

Department of Financial Services Online

Booking your supervised assessments

Melbourne Metropolitan Students

There are a number of different days and times when assessments can be completed during Semester One 2012. As bookings are made on a first come first served basis it is in your interests to book and sit for assessments as soon as you are able.

PLEASE NOTE:

Test sessions are available for a wide range of the online units. It is your responsibility to ensure that you book into a session that is BEFORE the end date of your particular unit. You cannot sit a test after the due completion date of your unit.

Please complete the following information indicating a preference of sessions, save the document and return via email through to your tutor via the Blackboard iLearn mail facility.

TUTOR	Name	
STUDENT	Name	
	ID Number	
	Mobile Number	
COMPETENCY	Unit Code & Name	

Weekday Sessions

DAY & DATE	START TIME	CAMPUS	ROOM	ROOM CAPACITY	SELECTION PREFERENCE
Tuesday 19 June	2:30 pm	Wantirna	WH50	unlimited	
Wednesday 4 July	3:30 pm	Hawthorn	TC217	unlimited	

Evening Sessions

DAY & DATE	START TIME	CAMPUS	ROOM	ROOM CAPACITY	SELECTION PREFERENCE
Wednesday 30 May	6:00 pm	Wantirna	WH50	unlimited	
Thursday 7 June	6:00 pm	Hawthorn	TC217	unlimited	
Wednesday 20 June	6:00 pm	Wantirna	WH50	unlimited	
Wednesday 27 June	6:00 pm	Hawthorn	TC217	unlimited	
Tuesday 3 July	6:00 pm	Wantirna	WH50	unlimited	

Weekend Sessions

DAY & DATE	START TIME	CAMPUS	ROOM	ROOM CAPACITY	SELECTION PREFERENCE
Saturday 16 June	9:30 am	Wantirna	WH50	unlimited	
Saturday 23 June	9:00 am	Hawthorn	TC217	unlimited	
Saturday 30 June	9:30 am	Wantirna	WH50	unlimited	
Saturday 7 July	9:00 am	Wantirna	WH50	unlimited	

RE-SIT SESSIONS

A student who fails a test maybe eligible to re-sit the test at the end of the semester. This re-sit is subject to the approval of the tutor, or senior educator.

Test re-sits can only achieve a maximum of 50% of the available mark.

To arrange to complete your assessment:

- ✓ Email your online tutor via the appropriate Blackboard iLearn shell with your campus preference, day, date, time and your mobile telephone number at least TEN days before your preferred assessment date.
- ✓ Your tutor will then confirm the assessment appointment with you. (Do not attend the assessment without confirmation from your tutor.)
- ✓ We ask you to bring photographic ID with you when you sit for the assessment.
- ✓ If you are unable to attend as arranged please notify your Tutor (preferably in advance)
- ✓ When you complete the assessment it will be returned to your tutor for marking. You should contact your tutor if you have not received feedback on this assessment within two weeks of completing it.