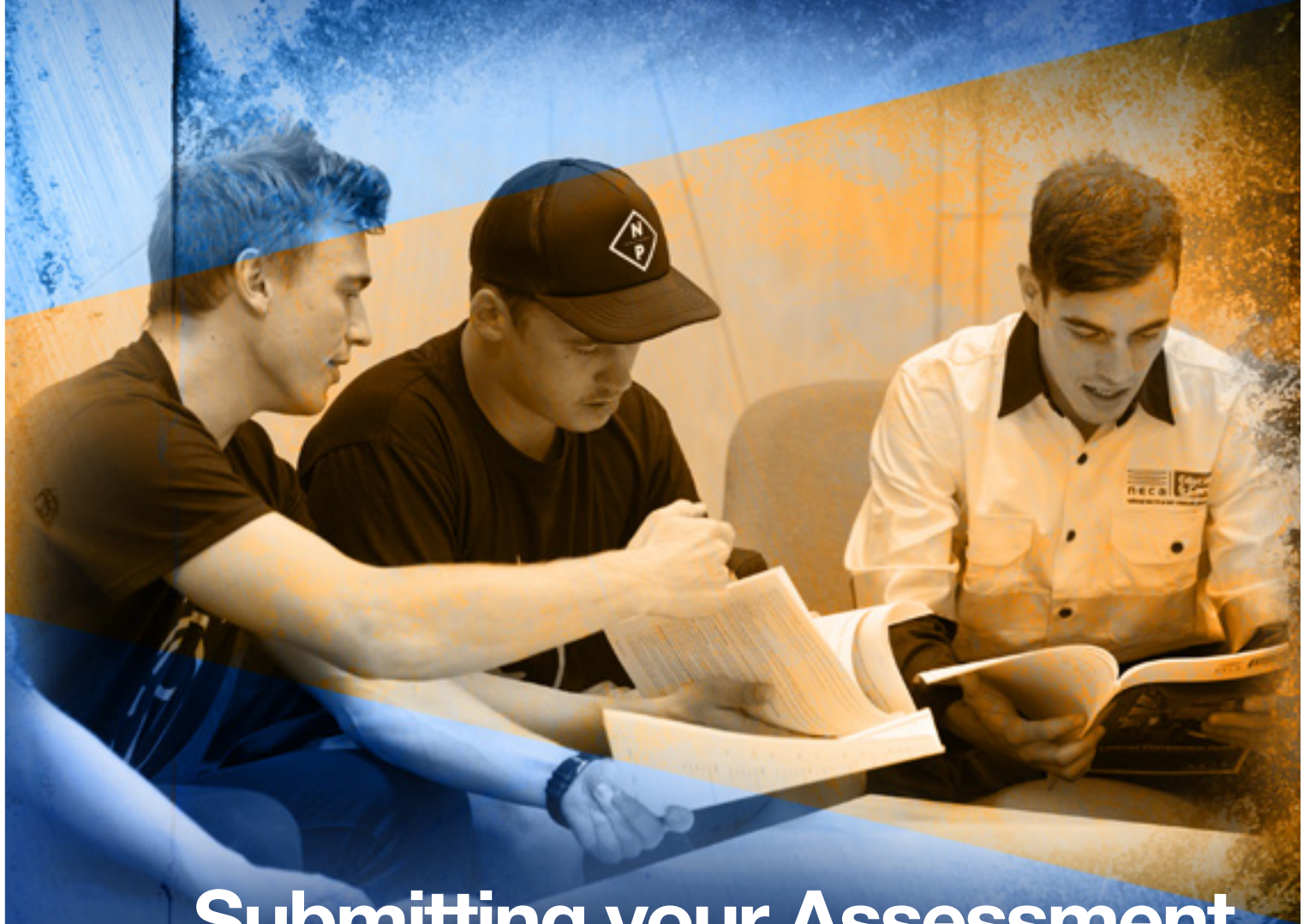




Education  
& Careers

national electrical and communications association



# Submitting your Assessment Cover Sheet

A guide to filling in and submitting your PDF  
Assessment Cover Sheet



[necaeducation.com.au](http://necaeducation.com.au)

## **Continuous Improvement**

Amendments to this document may be produced on an ad hoc basis as the need arises. Amendments to this document will include changes that are required as a result of:

- Feedback from stakeholders;
- Changes to legislative requirements; and
- Changes to NECA Education & Careers policies and procedures.

