

# How to submit your written assessment

The following information will guide you through the process of uploading your written assessment.

## Step by step instructions

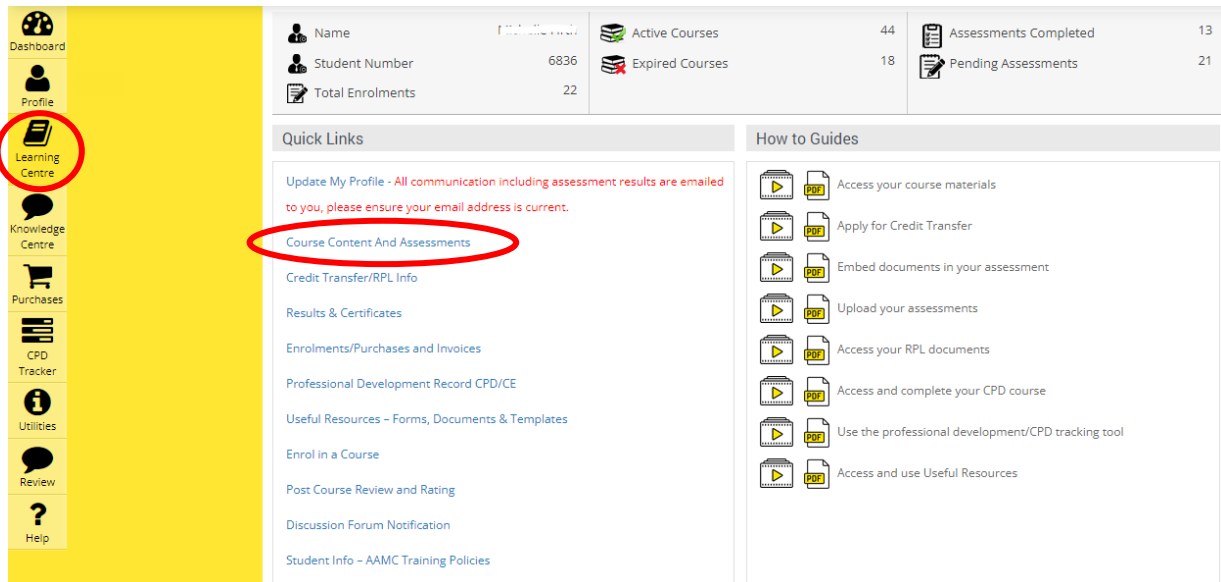
- Now you have completed your assessment, you are required to electronically upload your submission directly to the assessor for marking (Word, Excel, PowerPoint, Publisher and PDF only). In order to do this you will need to **save all documents into a maximum of five attachments, no larger than 20MB each or provide all documents in a zip file.**

Alternatively you can embed documents into your assessment. Please follow these instructions:



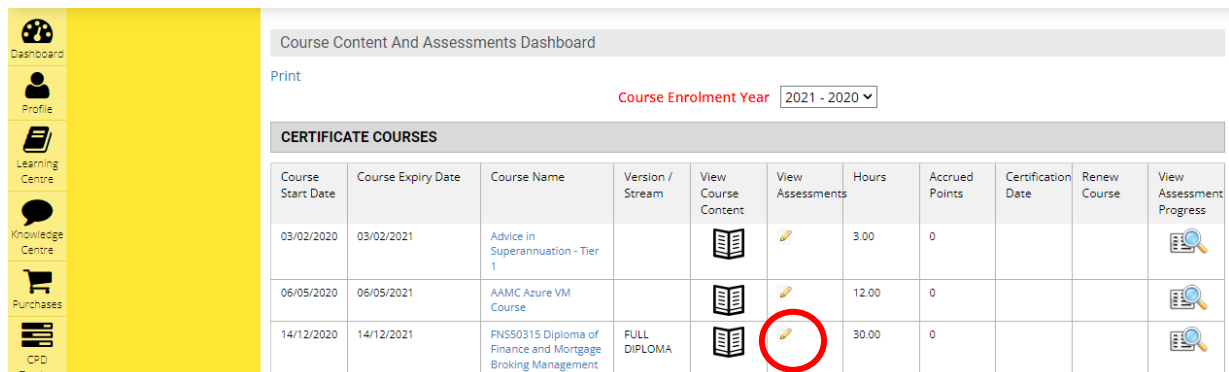
How to embed files in your assessment.

- Select **'Course Content and Assessments'** from your Members Area dashboard.












The screenshot shows the AAMC Members Area dashboard. On the left is a yellow navigation menu with icons for Dashboard, Profile, Learning Centre (circled in red), Knowledge Centre, Purchases, CPD Tracker, Utilities, Review, and Help. The main content area has a header with user statistics: Name (I. Mitchell), Student Number (6836), Total Enrolments (22), Active Courses (44), Expired Courses (18), Assessments Completed (13), and Pending Assessments (21). Below this is a 'Quick Links' section with several links, including 'Course Content And Assessments' which is circled in red. To the right is a 'How to Guides' section with various video guides for course materials, credit transfer, document embedding, and assessment uploads.

