

AAMC
TRAINING GROUP

IMPROVING LIVES THROUGH EDUCATION®

How to upload your Assessments via the AAMC Members' Area

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www.aamctraining.edu.au

How to upload your written assessment

This 'how to' information will guide you through the process of uploading your written assessment.

Detailed below is the content or assessments you will expect to see within your member's area.

- Learning material
- multi-choice assessments/short answer assessments
- written assessments/case studies/skills signoff

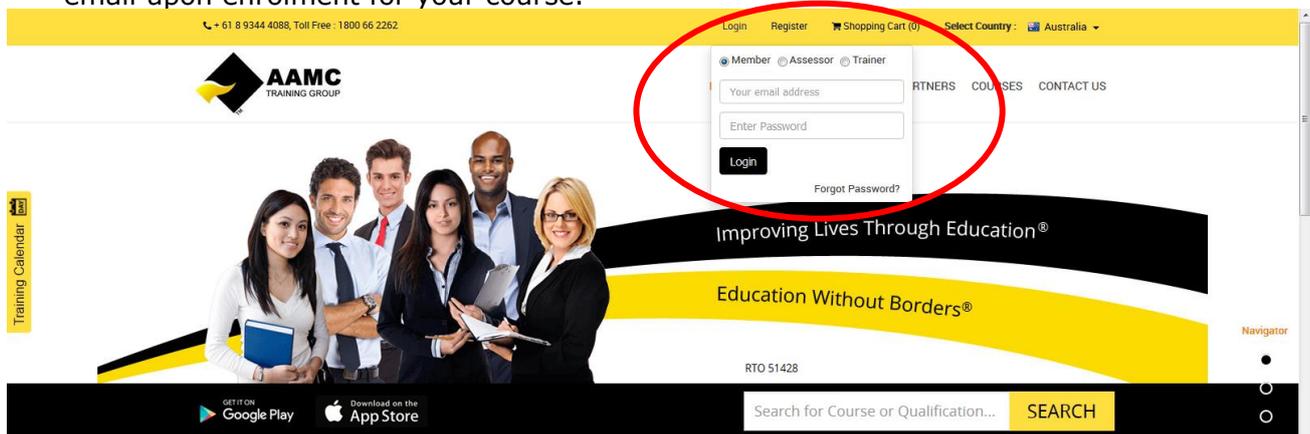
Should you experience problems with accessing your course:

- **ensure that you allow pop-ups for our website**
- **our correct web address must be used to gain access to your members area: www.aamctraining.edu.au**

Please follow the step by step instructions to upload your assessments accordingly. Should you have any queries during this process, please do not hesitate to contact us.

Step by Step Instructions

1. Please access the AAMC Training website www.aamctraining.edu.au and sign into the **AAMC Members' Area**. Enter your username and password which was issued to you via email upon enrolment for your course.



Most Popular Courses



Financial Planning Package
FNS50615 Diploma of Financial Planning (inc Advice in Life Insurance) and Specialist Knowledge Package (Advice in Superannuation, Managed Investments, Securities and Derivatives)



FNS50315 Diploma of Finance and Mortgage Broking Management
FULL DIPLOMA

The Full Diploma of Finance and Mortgage Broking Management FNS50315 course specifies the ...