## **Disclaimer**

Whilst every effort has been made to ensure the accuracy of the information contained in this guide, no guarantee can be given that all errors and omissions have been excluded. No responsibility for loss occasioned to any person acting or refraining from action as a result of the material in this guide can be accepted by NECA Education & Careers.

## **Feedback**

We value your opinion and welcome suggestions on how we could improve this guide. Keep in mind that this guide is intended to help learners and is not a text book.

Send your comment/suggestions to:

### **NECA Education and Careers**

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Carlton North VIC 3054  
Ph: (03) 9381 1922  
Fax: (03) 9380 9513

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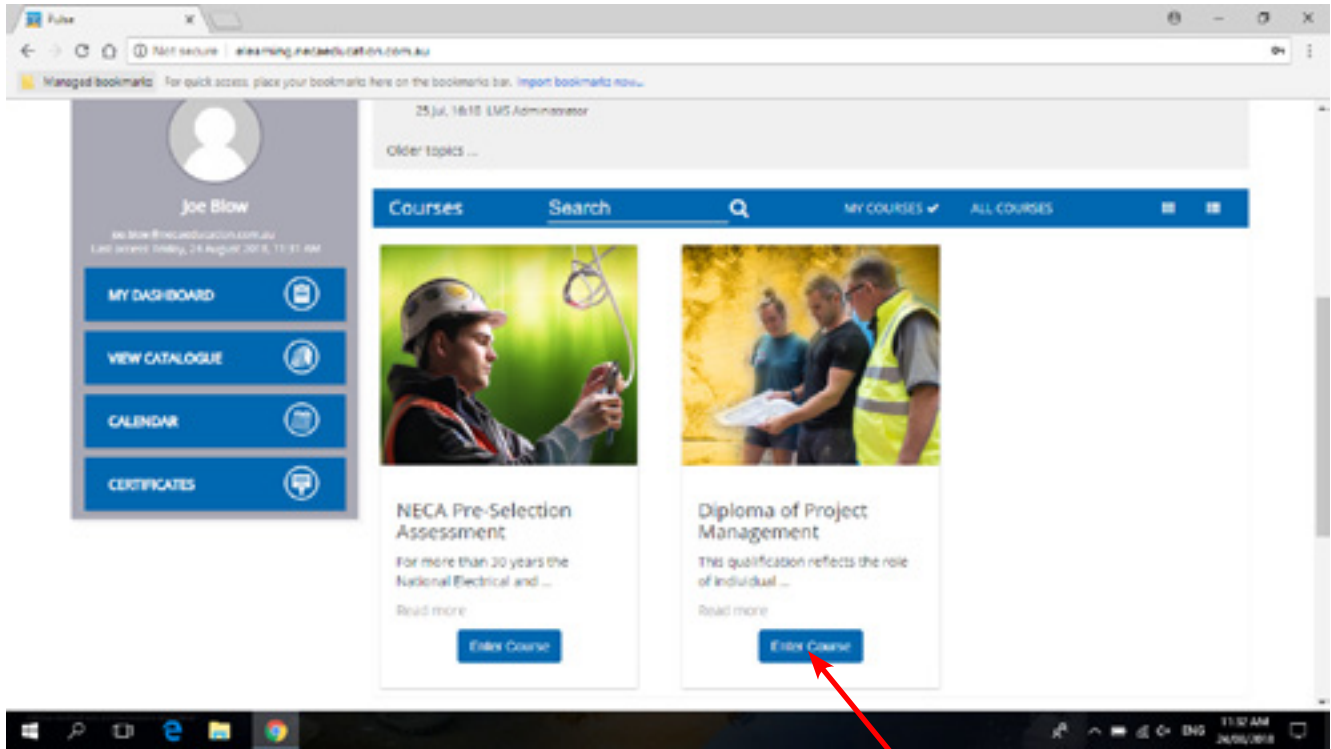
4

