

# Assessment Acknowledgement

## Read this before submitting

### Before submitting your Assessment make sure you have:

- Clearly Label your Documents - so that our assessors can easily mark them.  
Some examples of this would be: Task 321 or T31.1 Agenda from team meeting or T1234 Team Review or T154 Management Template

### When you click to submit your assessment you have agreed to the following:

- I am aware of the assessment requirements
- I understand that I can talk to my Assessor/Trainer if I would like this assessment modified and adapted for my individual need.
- All of the evidence supplied is my own work or partly my own work. Where the evidence is only partly my own work, I have stated clearly on each document, which part is my work and part is the work of another.
- I understand that the information contained in this submission will be used to assess my competence against the unit competency standards. I know that this will be used as a basis for a decision to issue me with a nationally recognised qualification and /or statement of attainment. I am willing for the information contained in this submission to be used for this purpose.
- I understand that if I do not fulfil the requirements of the assessment that I will be required to make a resubmission.
- I understand that I can re-submit my assessment up to 3 times and communicate with my Assessor along this process. After 3 times I understand that I will have to re-pay for this unit.
- I have kept a copy of my documents in the event that I have to reproduce my work.
- I understand that I can use the Complaints and Appeals form if I do not agree with the outcome of my assessment grades, which is located under the 'Student Forms' heading on the homepage of my Student Area.