FNS50615 Diploma of Financial Planning

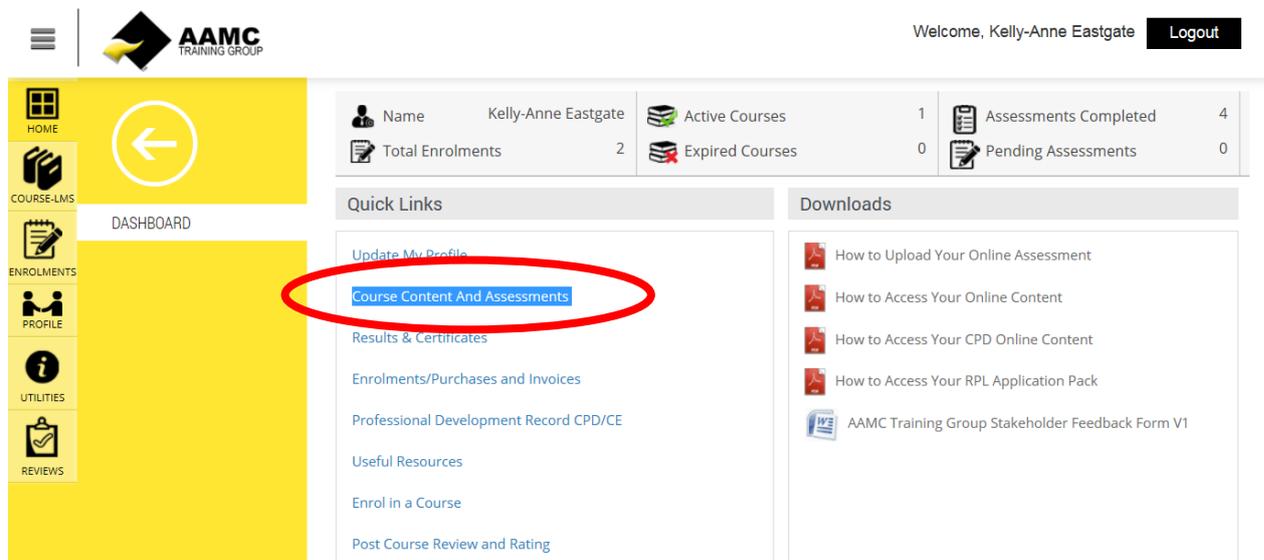
This course covers the requirements for providing Financial Planning advice (RG146 complia...

- Now you have completed your assessment you are required to electronically upload your submission directly to the assessor for marking (Word, Excel, PowerPoint, Publisher and PDF only). *Please be aware our system does not accept zip files.*

In order to do this you will need to **save all documents into a maximum of five attachments, no larger than 20MB each.**

If you have more than five documents you may need to merge some to be able to complete your upload.

When you are ready to upload, select '**Course Content and Assessments**' from your Members Area Dashboard.



Welcome, Kelly-Anne Eastgate [Logout](#)

Name Kelly-Anne Eastgate Active Courses 1 Assessments Completed 4
 Total Enrolments 2 Expired Courses 0 Pending Assessments 0