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



The screenshot shows the 'Course Content And Assessments Dashboard'. At the top, there is a 'Print' button and a 'Course Enrolment Year' dropdown menu set to '2021 - 2020'. Below this is a table titled 'CERTIFICATE COURSES' with the following columns: Course Start Date, Course Expiry Date, Course Name, Version / Stream, View Course Content, View Assessments, Hours, Accrued Points, Certification Date, Renew Course, and View Assessment Progress. The 'View Assessments' column contains a pencil icon for each row, with the icon for the 'FNS50315 Diploma of Finance and Mortgage Broking Management' row circled in red.

Course Start Date	Course Expiry Date	Course Name	Version / Stream	View Course Content	View Assessments	Hours	Accrued Points	Certification Date	Renew Course	View Assessment Progress
03/02/2020	03/02/2021	Advice in Superannuation - Tier 1				3.00	0			
06/05/2020	06/05/2021	AAMC Azure VM Course				12.00	0			
14/12/2020	14/12/2021	FNS50315 Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA			30.00	0			

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

CERTIFICATE COURSE ASSESSMENTS							
Course	Version / Stream	Assessment	Status	View Assessment If Applicable	Upload or Commence Assessment	Comments	
FNS50315 Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA	Financial Services Legislation & Compliance Assessment	Pending Test	<a href="#">View Assessment</a>	<a href="#">Upload Assessment</a>		
FNS50315 Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA	Financial Services Skills Signoff	Pending Test	<a href="#">View Assessment</a>	<a href="#">Upload Assessment</a>		
FNS50315 Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA	Loan Application MCQ1	Pending Test	N/A	<a href="#">Commence Assessment</a>		
FNS50315 Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA	Loan Application MCQ2	Pending Test	N/A	<a href="#">Commence Assessment</a>		
FNS50315 Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA	Loan Application MCQ3	Pending Test	N/A	<a href="#">Commence Assessment</a>		
FNS50315 Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA	Loan Application Process Assessment	Pending Test	<a href="#">View Assessment</a>	<a href="#">Upload Assessment</a>		

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

## Learning Centre

www.aamctraining.edu.au

Logout

### 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.

### Financial Services Legislation & Compliance Assessment

[Back to members home page](#)

[Back to Content & Assessments Dashboard](#)

[Back to Learning Centre - Online Course Content](#)

[View Assessment](#) [View Assessment Video](#)

[Upload your Assessment](#)

7. Attach your first file by clicking “**Choose File**”. Select your file and click “**Open**”

**Financial Services Legislation & Compliance Assessment**

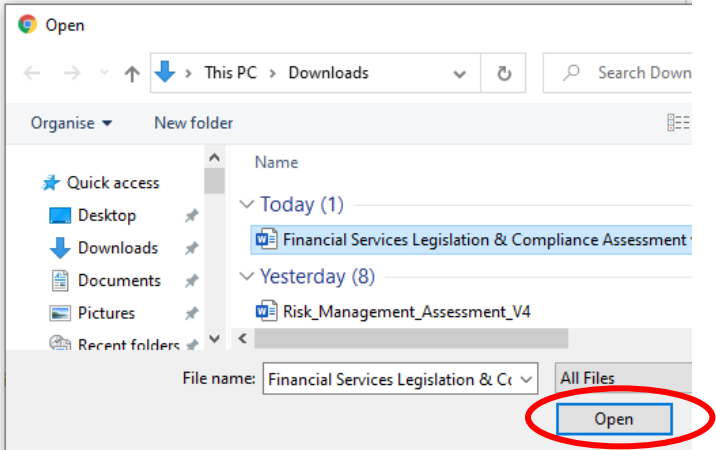
[Back to members home page](#) [Back to Content & Assessments Dashboard](#) [Back to Learning Centre - Online Course Content](#)

**\*\*Please do not use the browser close button x until you receive verification that your upload has been successful.**

1 zip/rar file OR up to 5 separate files may be uploaded  
Each file may be a maximum of 1.9 GB

No file chosen  
 No file chosen  
 No file chosen  
 No file chosen  
 No file chosen

I confirm that the assessment that I have submitted



8. The name of your file will now appear next to the ‘**Choose file**’ box. If you have more files to upload, continue the previous step. Once all files are selected, check the box to confirm the work is yours and ‘**Proceed**’.

**Financial Services Legislation & Compliance Assessment**

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**\*\*Please do not use the browser close button x until you receive verification that your upload has been successful.**

1 zip/rar file OR up to 5 separate files may be uploaded  
Each file may be a maximum of 1.9 GB

Financial Se...ent v3.6.docx  
 No file chosen  
 No file chosen  
 No file chosen  
 No file chosen


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

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

### Financial Services Legislation & Compliance Assessment

- Please check the file that you have uploaded is correct and then click on "Submit Uploaded Files" 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
480989_17117_Financial Services Legislation & Compliance Assessment v3.6.docx	
<a href="#">Upload Another File</a>	<a href="#">Submit Uploaded Files</a>

10. You have now submitted your written assessment and will be contacted via email usually within 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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