

How to upload your written assessment

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

Detailed below is the content of 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
- contact us

Step by Step Instructions

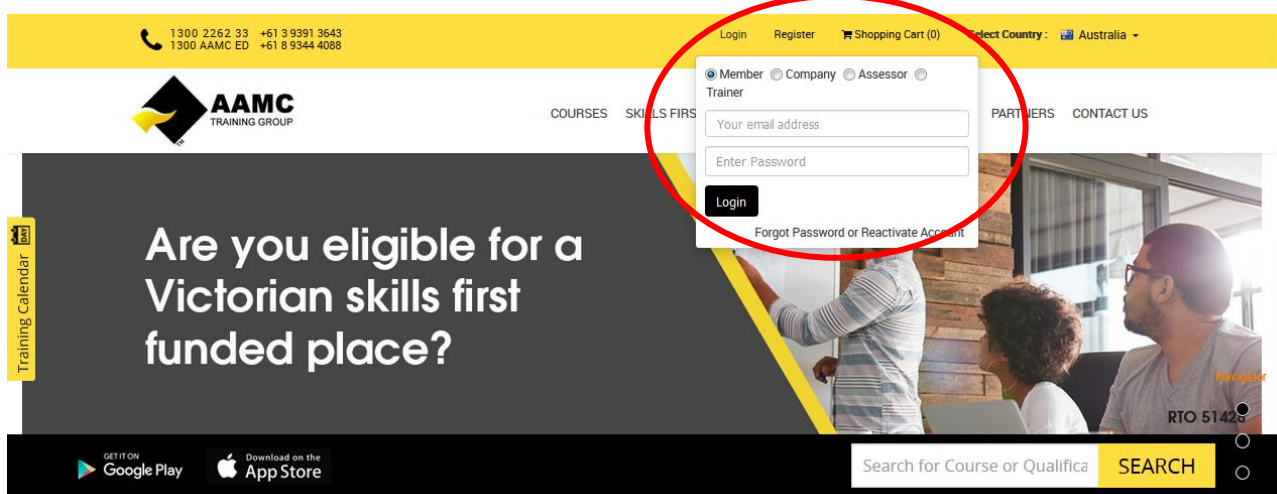
1. Now you have completed your assessment you are required to electronically upload your submission directly to the assessor for marking (Word, Excel, PowerPoint, Publisher and PDF only). In order to do this you will need to **save all documents into a maximum of five attachments, no larger than 20MB each. Please be aware our system does not accept zip files.**

If you have more than five documents you may need to merge some to be able to complete your upload. Alternatively you can embed documents into your assessment. Please follow these instructions:

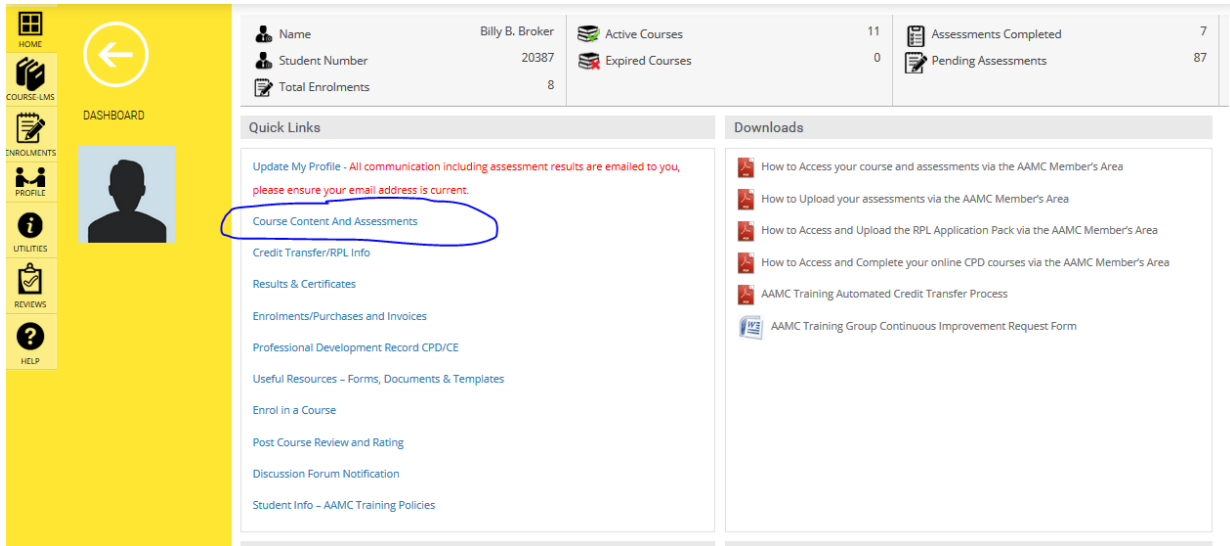


How to embed files in your assessment.