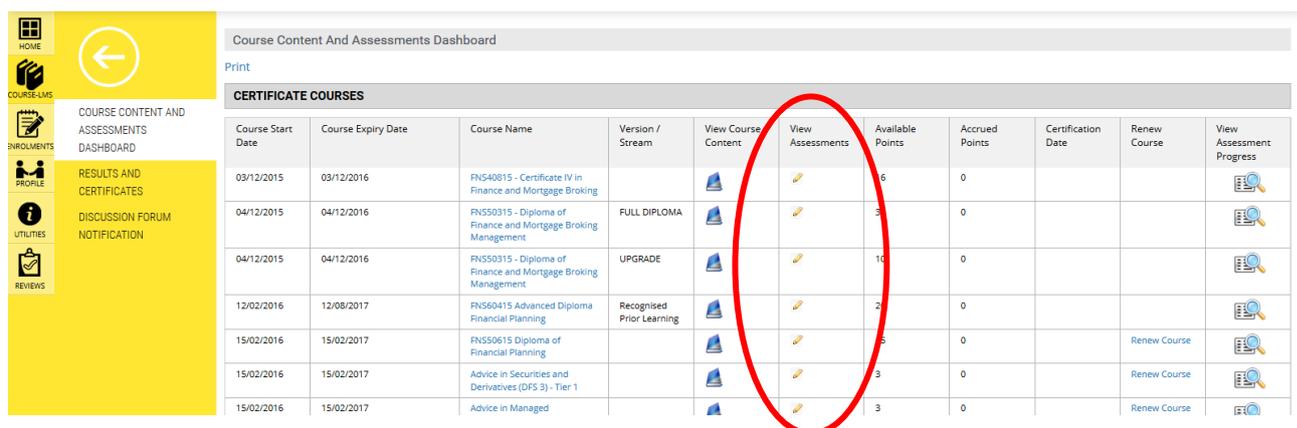
Quick Links

- [Update My Profile](#)
- [Course Content And Assessments](#)**
- [Results & Certificates](#)
- [Enrolments/Purchases and Invoices](#)
- [Professional Development Record CPD/CE](#)
- [Useful Resources](#)
- [Enrol In a Course](#)
- [Post Course Review and Rating](#)

Downloads

- [How to Upload Your Online Assessment](#)
- [How to Access Your Online Content](#)
- [How to Access Your CPD Online Content](#)
- [How to Access Your RPL Application Pack](#)
- [AAMC Training Group Stakeholder Feedback Form V1](#)

- Click on the pencil icon  in the **View Assessments** column to populate the list of assessments for your course.



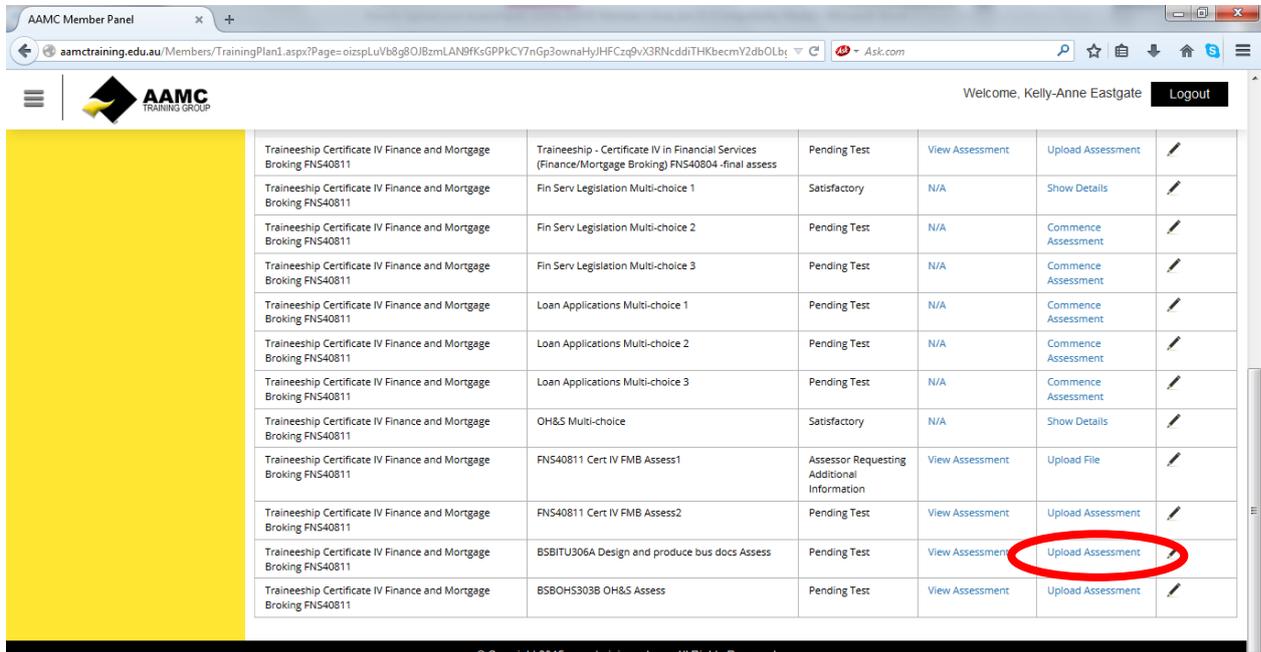
Course Content And Assessments Dashboard