# Step-by-Step Guide

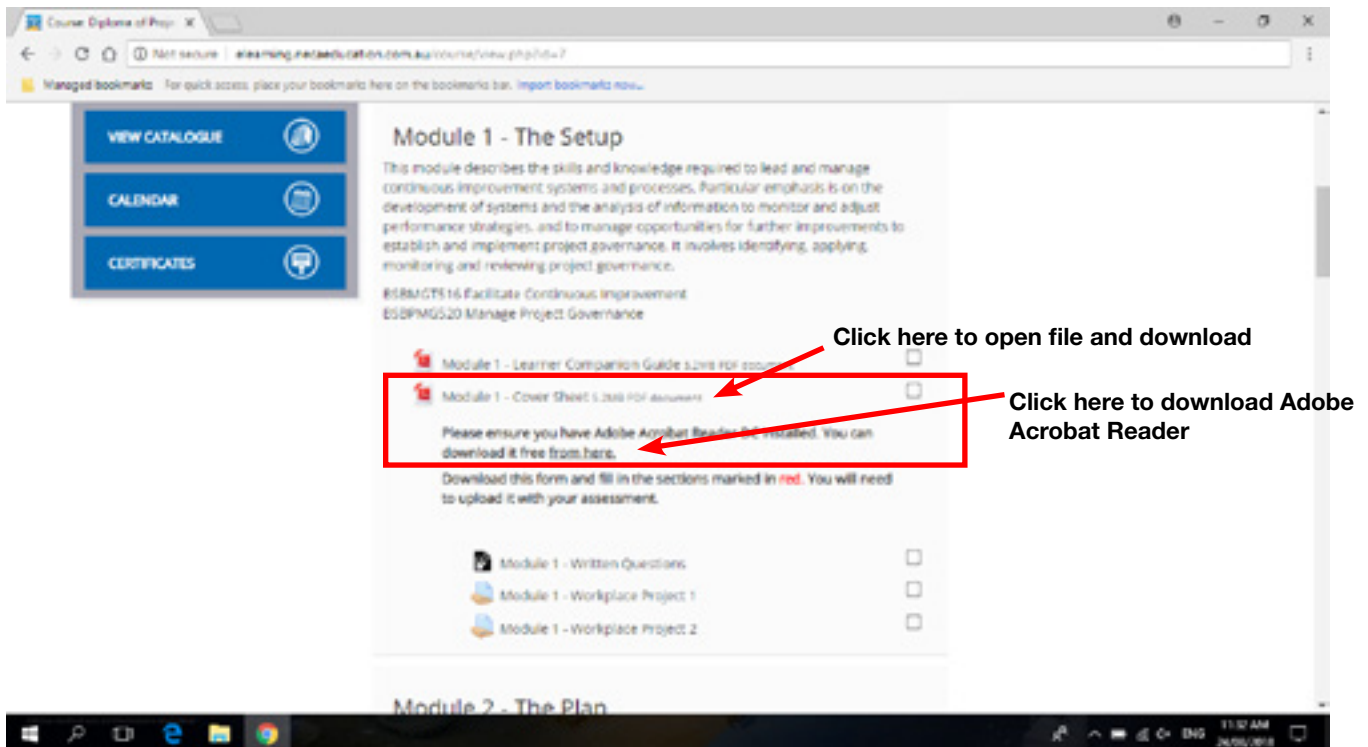
All Assessment Cover Sheets must be downloaded, filled in and submitted back to the teacher along with your assessments. This is all done through Pulse and this guide has been designed to help you through the process.

## Step 1

Log in and click into your course from the Pulse home page.

