



Assessment Guidelines



The following are your assessment guidelines, which you will need to follow to ensure your assessments are graded in a timely manner, and to avoid a resubmission request and possibly a resubmission fee.

Downloading and Completing your Assessment

All assessments are available for download in the Resources area within your course. Assessments are downloaded in Word format. Ensure you enable the editing function when you open the assessment before typing your answers directly under each specific question, inserting images where necessary.

A good rule to remember is one assessment = one document. You will not be able to upload more than one document per assessment.

Do NOT upload partially completed assessments, please ensure the whole assessment is completed before submitting. If you miss questions, you will be asked to resubmit.



SAVING YOUR ASSESSMENT



Ensure you 'Save As' your downloaded assessment and store this in a suitable location on your own computer. You may choose to create a dedicated folder for assessments, or leave in your 'Downloads' folder.

Title your saved assessment as: LESSON NUMBER, FULL NAME eg. L1 – Assessment Mary Smith - ensure there are not any special characters in your file name.

FOR MAC USERS UTILISING PAGES: Please ensure you save your assessment as a PDF, do not convert it to a word document. PDF versions will upload successfully into the Student Portal.

Uploading your Assessment

Once all of your assessment questions have been answered, it's time to upload to the portal for marking!

Once uploaded, our tutor team will access your assessment for marking. You will receive an email notification once it has been marked, and you can login to view your feedback.



VIDEO SUBMISSIONS

Please ensure that your video audio is loud enough to ensure that your marker can hear you and that you submit any relevant client forms with your video.

We accept videos in mp3 and mp4 format, H. 264, JPEG, MPEG-4, H. 265, M4V, and MOV with a maximum file size of 1GB. If your video is larger than this, we recommend sharing a link via Google Drive, Dropbox etc. ensuring the shared link is public.




Assessment Results

Your assessments will be marked by our tutor team and you will receive a mark out of 100, along with feedback for each assessment.

Please keep in mind:

 **Master Holistic Counsellor and Art Therapy Practitioner students require an 80% or above mark to pass an assessment.**

 **All other courses require 90% or above to pass that assessment.**

 **Students are allowed one re-submit per assessment. Subsequent resubmits may incur a \$25 resubmission fee.**

 **You are NOT able to re-submit if you do not like the grade percentage you were given. Re-submission are only allowed for students who DO NOT PASS.**



You will find step-by-step videos related to downloading your assessments, and uploading them for marking once complete in a course titled “Your Health and Harmony Learning Platform”



Word Count

Any word count will be included in brackets directly after the question. The count is a minimum, however do not exceed this by more than 25%.

If you are 10% less on 2 or more questions within the same lesson this will result in points being deducted from your score.



Referencing

The best answers come from reading your lesson, doing a little extra research and answering the question in your own words. If you do use information from another source, you must reference. There is not a specific referencing style required, but we recommend using the online Harvard style as a guide;

<https://www.swinburne.edu.au/library/search/referencing-guides/harvard-style-guide/>

Please note, plagiarism will result in a failed assessment

Checklist

- Is your name within the document filename?
- Have answered all of the questions?
- Have you saved your document correctly?
- Have you uploaded it into the Course Uploads tab?