Print

CERTIFICATE COURSES

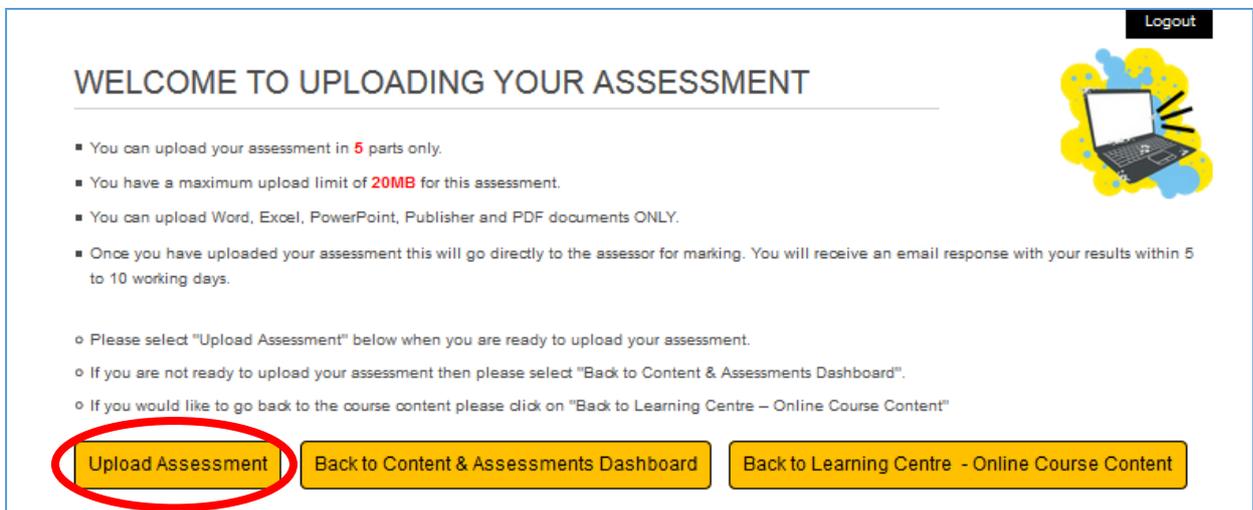
Course Start Date	Course Expiry Date	Course Name	Version / Stream	View Course Content	View Assessments	Available Points	Accrued Points	Certification Date	Renew Course	View Assessment Progress
03/12/2015	03/12/2016	FNS40815 - Certificate IV in Finance and Mortgage Broking				6	0			
04/12/2015	04/12/2016	FNS50315 - Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA			3	0			
04/12/2015	04/12/2016	FNS50315 - Diploma of Finance and Mortgage Broking Management	UPGRADE			10	0			
12/02/2016	12/08/2017	FNS60415 Advanced Diploma Financial Planning	Recognised Prior Learning			2	0			
15/02/2016	15/02/2017	FNS50615 Diploma of Financial Planning				5	0		Renew Course	
15/02/2016	15/02/2017	Advice In Securities and Derivatives (DFS 3) - Tier 1				3	0		Renew Course	
15/02/2016	15/02/2017	Advice in Managed				3	0		Renew Course	

4. Scroll down to find the assessment you want to upload. Click **Upload Assessment** from the column under "Upload OR Commence Assessment".



Assessment Name	Assessment Description	Status	View Assessment	Upload Assessment	Commence Assessment	Show Details	Upload File
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Traineeship - Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 - final assess	Pending Test	View Assessment	Upload Assessment			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Fin Serv Legislation Multi-choice 1	Satisfactory	N/A	Show Details			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Fin Serv Legislation Multi-choice 2	Pending Test	N/A	Commence Assessment			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Fin Serv Legislation Multi-choice 3	Pending Test	N/A	Commence Assessment			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Loan Applications Multi-choice 1	Pending Test	N/A	Commence Assessment			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Loan Applications Multi-choice 2	Pending Test	N/A	Commence Assessment			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Loan Applications Multi-choice 3	Pending Test	N/A	Commence Assessment			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	OH&S Multi-choice	Satisfactory	N/A	Show Details			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	FNS40811 Cert IV FMB Assess1	Assessor Requesting Additional Information	View Assessment	Upload File			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	FNS40811 Cert IV FMB Assess2	Pending Test	View Assessment	Upload Assessment			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	BSBITU306A Design and produce bus docs Assess	Pending Test	View Assessment	Upload Assessment			
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	BSBOHS303B OH&S Assess	Pending Test	View Assessment	Upload Assessment			