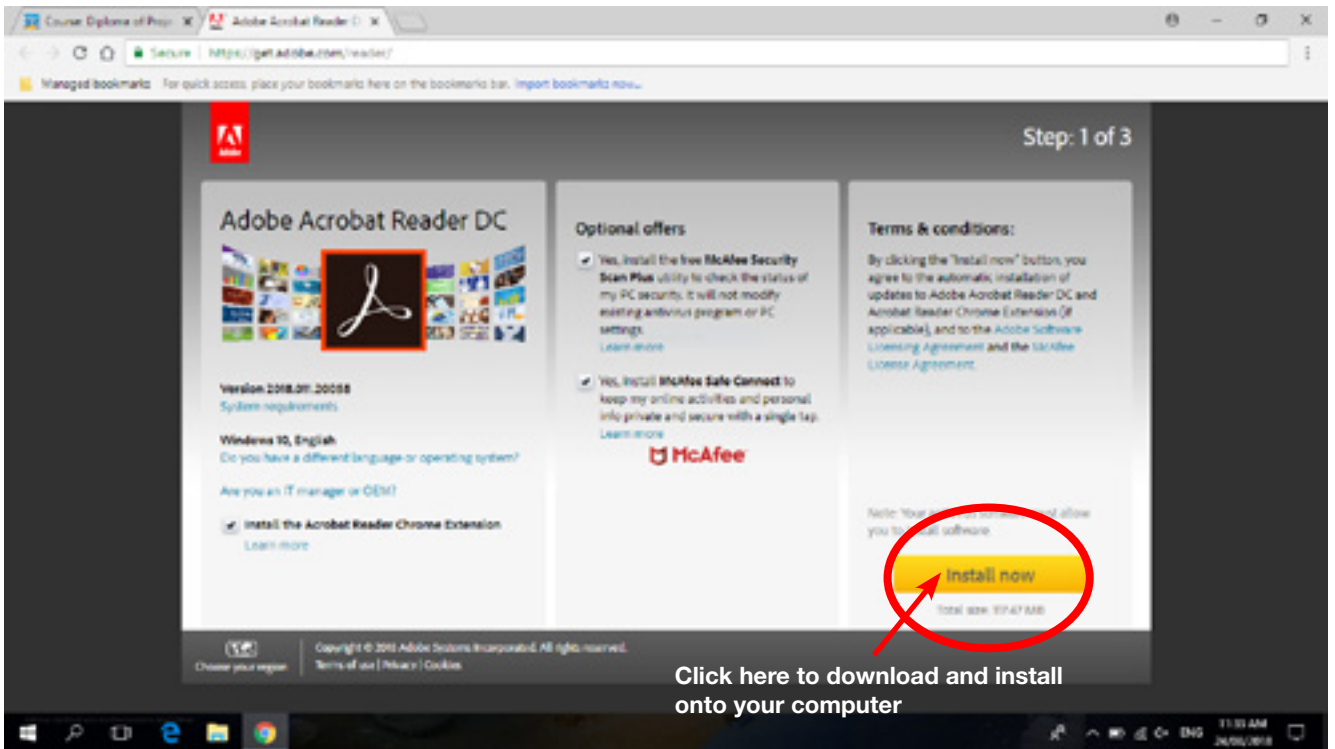


Scroll down to the Assessment Cover Sheet file under the section you are working on.



