

Student Name:	
Assessor Name:	
Course Code:	
Course Name:	
Assessor Feedback:	

I declare the following assessment outcomes for the following units:				
Unit Code	Unit Name	C	NYC	RS
<hr/>				
Student Signature:		Date:		
Assessor Signature:		Date:		



All students are required to submit assessments on Jobready and send their trainer an email to notify them that they have uploaded a document. All students have a max 3 re-submissions before they are referred to management for the next step.

Once a document has been assessed the document will need to be upload onto Jobready. Please ensure when you are uploading the document that you tick the portal box which allows the students to see their results and write clearly in the description if the assessment is a competency or Resubmission.

Students that need to Re-submit have a max 2 weeks for re-submission. Once uploaded to Jobready please CC' msa-assessment@monash.edu into your feedback email so admin are aware of a submission.

All assessments MUST be marked within 4 weeks of the student uploading results. Results must be reported to Admin staff within 48hours of a result.



ASSESSMENT DECLARATION SAMPLE

Unit Code and Name:									
Trainer's Name:									
Student Name:									
Student Declaration	<ul style="list-style-type: none">• I verify that the work submitted in this assessment is my own work.• I am aware that penalties exist for plagiarism and unauthorized collusion with other students.• I am aware of the requirements and instructions set by my trainer.• I have retained a copy of my assignment <p>Student Signature: _____</p> <p>Date: _____</p>								
Assessors comments:	<p>The following assessments must be found sufficient for competency.</p> <table><tr><td><input type="checkbox"/> Work Sample</td><td><input type="checkbox"/> Project</td></tr><tr><td><input type="checkbox"/> Practical assessment</td><td><input type="checkbox"/> Classroom</td></tr><tr><td><input type="checkbox"/> Written test</td><td><input type="checkbox"/> Observation</td></tr><tr><td><input type="checkbox"/> Discussion</td><td></td></tr></table> <p>I have assessed all evidence provided for the units of competency listed below and have granted competence based on the evidence provided I find the student:</p> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/> Resubmission</p> <p>Assessor Signature: _____</p> <p>Date: _____</p>	<input type="checkbox"/> Work Sample	<input type="checkbox"/> Project	<input type="checkbox"/> Practical assessment	<input type="checkbox"/> Classroom	<input type="checkbox"/> Written test	<input type="checkbox"/> Observation	<input type="checkbox"/> Discussion	
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