5. Read through the information on this page and then select "Upload assessment".



WELCOME TO UPLOADING YOUR ASSESSMENT

- You can upload your assessment in **5 parts** only.
- You have a maximum upload limit of **20MB** for this assessment.
- You can upload Word, Excel, PowerPoint, Publisher and PDF documents **ONLY**.
- Once you have uploaded your assessment this will go directly to the assessor for marking. You will receive an email response with your results within 5 to 10 working days.

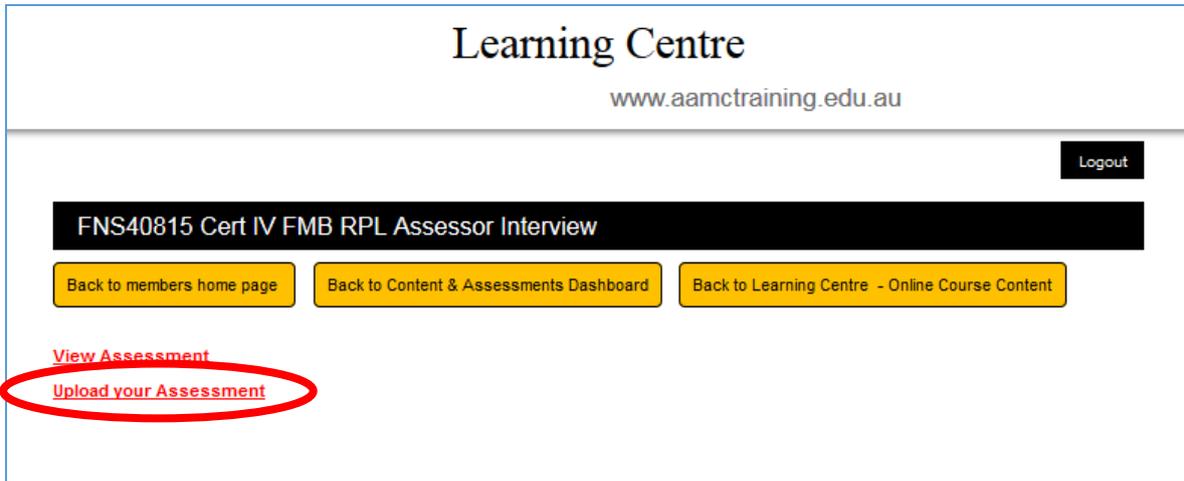
Please select "Upload Assessment" below when you are ready to upload your assessment.

If you are not ready to upload your assessment then please select "Back to Content & Assessments Dashboard".

