

# Course Assessment Cover Sheet

This assessment cover sheet must be lodged for all Assessment tasks. Notification of the assessment outcome will be via email.

**Please note:**

Post course assessment without the Course assessment cover sheet will not be accepted. Applications without appropriate supporting documentation will not be considered.

You have the right to appeal your assessment outcome. Please refer to the [Student Handbook](#) and the document; [“How to complete and upload your post course assessment”](#) for further information about completing your assessment tasks.

**Section 1: Please tick**     Public course     Online course     On-site course     Other

**Section 2: Please provide the following contact details:**

Student Full Name			
Registration number (8 digit number emailed at the time of registration)			
Name of Course		Date	
Trainer Name		Location	
Contact email			
Contact phone number			

**Section 3: Student Declaration**

I hereby state that the work submitted as part of my application for assessment:	<input type="checkbox"/> Complies with all privacy and confidentiality
	<input type="checkbox"/> Is my own work
I understand that any plagiarism of others' work and/or failure to acknowledge contributions may have serious consequences in relation to this assessment. Where work has been undertaken in collaboration with others, or where I have referenced other materials, this has been acknowledged and the extent of the contributions has been made explicit.	
<b>Signature</b> By signing and submitting this form, I confirm the student declaration is true.	
<b>Signed</b>	<b>Date</b>
Forward to: EMAIL <a href="mailto:training@saiglobal.com">training@saiglobal.com</a> or MAIL GPO Box 5420, Sydney NSW 2000	

Do you have any special needs or requirements that your assessor should be aware of?  
If so, please contact Intertek SAI Global Customer Service via email; [training@saiglobal.com](mailto:training@saiglobal.com) to discuss this in confidence or attach to this cover sheet. See the Intertek SAI Global Student Code of Practice and Student Handbook for further information. Refer to the [SAI Global Student Handbook](#) and [Code of Practice](#).

*Your personal information is protected by law. The information you provide on this form will be used by Intertek SAI Global to assess your competence for the purpose of issuing qualifications and Statements of Attainment. Intertek SAI Global will ensure the confidentiality of information participants provide during the course of their training and assessment which extends to sensitive information about a person's employment, workplace and/or operations. All personal information collected will be maintained in accordance with the ...*

*As an RTO, Intertek SAI Global also collects data for the purposes of AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard), which is a legal requirement for all RTO's. AVETMISS data, enrolment and course completion details are provided to relevant Government agencies such as ASQA or NCVER, or representatives thereof, and remain confidential to those agencies. Your acceptance of the terms and conditions of enrolment and your signature on the declaration above indicates your acceptance of this*

**Office Use Only: To be completed by assessor**

Assessor name			
Assessor to enter units of competency related to this assessment:	Unit Code	Unit Title	
Date assessment received:			
Date assessment marked:			
Date assessment outcome emailed to client services:			
Please provide any details of any assessment modification or support			

**Assessment Outcome: To be completed by the assessor on final assessment**

Date of Initial Assessment Outcome:	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
Date assessment outcome communicated to student:	<input type="checkbox"/> Assessment outcome communicated to student	
If "Not yet competent" After reassessment:		
Final Assessment Outcome Date:	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
Was Assessment Appealed by Student?	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent

**Assessment Progress Summary: To be completed by assessor during the assessment**

**Assessment Progress Summary Record**  
 Record the progress of the assessment by recording specific activities and the dates they occurred

**Assessment Activity 1:**

<b>Comments:</b>	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Not Satisfactory

**Assessment Activity 2:**

<b>Comments:</b>	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Not Satisfactory

**Assessment Activity 3:**

<b>Comments:</b>	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Not Satisfactory

**Assessment Activity 4:**

<b>Comments:</b>	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Not Satisfactory