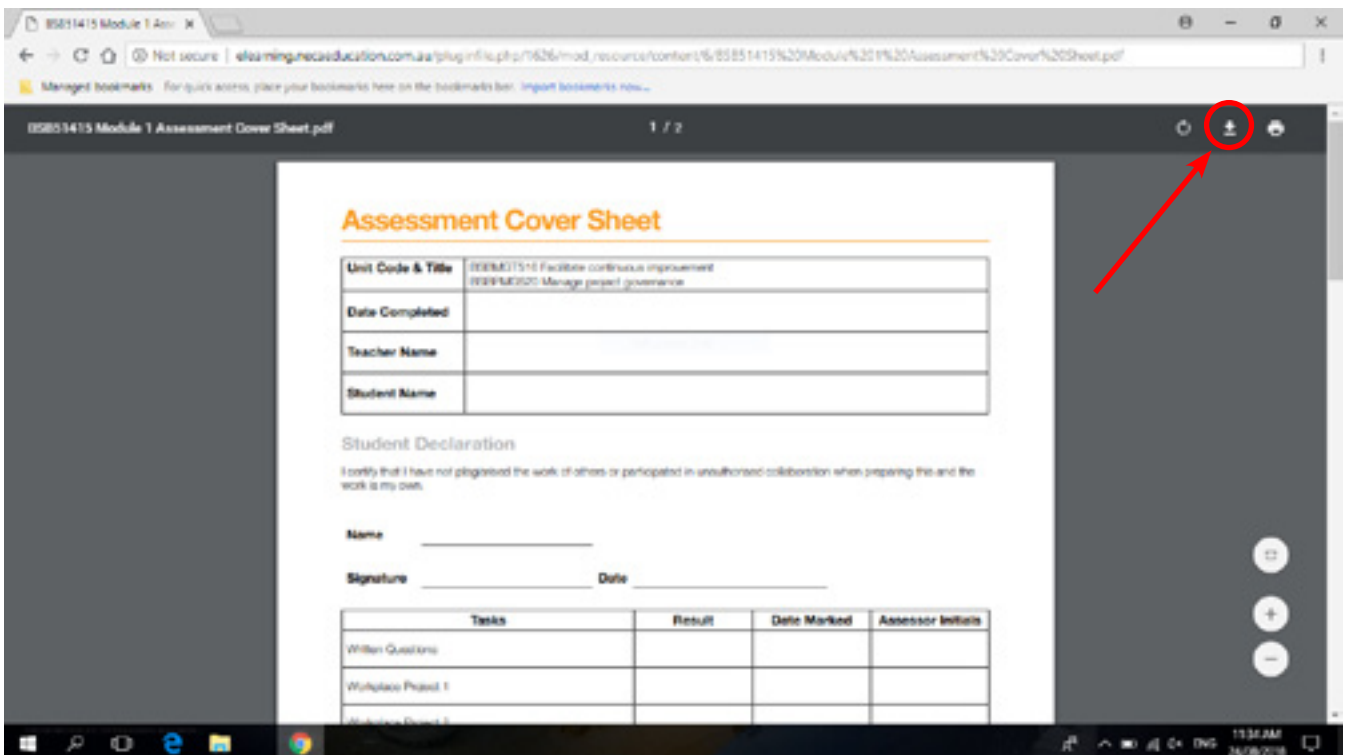


We ask students to have Adobe Acrobat Reader installed on their computers to fill in these PDF Cover Sheets. You can check this by clicking the Windows button in the bottom left-hand corner for a PC/Finder if you are using a Mac, and run a search. If you do not have this program, don't worry - we have provided a link to download it. Simply click on the link and follow the prompts.



