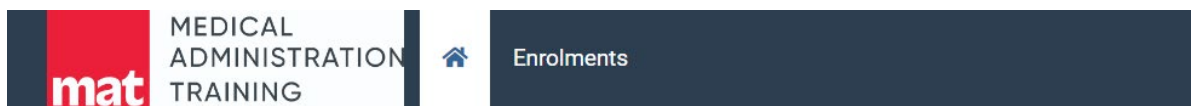


Some important information to note before you begin your assessment:

- Our assessments are open book, meaning you are able to review the learning material while you complete your assessment.
- Assessments are not timed and can be completed in a number of sittings. If you need to leave during the assessment simply just save your work and log out. When you return you can pick up where you left off.
- Do **NOT** submit your assessment until **ALL** Tasks and Activities have been completed.
- You have **THREE** attempts at each assessment, with your assessor offering valuable feedback to aid your improvement.

Navigating to your assessment

Head to your Learning Management System (LMS) dashboard and find the subject you're ready to work on. Hover your mouse over it and click "Open."



Welcome, Hannike Glen!

You have 2 units of study.

Finalised Enrolments can be accessed through Enrolment Tab (More button). [Click here to access Finalised Enrolments.](#)
You can change your setting via My Preferences.

CHCPRP003
Reflect on and improve own professional practice

In progress 2%

HLTINF007
Apply basic principles and practices of infection prevention and control

In progress 1%

First-time assessment? Click the "Assessment" tab in the side menu or follow the "Go to assessment" prompt.

The screenshot shows the user interface for unit HLTWHS001, titled "Participate in workplace health and safety". The status is "Not started". The left-hand side menu includes options like "Back to dashboard", "Unit home", "Learning resource", "Assessment" (highlighted with a red box), "Unit information", "Search", and "Timeline". The main content area features a "Click here to view course instruction guide." link, an "About This Unit" section, and two buttons: "START LEARNING >" and "Go to ASSESSMENT >" (highlighted with a red box).

Continuing a started assessment? Pick up where you left off! Choose the "Continue to assessment" tab to jump back to your progress.

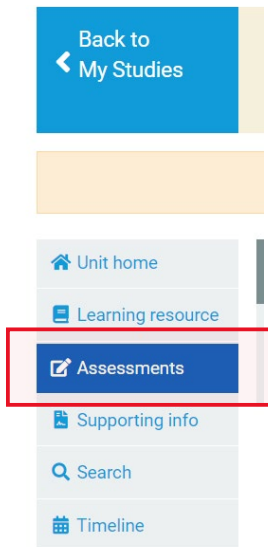
The screenshot shows the user interface for unit HLTINF007, titled "INF006/007 Cluster". The status is "In progress" with a "Submit" button. The left-hand side menu includes options like "Back to My Studies", "Unit home", "Learning resource", "Assessments" (highlighted with a blue box), "Supporting info", "My notes", "Search", and "Timeline". The main content area features an "About this unit" section, a "Welcome back" message, and two buttons: "START LEARNING >" and "Continue ASSESSMENTS >" (highlighted with a red box), with a sub-link "or go back to start >" below it.

What you need to complete

In each subject assessment, you'll encounter various tasks tailored to the content of the unit. It's important to note that the layout of each assessment may vary and might not be identical to the unit you completed previously.