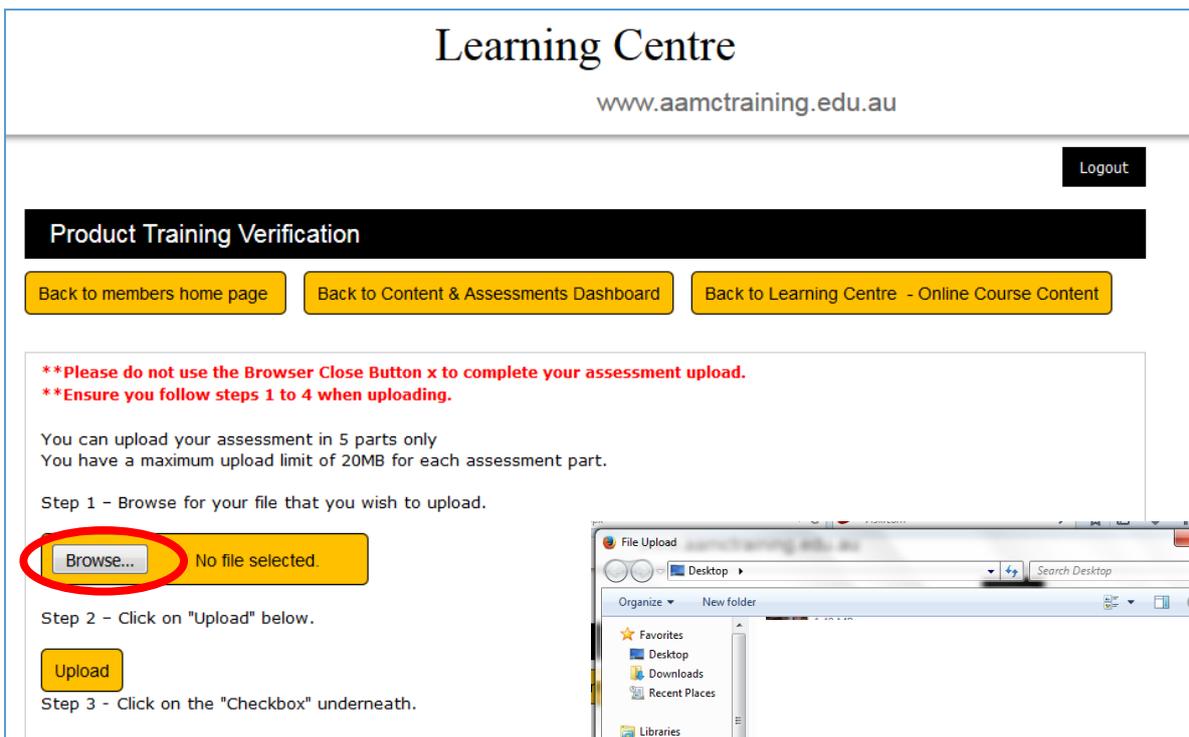
If you would like to go back to the course content please click on "Back to Learning Centre – Online Course Content"

[Upload Assessment](#) [Back to Content & Assessments Dashboard](#) [Back to Learning Centre - Online Course Content](#)

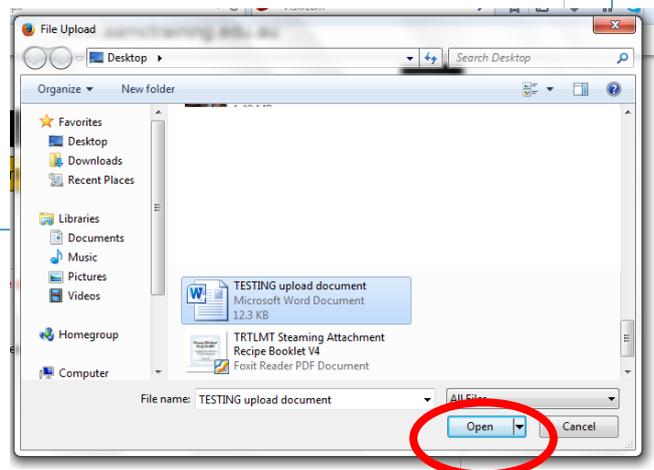
6. Select **"Upload your assessment"** from the next pop-up.



7. Browse for your file by clicking **"Browse"**.



8. Select your file and click **"Open"**



9. The name of your file will now appear next to the **'Browse'** box. Once you can see this then click on **"Upload"**. Please allow the system to process your attachment – this may take a few minutes depending on the size of your attachment.

Learning Centre
www.aamctraining.edu.au

[Logout](#)

Product Training Verification

[Back to members home page](#) [Back to Content & Assessments Dashboard](#) [Back to Learning Centre - Online Course Content](#)

****Please do not use the Browser Close Button x to complete your assessment upload.
Ensure you follow steps 1 to 4 when uploading.

