

TIPS FOR PREPARING AND SUBMITTING ASSESSMENTS

Assessments are a major part of every course and are often a compulsory requirement for passing. It demonstrates the student's understanding of the course material and serves as a preparatory exercise for final exams. To ensure that students are in a position to submit well written assessments, Felix Risk Training and Consultants has put together a few basic tips:

- **Plan** - Allow yourself enough time to research and think about your responses. In addition to your course material, researching credible resources can assist in populating your response with key information. Proper planning also means that you will avoid rushing through the assessment to meet the deadline.
- **Understand** - It is important to thoroughly understand the assessment requirements before beginning the assessment so that you are clear about what is expected from you. Read the question and the assessment guideline carefully. Furthermore, pay attention to the mark allocation because more marks requires a more comprehensive response.

- **Information** - It is important to ensure that you not only provide the correct information but also enough information in order to obtain as many marks as possible.
- **Backup** - Many of us have had that one bad experience of having completed an assignment, only to misplace it. It is therefore wise to have extra copies available as well as saved digital copies. It is equally important to hit the save button as you go along and keep a back up version to avoid losing your work in the event of a computer crash or sudden shut down.
- **Review** - Remember to proofread your document as well as add any revisions before submitting it in line with the deadline.

By following these good practices, completing your assessment should be simple and trouble free.

NOTE FROM

THE FRTC ASSESSORS:

Many of our 2015/2016 learners have completed their learnership, but for some there are one or two modules left, or just a bit of remediation. Well done on getting this far!

Please attend any remediation sessions as you could use these sessions to get assistance with your final modules and any remediation that is still required. Also ensure that your files are up to date and everything is signed and dated. Thank you for your hard work throughout the year.

CONTACT US

- 🌐 www.frtc.co.za
- 📘 www.facebook.com/felixrisktraining
- ✉ info@frtc.co.za

B-BBEE Recognition :
Level 1 contributor to BBBEE
BEE Procurement Recognition Level : 135%

Black Ownership : 100%
Black Women Ownership : 100%
Empowering Supplier : Yes