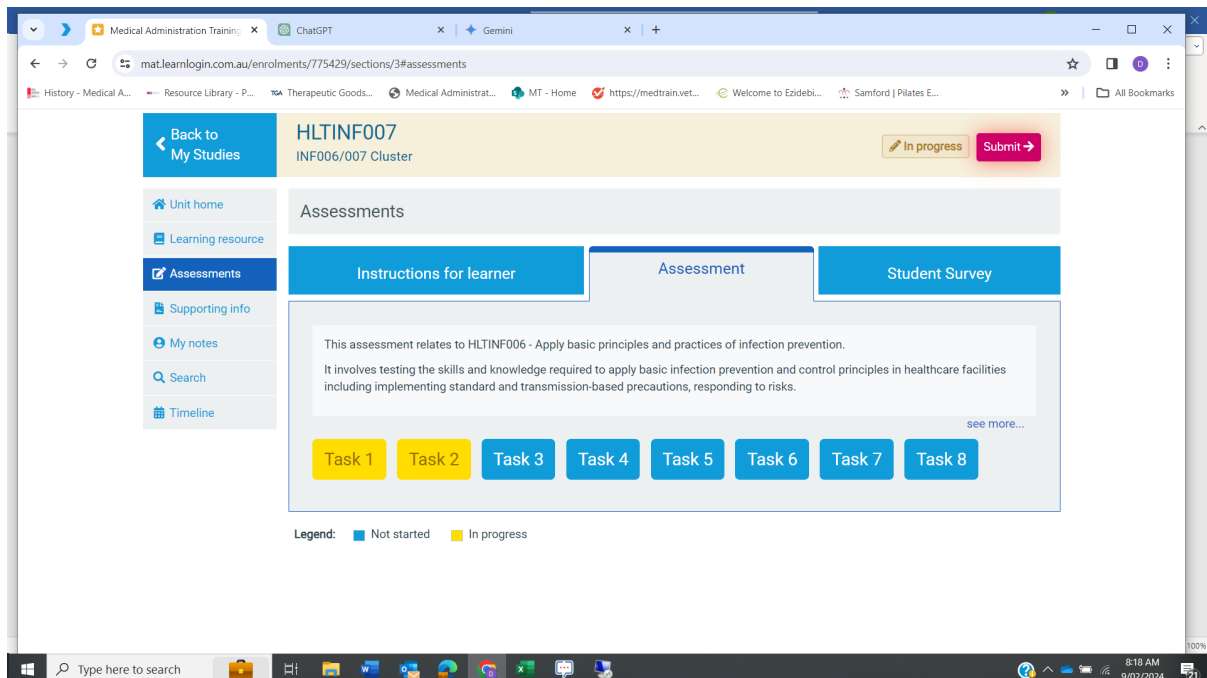
These tasks could involve answering questions, completing and uploading documents, responding to scenarios, or engaging in activities.

The key is to ensure you finish all tasks, activities, and questions within the unit before you press submit as students are generally provided up to three attempts at assessment.



To locate any remaining assessment tasks, navigate to the assessment tab in the side menu bar.

Once you begin an assessment task, it will appear highlighted in yellow. Tasks that are still pending appear in blue. To complete these tasks, you'll need to proceed to your assessment.



Questions within an activity will initially appear white if they haven't been started. Once you complete a question, it will turn yellow.

The screenshot shows a navigation bar at the top with a blue '1' on the left and a grey '2' on the right. Below the bar, the text 'Activity 1: Explain the healthcare system's funding programs and schemes' is displayed. Underneath, 'Activity 1: Task 1' is shown with a dropdown arrow. Below that, a grid of question boxes is visible. The first row contains questions Q 1.1 through Q 1.11. The second row contains Q 1.12 through Q 1.18. All question boxes are currently white, indicating they have not been started.

The screenshot shows a question interface for 'Question 1.1'. The question text is 'List the eligibility criteria that individuals must meet to qualify for Medicare.' Below the text is a large, empty text input field. At the bottom right of the input field, there are two buttons: 'Attach files' (with a paperclip icon) and 'Save' (in a green box).

Saving your work

It is essential to remember to click the **save button** after entering information into the answer field before proceeding to the next question. If you forget to click save, you'll notice an orange box indicating unsaved changes on this question. If you leave the assessment at this stage, your answers will not be saved.


The screenshot shows a question interface for '1 In one (1) sentence, describe what a microorganism (microbe) is.' The answer field contains the text 'A Microorganism is.....'. Below the input field, there is an orange button labeled 'Unsaved changes' which is circled in black. To the right of the input field, there are two buttons: 'Attach files' (with a paperclip icon) and 'Save' (in a green box), which is also circled in black.