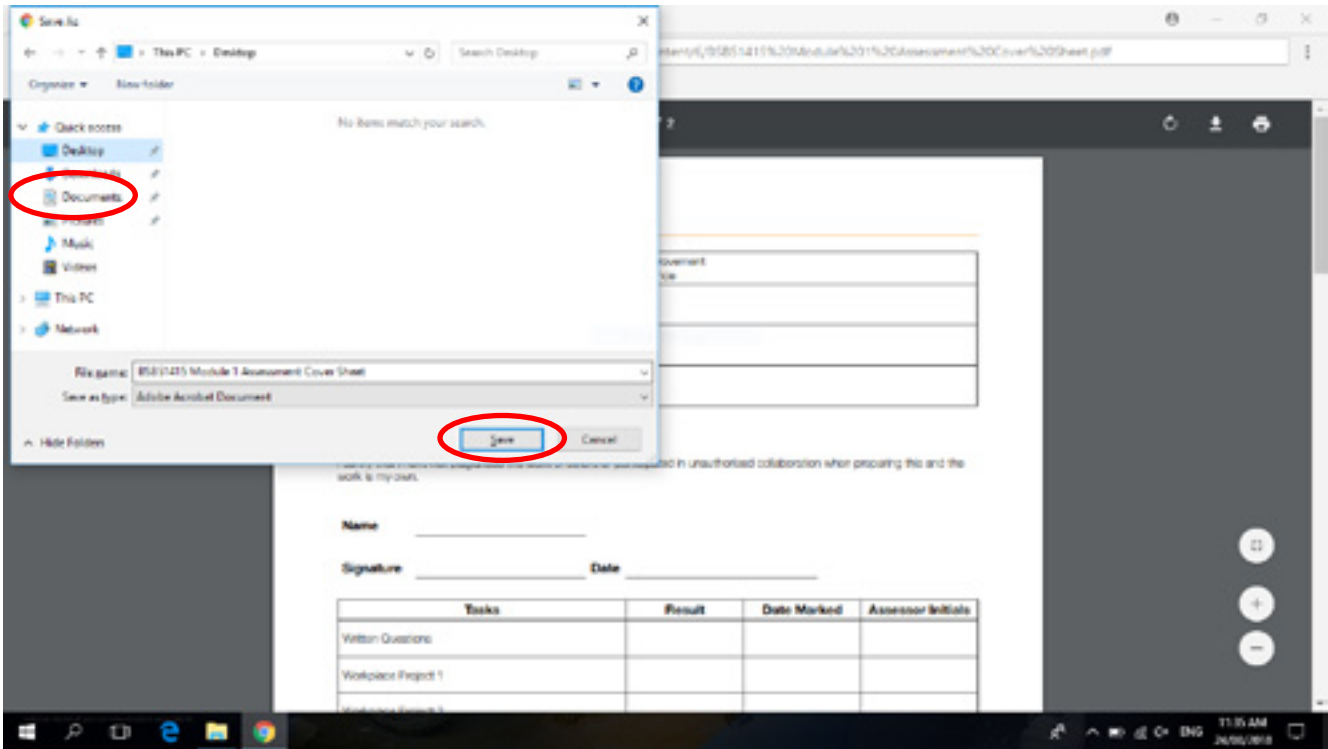
## Step 2

Once you've got Adobe Acrobat Reader installed, go ahead and download the file from your browser. It will look similar to this screen depending on what web browser you are using. For this guide, I am using Google Chrome.



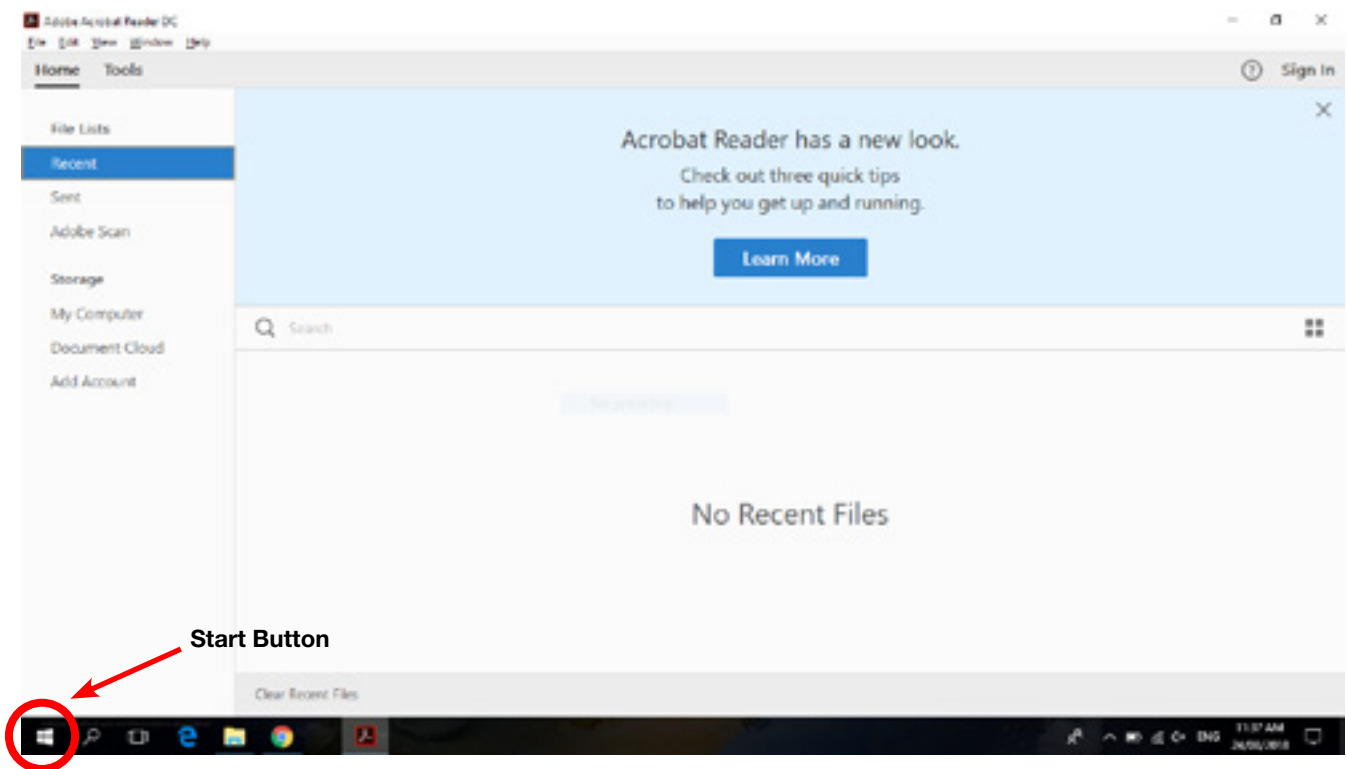
What we are looking for here is a save or download button. In this case, mine is in the top left-hand corner. Click it and save it somewhere you will remember, like the Desktop. Once you've done that, go to the Desktop and double click the file to open it.