1. 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.



2. Select 'Course Content and Assessments' from your Members Area Dashboard.



Dashboard Summary:

- Name: Billy B. Broker
- Student Number: 20387
- Total Enrolments: 8
- Active Courses: 11
- Expired Courses: 0
- Assessments Completed: 7
- Pending Assessments: 87

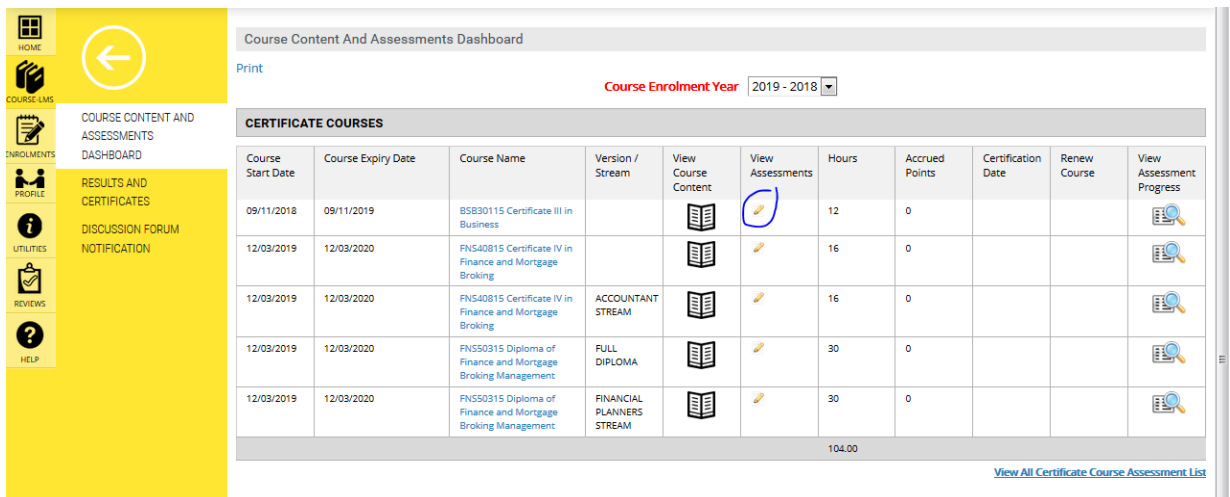
Quick Links:

- Update My Profile - All communication including assessment results are emailed to you, please ensure your email address is current.
- Course Content And Assessments** (circled in blue)
- Credit Transfer/RPL Info
- Results & Certificates
- Enrolments/Purchases and Invoices
- Professional Development Record CPD/CE
- Useful Resources - Forms, Documents & Templates
- Enrol in a Course
- Post Course Review and Rating
- Discussion Forum Notification
- Student Info - AAMC Training Policies

Downloads:

- How to Access your course and assessments via the AAMC Member's Area
- How to Upload your assessments via the AAMC Member's Area
- How to Access and Upload the RPL Application Pack via the AAMC Member's Area
- How to Access and Complete your online CPD courses via the AAMC Member's Area
- AAMC Training Automated Credit Transfer Process
- AAMC Training Group Continuous Improvement Request Form

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



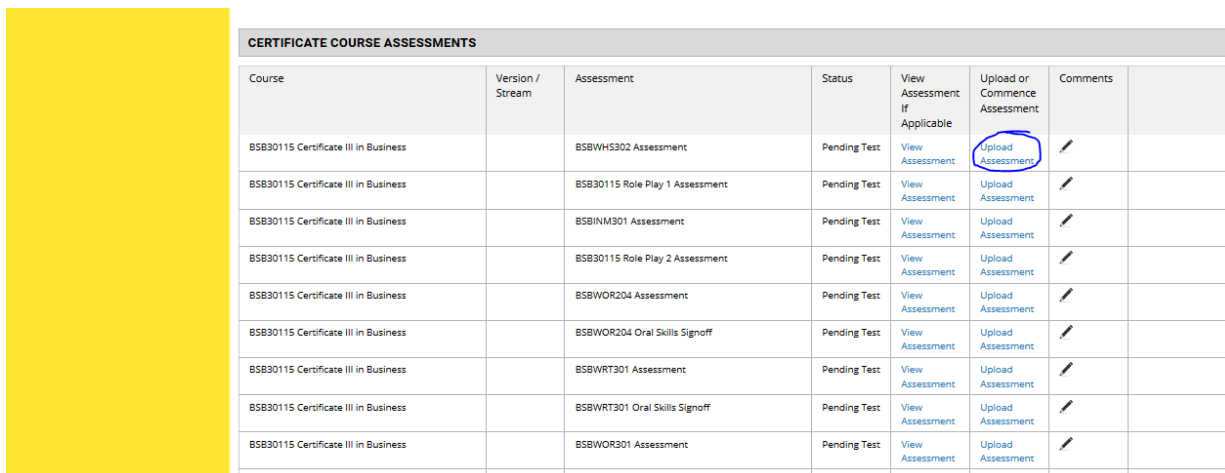
Course Content And Assessments Dashboard