Tracking your progress

To track your progress, return to your (LMS) dashboard by selecting "Back to my studies"

The screenshot shows a navigation bar with a dark grey background on the left and a light yellow background on the right. On the left, there is a button with a left-pointing arrow and the text 'Back to My Studies'. In the center, the text 'HLTINF007' is displayed in blue, with 'INF006/007 Cluster' below it in a smaller font. On the right, there is a button with a pencil icon and the text 'In progress', and a red button with a right-pointing arrow and the text 'Submit'.


From there, you can view your "In progress" percentage.

mat MEDICAL ADMINISTRATION TRAINING  Enrolments

Welcome, Hannike Glen!


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CHCPRP003
Reflect on and improve own professional practice

In progress 2%



HLTINF007
Apply basic principles and practices of infection prevention and control

In progress 3%

Student Survey

Each assessment includes a subject survey. While it's not mandatory, your feedback is greatly appreciated.

Instructions for learner
Assessment
Student Survey

Student and Trainer Feedback

Students

This concludes your assessment. Please feel free to provide any comments to your trainer here in the space provided. **Note:** It is best to enter at least a word. For example: Thank you or No Comment as this will then register your assessment as 100% completed.

We would appreciate if you would complete a short survey in relation to this unit. It shouldn't take any more than 4 minutes to complete. You will find the survey [here](#).

Trainers Only


Please ensure you attach the completed Observation Checklist.

[see more...](#)

Submitting your assessment

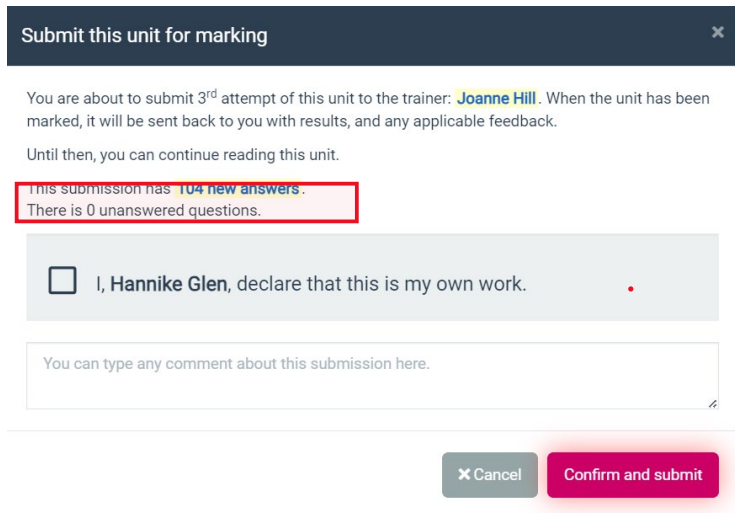
To submit fully completed assessments click the 'Submit' button (located at the top right of screen)

HLTCCD003
Use medical terminology in health care
Due date: 11/08/2023

 In progress
Submit →

Declaration

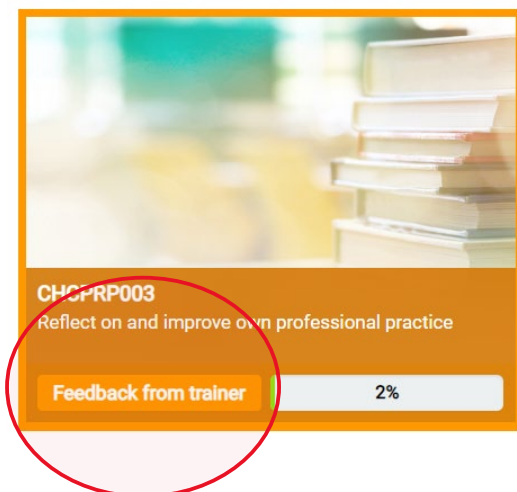
After clicking the submit button, remember to check the declaration box for any questions you might have missed. If you notice 1-2 unanswered questions, these may pertain to student instructions or feedback within your assessment, and it's acceptable to submit. However, if you find more unanswered questions, revisit your assessment to ensure you complete them before submitting. Once everything is in order, tick to make your declaration, confirm, and submit. **Your assessment will now be locked until your trainer has reviewed it.**



