



# WRITING ASSESSMENTS

## A GUIDE FOR LEARNERS.

Assessment is the method by which you are judged to have met or not met competence against the key elements, performance criteria, knowledge and performance evidence required for any unit of competency you are studying. When you enrol, this information will be provided to you.

Assessments are submitted via the online assessment portal unless special circumstances are known. For example, if you are having computer problems or internet access issues, please discuss them with the ICAN Learn Administration team.

## METHODS AND GUIDELINES FOR COMPLETING ASSESSMENTS



ICAN Learn uses a variety of tools to assess whether you have achieved competency. These may include, but are not limited to:

### SHORT ANSWER QUESTIONS

You are expected to research and briefly answer set questions which may be within or outside of class time.

### PROJECT RESPONSES

A project requires detailed responses to any questions and tasks. A project may be group focused and you will be instructed by your Trainer and Assessor as to requirements. If your assessment does involve a project, make sure to include any required evidence, such as photos, documents, or signed forms from supervisors. Table templates or forms are often provided.

### PRESENTATIONS

If you are doing a face-to-face class, then presentations may be involved. You may be expected to present a project or section of work in class, to lead discussions and to provide information for other students. An observation report may be completed by the Trainer and Assessor.

### ROLE PLAYS

You may be asked to do a role play depending on the unit you are studying. This is an opportunity to practice interviewing skills and communication skills. An observation report is completed by the Trainer and Assessor.

### VERBAL QUESTIONS AND ACTIVITIES

You are expected to be involved in class discussions, activities and groups projects. At times an observation report may be completed by the Trainer and Assessor.

### LEARNING IN THE WORKPLACE

'On the job' training or a work placement is a requirement for some courses. If learning in the workplace is required, you will be advised of the commitment in the relevant course guide. Learning in the workplace is structured to assist you to demonstrate your learning and develop your practice skills in a real-life environment.

### REPORTS

You may be expected to prepare a written piece of work on an activity where analysis, description and conclusions are required. A report may be a part of a project (summative assessment).

### JOURNAL

You may be asked to keep a journal of experiences/ thoughts/challenges which are used to develop reflective practice. This is particularly relevant to Learning in the Workplace experiences.

## REFERENCING

You may be expected to do additional research when answering questions. Instructions will clearly state this requirement. At times, you may undertake further research to enhance your knowledge and response. Sources need to be acknowledged. If you use information from textbooks, websites, or other materials, you are required to reference them properly using the Harvard referencing style as outlined in the Student Handbook.

## DUE DATES

Assessment due dates are provided with the assessment in Vasto and provided by the Trainer and Assessor. Assessments that cannot be completed on time require a formal request for an extension of time. Complete an Assessment Extension Request form online here <https://icanlearn.edu.au/assessment-extension-request-form/>

You may request up to three extensions of two weeks for each assessment. The first request requires no reason or evidence, the second request requires a reason and the third, a reason and evidence.

## OUTCOMES

Assessments are assessed within 28 days of submission and outcomes for competent assessments are issued to the student within 30 days of the student's final submission.

## WORD COUNTS

Word counts will be given where appropriate and you are required to ensure that you provide enough information for the assessor to determine whether you understand the question. For example, if the response calls for a 100-word response then 20 words will not be enough to adequately answer the question. Please note these are minimum words counts – you do not need to ensure your responses are under the word count.

## RESUBMITS

You have 2 resubmit opportunities. If you have not achieved a satisfactory mark after your first resubmission, you will be sent a student progress meeting request. Where a student exhausts their attempts at re-assessment, the student will be required to re-enrol in the unit or module and undertake the unit of study again. There is a cost associated with this. If a submission is assessed as not yet competent, you will be provided with an additional 2 weeks for each resubmission attempt to reach competency.

*Don't forget to contact your trainer with any questions about your assessments and Administration for everything else.  
We're here to support you!*

## ASSESSMENT CHECKLIST



The checklist below is useful to work out whether all steps of the assessment process have been completed. You can print out this checklist for each unit and use it to keep track of your progress.

- ☒ I have completed all written questions and projects in the ICAN Learn assessment portal (unless otherwise arranged).
- ☒ I have been asked to resubmit my work. I have resubmitted the requirements to the assessment portal as per Trainer and Assessor request.
- ☒ I am not able to complete the assessments in time, but I submitted an assessment extension request (AER) prior to the due date.
- ☒ I have responded to each statement requiring resubmission, leaving the original response and Trainer and Assessor comment as a reference.
- ☒ My work is submitted by the specified date in the assessment portal.
- ☒ Due to my special circumstances I've arranged to submit my assessments in an alternative way, and I have kept a copy of my work. My name, student ID and Trainer and Assessor's name is on the front page of my assessment of any work submitted manually.
- ☒ I have not copied any of my work from any source, and where I have referred to other resources and used content, I have used the Harvard referencing method.