Print Course Enrolment Year: 2019 - 2018

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
09/11/2018	09/11/2019	BSB30115 Certificate III in Business				12	0			
12/03/2019	12/03/2020	FNS40815 Certificate IV in Finance and Mortgage Broking				16	0			
12/03/2019	12/03/2020	FNS40815 Certificate IV in Finance and Mortgage Broking	ACCOUNTANT STREAM			16	0			
12/03/2019	12/03/2020	FNS50315 Diploma of Finance and Mortgage Broking Management	FULL DIPLOMA			30	0			
12/03/2019	12/03/2020	FNS50315 Diploma of Finance and Mortgage Broking Management	FINANCIAL PLANNERS STREAM			30	0			
						104.00				

[View All Certificate Course Assessment List](#)

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



Course	Version / Stream	Assessment	Status	View Assessment If Applicable	Upload or Commence Assessment	Comments
BSB30115 Certificate III in Business		BSBWH5302 Assessment	Pending Test			
BSB30115 Certificate III in Business		BSB30115 Role Play 1 Assessment	Pending Test			
BSB30115 Certificate III in Business		BSBINM301 Assessment	Pending Test			
BSB30115 Certificate III in Business		BSB30115 Role Play 2 Assessment	Pending Test			
BSB30115 Certificate III in Business		BSBWOR204 Assessment	Pending Test			
BSB30115 Certificate III in Business		BSBWOR204 Oral Skills Signoff	Pending Test			
BSB30115 Certificate III in Business		BSBWRT301 Assessment	Pending Test			
BSB30115 Certificate III in Business		BSBWRT301 Oral Skills Signoff	Pending Test			
BSB30115 Certificate III in Business		BSBWOR301 Assessment	Pending Test			

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.
- o Please select "Upload Assessment" below when you are ready to upload your assessment.
- o If you are not ready to upload your assessment then please select "Back to Content & Assessments Dashboard".
- o 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.

Logout

BSBWHS302 Assessment

Back to members home page

Back to Content & Assessments Dashboard

Back to Learning Centre - Online Course Content

[View Assessment](#)

[Upload your Assessment](#)

7. Attach your first file by clicking **"Browse"**.

BSBWHS302 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 to complete your assessment upload.
Ensure you follow steps 1 to 4 when uploading.

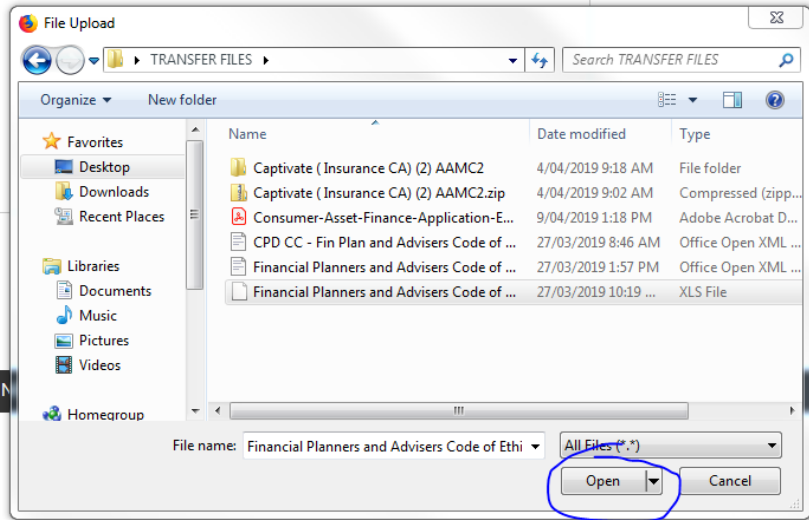
You can upload your assessment in 5 parts only
You have a maximum upload limit of 20MB for each assessment part.