The screenshot shows a dialog box titled "Submit this unit for marking" with a close button (X) in the top right corner. The text inside reads: "You are about to submit 3rd attempt of this unit to the trainer: **Joanne Hill**. When the unit has been marked, it will be sent back to you with results, and any applicable feedback. Until then, you can continue reading this unit." Below this, a red-bordered box contains the text: "This submission has **104 new answers**. There is 0 unanswered questions." A declaration box contains a checkbox and the text: "I, **Hannike Glen**, declare that this is my own work." Below the declaration is a text input field with the placeholder "You can type any comment about this submission here." At the bottom, there are two buttons: "Cancel" and "Confirm and submit".

Receiving feedback on your assessments

Log back into the LMS and open the assessment to review the feedback. On the **Dashboard** you can see that your unit has been marked. Click **Feedback** from trainer to see your Feedback



It will open to your Timeline where you can read some overall feedback about your assessment.

07 Feb 11:17am

Teena Barbeler has sent back this enrolment with Trainer's feedback

Please review

Continue working → Show snapshot 2

TB
Teena Barbeler

This notification card has a yellow background. On the left, there is a green circular icon with the date and time. The main text is in green. Below the text, there is a grey box with 'Please review' and a red circle around it. At the bottom, there are two buttons: a pink 'Continue working' button with a right arrow and a blue 'Show snapshot 2' button. On the right side, there is a purple box with a white circle containing 'TB' and the name 'Teena Barbeler' below it.

To review which questions you need to resubmit, simply click **Continue Working** to start your resubmission.

07 Feb 11:17am

Teena Barbeler has sent back this enrolment with Trainer's feedback

Please review

Continue working → Show snapshot 2

TB
Teena Barbeler

This notification card is identical to the one above, but the 'Continue working' button is highlighted with a red circle.

Questions that are green show that the question has been completed successfully and red if a resubmission is required. Click into the **Red Tasks** to open the Task.

Task 1 Task 2 Task 3 Task 4 Task 5 Task 6 Student survey

A horizontal row of seven buttons. 'Task 1' and 'Task 5' are red, while 'Task 2', 'Task 3', 'Task 4', 'Task 6', and 'Student survey' are green.

Read through the feedback from your trainer, remove your previous response, make the adjustment and click **save**.

3 Provide a clarification question you will use.

Am I right in understanding you are feeling bullied?

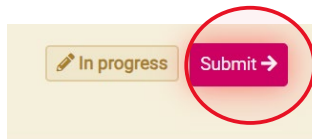
Not satisfactory Marked 6 minutes ago by H. Glen

Record videos Attach files Save

Trainer feedback
You are on the right track but you need to ask an open question to allow you to gather as much information as you can.

This screenshot shows a task question interface. At the top, it says '3 Provide a clarification question you will use.' Below that is a text input field containing 'Am I right in understanding you are feeling bullied?'. Underneath the input field, there is a status bar with a red 'Not satisfactory' label, the text 'Marked 6 minutes ago by H. Glen', and three buttons: 'Record videos', 'Attach files', and 'Save'. The 'Save' button is highlighted with a red circle. Below the status bar, there is a section titled 'Trainer feedback' with the text 'You are on the right track but you need to ask an open question to allow you to gather as much information as you can.'

Once all adjustments have been made you can resubmit again to your assessor.



Tick to make your declaration and confirm and Submit.

A screenshot of a declaration form. It contains a checkbox followed by the text 'I, Hannike Glen, declare that this is my own work.' Below this is a text area with the placeholder 'You can type any comment about this submission here.' At the bottom right, there are two buttons: 'Cancel' and 'Confirm and submit'. The 'Confirm and submit' button is circled in red.

Additional Resources and Support

If you do need extra support, our website has a lot of useful information which can assist you.

[Click Here](#) for information on how to complete different types of assessments, how to locate the due date of assessments, tips on avoiding plagiarism, information on the submission process for units and what to expect during the marking phase.

[Click Here](#) for information to assist you with study skills and support.

Good luck with your Assessments!