Nature Care College

Assessment Guide

Contents

This document is designed to inform and assist you in completion of the assessment requirements for your units of study at Nature Care College.

It is important that you read this document carefully, as it contains all instructions on submission of assessments.

This document is to be read in conjunction with the assessment information for the unit of study found in the document named **Assessment Tasks** for your unit of study, found in the *Assessment* section of your course in the Student Portal.

Your part in the assessment process:

The following list sets out the things you will need to do to be assessed.

☐ Read through this document and the Assessment Tasks for your unit of study and note down any questions that you may want to raise with your trainer/assessor.

☐ Talk to your trainer/assessor or the college Records Coordinator if you have any special requests relating to learning difficulties, disabilities or religious matters.

☐ Prepare any required assessment tasks set out in the Assessment Tasks document.

☐ Ensure that all Policy and Procedures relating to assessments are followed. These can be viewed on the Nature Care Website and the Student Handbook.

Assessment Procedures – General Information

It is your responsibility to be aware of your assessments and their due dates. All of this information is available to you under the *Assessment* heading of the unit of study in the student portal. If you have queries about the content of your assessments you should direct these to your trainer. You can contact your trainer via the messaging function in Moodle, which you can access by clicking on your trainer's name.

Quizzes/Exams

Some units of study require that students complete quizzes or exams as part of the assessment process. These will be available during a specified time which is noted on the student portal, and you will need to complete them within this timeframe. You can find this information under the *Assessment* heading of the unit of study page, and it will appear similar to this -

✓ Mid Term Quiz

This quiz will be open for completion between Monday 6 November and Sunday 12 November (week 8)
You have 60 minutes and one attempt for this quiz.

If you click through on the quiz you will see further information about the quiz and time restrictions, as per the below –

Mid Term Quiz

Quiz opens: Week 8

You have 60 minutes and one attempt for this quiz.

Time limit: 1 hour

Grading method: Highest grade

Attempt quiz now

Please note, once the quiz is available and you click on the 'attempt quiz now' button, the time limit for the quiz will commence.

If you <u>miss the deadline for an online quiz</u>, you will need to apply for a deferred quiz/exam through the Records Coordinator at the College, by contacting <u>recordscoordinator@naturecare.com.au</u>. Please note that this situation will incur a deferred examination fee.

If you do not pass a quiz or exam, you will be contacted by the Records Coordinator who will let you know when you will have the opportunity to sit a post exam for the unit of study.

Submitted Assessments

Some units of study may have assignments which form part of the assessment process. Students are required to submit assignments by the due date and time as stated on the student portal and in the

Assessment Tasks document for your unit of study. Unless otherwise specified, all assignments are submitted **online via the student portal.**

The assignment submission area appears under the *Assessment* section of your unit of study on Moodle. It will appear similar to this –

Assignment Submission

Please complete your assignment as per assessment tasks and submit here.
Due Date: WEEK 10

Once you click onto the 'Assignment Submission', you will see something similar to the following –

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 17 December 2017, 10:45 AM
Time remaining	1 day 23 hours

Add submission

Assignment Submissions: Uploading a File

1. Click on the 'add submission' button to bring up the file submission box. You can click on "add" to bring up the file picker (click upload a file, then choose file, then upload this file), or drag and drop your assignment into the area with the blue arrow.
2. Your file has now been uploaded but **is not submitted**. It is still a draft until you click "submit". At this point you can still edit your submission.
3. Once you are happy with your assignment, click "submit assignment".
4. Name your file using the following format FirstName_LastName_UnitCode_Assignment# e.g. Florentine_Eggs_PROF005_Assignment 1
5. You must submit your plagiarism declaration before your assignment is (finally) submitted. This replaces an assignment cover sheet. **You must tick this box**.
6. Click continue and your assignment will be submitted.
7. You will receive an email confirming that you have submitted your assignment.
   Once your assignment is marked by the trainer, you will also receive an email informing you of this and you will be able to check comments/feedback and your marks in the grade book (details below under Grades).

PLEASE NOTE that the file size limit for uploading to Moodle is 5MB. Files should be uploaded in PDF (.pdf) format (preferred), or Word (.doc).

There may be a few instances where it is necessary to send work in or hand it to your trainer. The subjects affected are listed below, and your Assessment Pack and your trainer for each of these subjects will specify what you need to do:
- Energetic Healing

Please ensure that you are submitting your work in line with College policy, keeping the following in mind:
- Assignments are typed and presented in a scholarly manner.
- Much of your written work will be based on information published by others. Plagiarism is defined in the NCC Student Handbook as the use of another person's work as if it were your own, without acknowledgement.
- All assignments/assessments submitted on-line *must* accept the submission statement.
- By accepting the submission statement you are confirming that the work is your own.

- You are required to comply with word limits, a 10% leeway either side is acceptable. However, deviations beyond 10% may be penalised at the discretion of the trainer/assessor.
- Your assessment tasks will be assessed according to the marking criteria (if applicable). Please consider the marking criteria carefully when planning work to ensure you address all the requirements.
- It is in your interest to always keep a copy of your assignments.

Exceptional Circumstances

In exceptional circumstances, individual students may be given an extension of the due date. Extensions are normally granted for medical reasons or other serious interruptions to your ability to work. Extensions are only granted using the [Assignment extension request form](), available from the Nature Care Website. This completed form must be submitted to the trainer, with proof attached, no later than 72 hours before the assignment is due.

Late Assignments

An assignment submitted after the due date without an extension having been granted will incur a penalty of 5% per day of the marks awarded for the piece of assessment in question. An assignment handed in more than eight days beyond the due date, will be awarded a conceded pass regardless of the mark achieved.

Grading

The total grade that you will need to receive for *each* component of your assessment is 60% or more. If you receive less than 60% you will be given the opportunity to sit for a post exam at the end of the term, on a prescheduled date, or to resubmit your assignment.

If you sit a post exam, the mark that you will receive is a conceded pass, regardless of your actual mark. If you receive less than 60% in the post exam, you will need to be reassessed and Student & Learning Services will contact you.

All assignments that do not meet the criteria for a pass grade will require resubmission, and the maximum grade awarded will be a conceded pass.

Marks are graded on a scale at Nature Care, as per the following:

Pass – 60 to 71
Credit – 72 to 80
Distinction – 81-88
High Distinction – 89-100

You can view your grade for all your assessments including your exams in your gradebook on line on the eLearning platform once the gradebook is opened for that unit of study. Feedback on your assignment will be posted by your trainer on your course page under assessments.