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.



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.

[Logout](#)

BSBWHS302 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 to complete your assessment upload.
Ensure you follow steps 1 to 4 when uploading.

You can upload your assessment in 5 parts only
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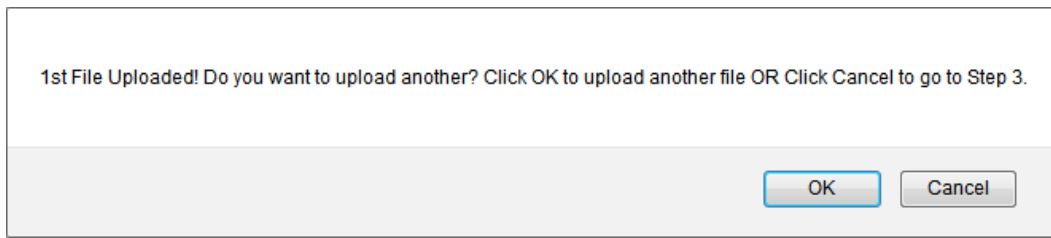
Step 1 – Browse for your file that you wish to upload.

CPD CC - Fin Plan and Advisers Code of Ethics.docx

Step 2 – Click on "Upload" below.

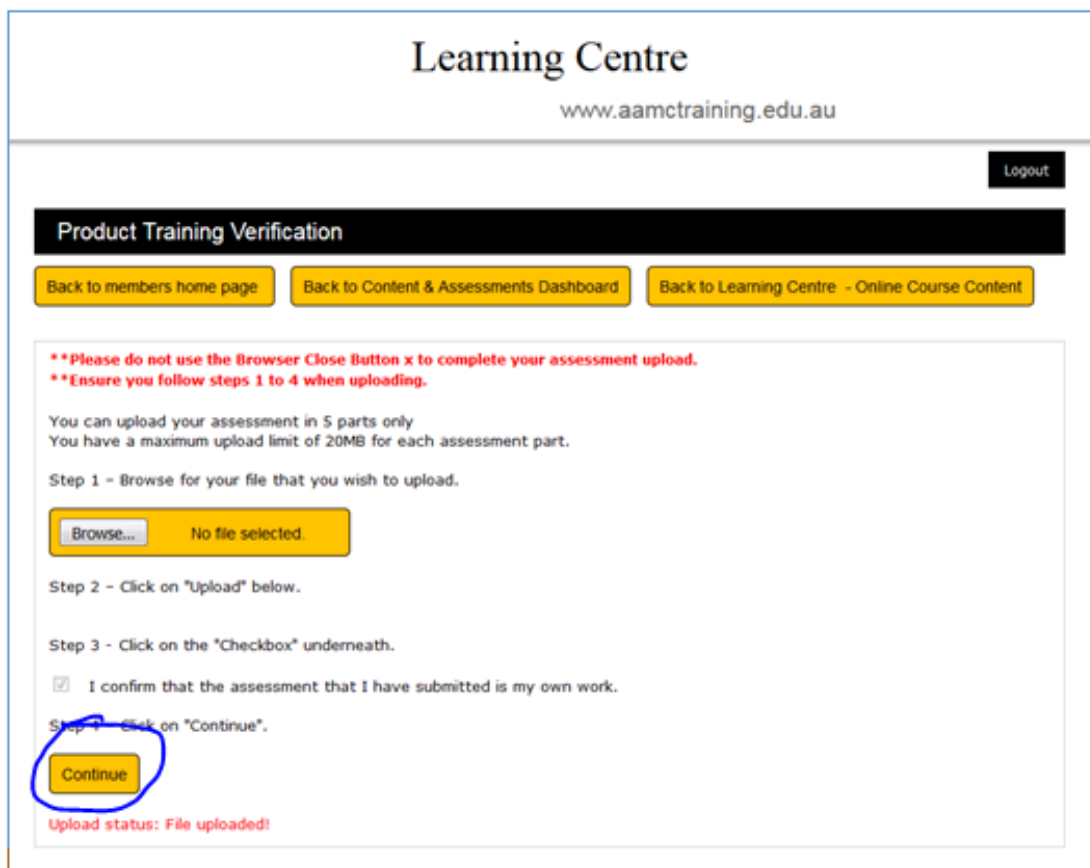
Step 3 - Click on the "Checkbox" underneath.

10. A new window will appear saying:



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."**



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.

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**.

[Logout](#)

Product Training Verification

- Please check the file that 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	✘


[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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