You can upload your assessment in 5 parts only
You have a maximum upload limit of 20MB for each assessment part.

Step 1 – Browse for your file that you wish to upload.

 No file selected.

Step 2 – Click on "Upload" below.

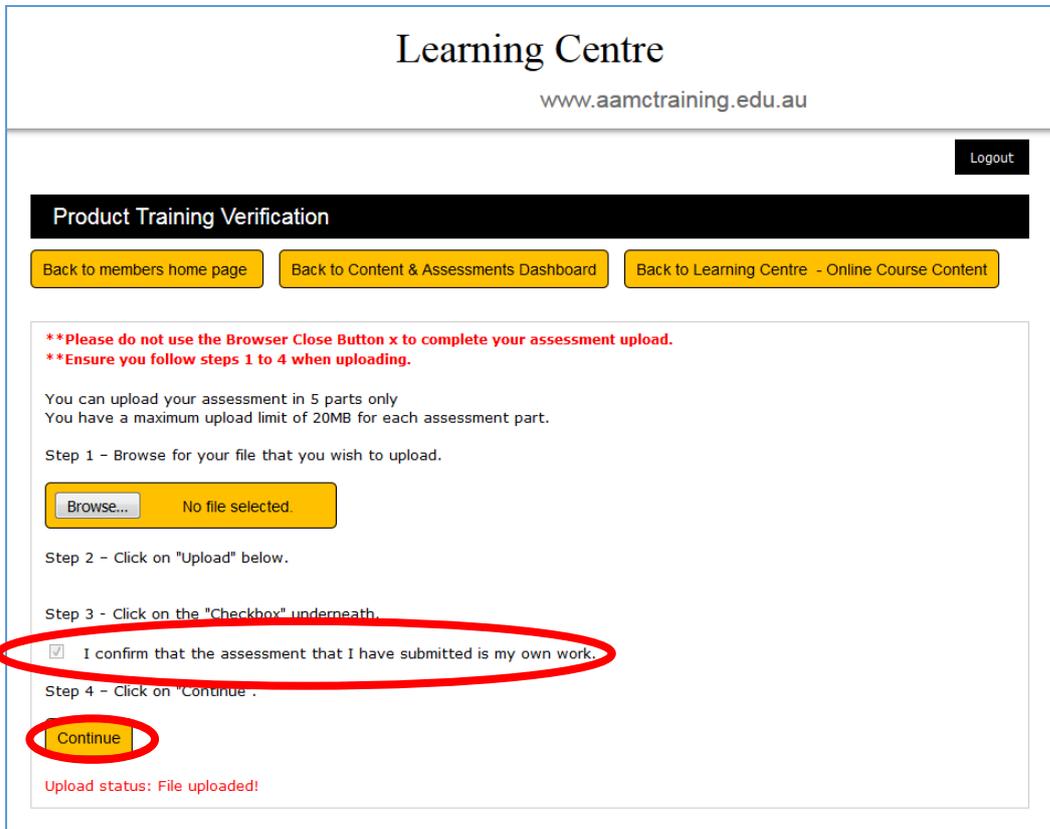
Step 3 – Click on the "Checkbox" underneath.

10. A new window will appear saying:

1st File Uploaded! Do you want to upload another? Click OK to upload another file OR Click Cancel to go to Step 3.

If you have another file to upload, click OK. If not, click Cancel.

11. You will need to confirm that the work you have submitted is your own by checking the box. Then click **"Continue."**



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Product Training Verification

Back to members home page Back to Content & Assessments Dashboard Back to Learning Centre - Online Course Content

****Please do not use the Browser Close Button x to complete your assessment upload.
Ensure you follow steps 1 to 4 when uploading.

You can upload your assessment in 5 parts only
You have a maximum upload limit of 20MB for each assessment part.