## FEEDBACK

You will receive detailed feedback for each task in written form from your assessor. This can also be requested to be provided verbally.

After your assessment, review any feedback provided by your assessor. Use this feedback to improve your skills and knowledge for future assessments.

## ALTERNATE ASSESSMENT OPTIONS

In some instances, you may have undertaken activities prior to your enrolment in your current course, which may allow you to demonstrate achievement of individual learning outcomes.

In this situation you may be offered the opportunity for 'up front' assessment in which the assessment is provided without learning resources. It is possible in some circumstances that if a student undertakes an alternative assessment, that the outcome may result in reduced time in class. However, there is no reduction in fees nor is a refund available.

# GUIDELINES FOR ENSURING YOUR ASSESSMENT RESPONSES HAVE LESS CHANCE OF HAVING TO BE RESUBMITTED



## UNDERSTAND THE REQUIREMENTS

Read the assessment task carefully first. Ensure that you understand what is being asked. Pay attention to any specific instructions about word limits, formats, or other criteria e.g "Describe" questions requires a paragraph; explanation, purpose, example. 'List' questions use dot points.

Ensure your assessment addresses the relevant skills, knowledge, and performance criteria outlined in the training package if this is provided to you.

## CLARIFY DOUBTS

If anything is unclear, ask your Trainer and Assessor for clarification before starting.

If you receive feedback indicating that you did not meet the required competency, ask your Trainer and Assessor for additional guidance or support to help you improve.

## PLAN AND STRUCTURE YOUR WORK

Break down the assessment by dividing the task into smaller, manageable sections. Create a plan or outline before you begin writing especially if the response required is very detailed.

## TIME MANAGEMENT

Allocate enough time for research, writing, and reviewing. Make sure to submit your work before the due date.

## FOLLOW A CLEAR STRUCTURE

For written tasks especially reports or longer responses we suggest you use the following general structure unless otherwise specified:

- Introduction: Briefly introduce the topic or task.
- Body: Present your answers, solutions, or arguments. Support your statements with examples, evidence, or references where appropriate.
- Conclusion: Summarise the key points or your final thoughts.

## USE CLEAR, CONCISE LANGUAGE

Be direct and ensure your writing is clear and to the point. Avoid unnecessary jargon or complex sentences. Demonstrate your understanding of the subject matter by using appropriate technical language or use industry-specific terminology related to your field of study.

## PROVIDE EVIDENCE OF COMPETENCY

In competency-based assessments, you need to show how you can demonstrate the knowledge and skills in practical contexts. Use real-life or simulated examples to illustrate your competencies where you can. If you currently work in the sector, then use examples from the workplace to demonstrate your understanding.

## PROOFREAD YOUR WORK

Check for spelling and grammatical errors, and make sure your writing is clear. If your assessment requires supplementary materials, such as forms, logbooks, or other evidence, ensure they are attached.

## SUBMIT ACCORDING TO GUIDELINES

Follow submission instructions and submit your assessment through the designated method and in the correct format (e.g., Word document, PDF).

## MEET DEADLINES

Submit your work on or before the due date. Late submissions may affect your results unless you've made prior arrangements with your Trainer and Assessor.

## PREPARE FOR PRACTICAL ASSESSMENTS

If your assessment includes a practical component, ensure you have practiced the necessary skills. These could be demonstrated in a simulated work environment or in a real workplace.

Know the steps or criteria you will be assessed on during practical evaluations such as role plays or mock interviews. Make sure you're familiar with the tools, equipment, or software you'll need to use.

## ARE YOU ELIGIBLE FOR REASONABLE ADJUSTMENT?



Reasonable adjustment is a legislative term that is used in vocational training. It refers to a measure or action taken by your training provider to enable learners with a learning or other disability to participate in education and training on the same basis as learners without a disability.

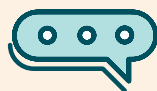
If you believe you are eligible for a reasonable adjustment, please advise ICAN Learn at the time of enrolment or during your course.



## FINAL TIPS



**Stay organised and keep track of deadlines and instructions for each assessment.**



**Be proactive and don't hesitate to ask questions if you are unsure about any part of the task.**

**Showcase your understanding by using examples, scenarios, or evidence from real-life experiences to demonstrate how you meet the required competencies.**

By following these instructions, you can complete your assessments effectively and demonstrate the skills and knowledge required to succeed in the units you are completing.