Step 1 - Browse for your file that you wish to upload.

Browse... No file selected.

Step 2 - Click on "Upload" below.

Step 3 - Click on the "Checkbox" underneath.

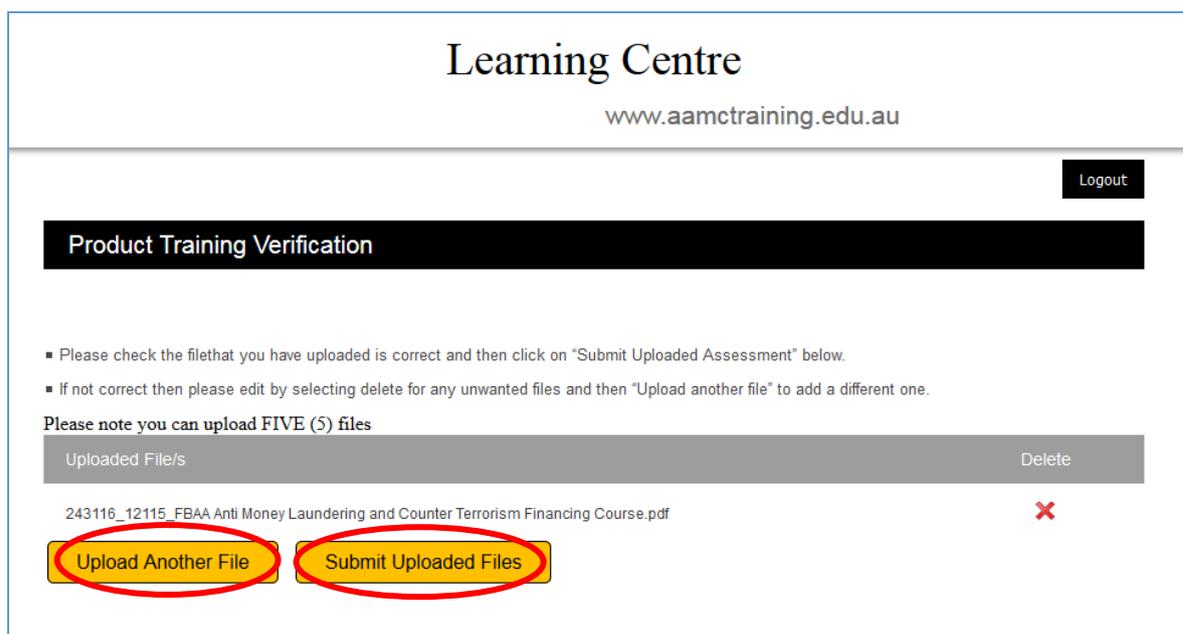
I confirm that the assessment that I have submitted is my own work.

Step 4 - Click on "Continue" .

Continue

Upload status: File uploaded!

12. You will then see the name of the file/s you have uploaded, if this is all you wish to submit then click **"Submit Uploaded Files"**. If you have uploaded an incorrect file, you can delete the attachment and start the upload process again by clicking on **Upload Another File**.



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Logout

Product Training Verification

- Please check the filethat you have uploaded is correct and then click on "Submit Uploaded Assessment" below.
- If not correct then please edit by selecting delete for any unwanted files and then "Upload another file" to add a different one.

Please note you can upload FIVE (5) files

Uploaded File/s	Delete
243116_12115_FBAA Anti Money Laundering and Counter Terrorism Financing Course.pdf	X

Upload Another File Submit Uploaded Files

- 13.** You have now submitted your written assessment and will be contacted within 5-10 working days with a result.

[Logout](#)

THANK YOU FOR UPLOADING YOUR ASSESSMENT!

- Your assessment will now go directly to the assessor for marking.
- You will receive an email response with your results within 5 to 10 working days.



[Back to members home page](#) [Back to Content And Assessments Dashboard](#) [Back to Learning Centre - Online Course Content](#)

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