Save your file somewhere you will remember easily, like the Desktop. Hit the Save button.

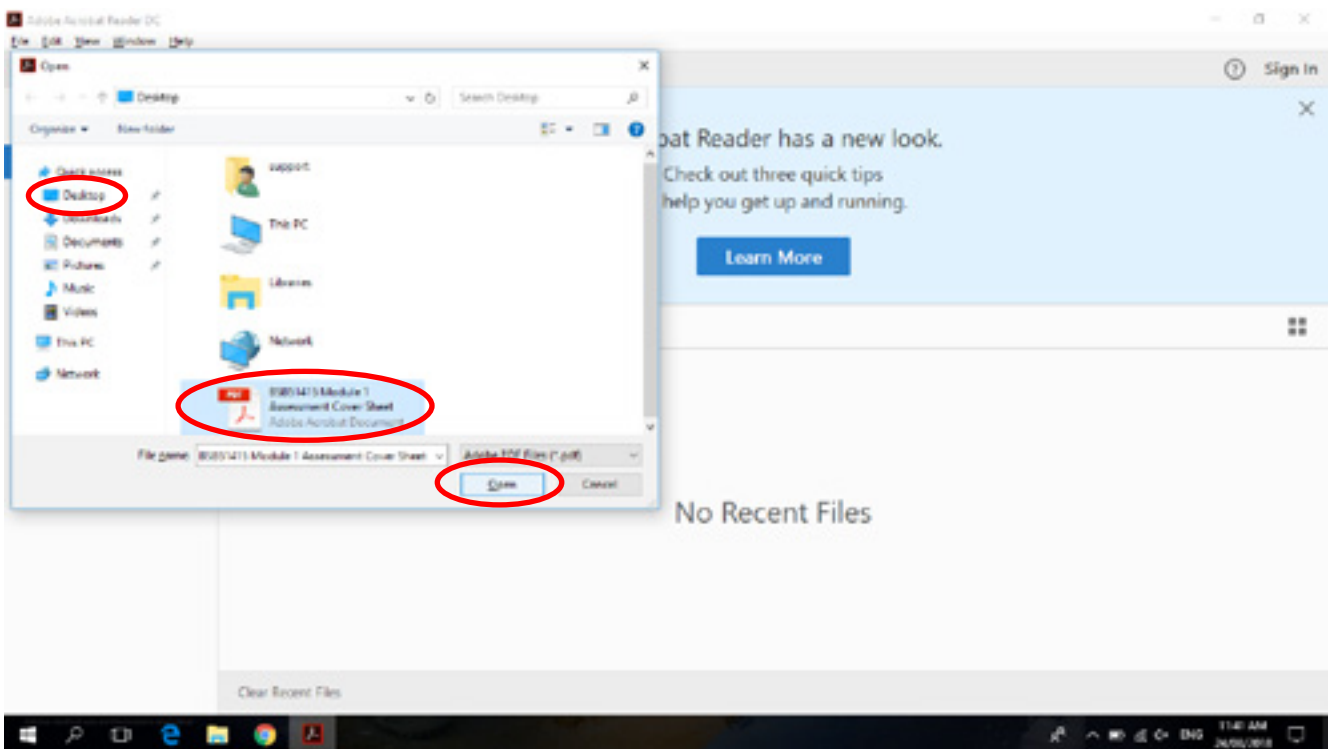
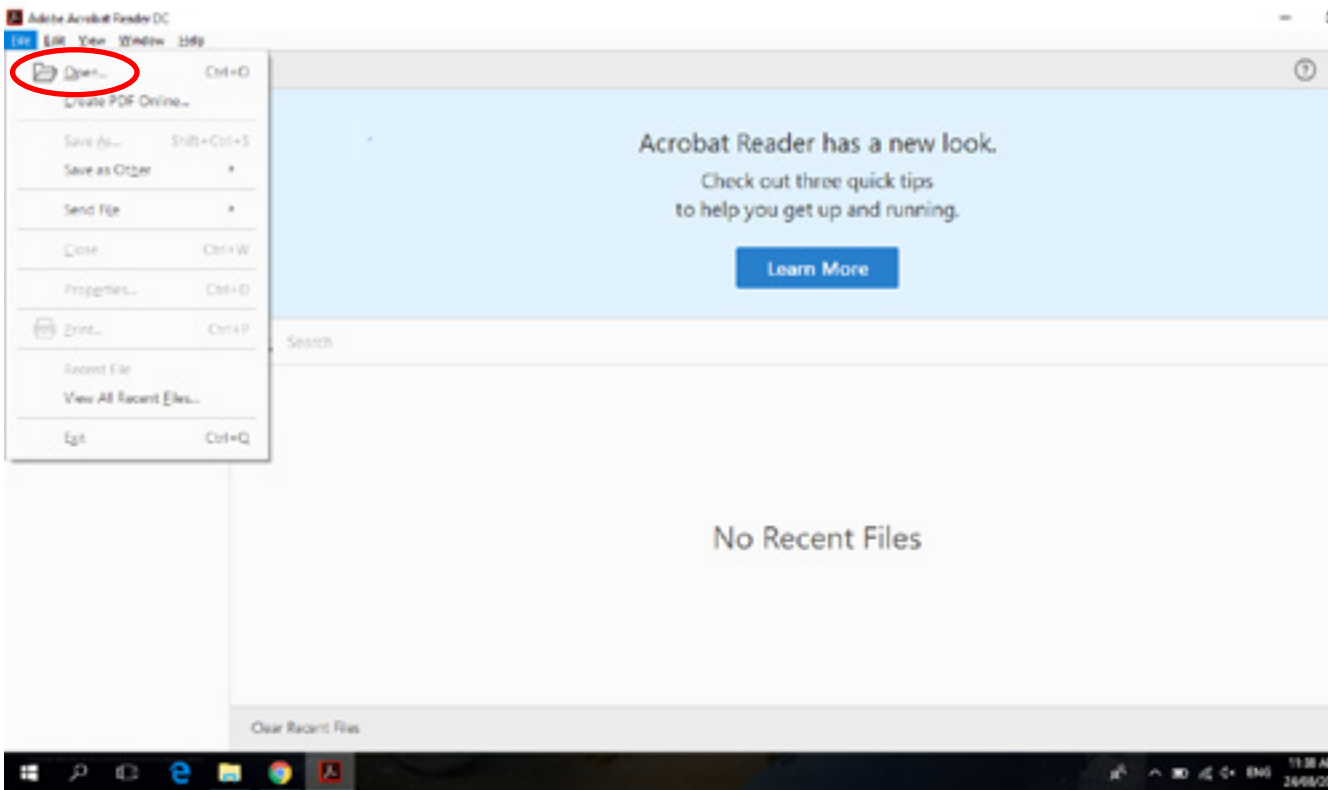


### Step 3

Open up Adobe Acrobat Reader from the Start Menu. It will look like the screen below.



Click File > Open. Go to your Desktop and open the Assessment Cover Sheet PDF.



## Step 4

Once you have opened the file, it should look something like this. Write the required text in the red boxes ONLY. The rest will be filled out by your teacher. Once you have completed this, click Save.

The screenshot shows the Adobe Acrobat Reader interface with the 'Assessment Cover Sheet' form open. The form contains the following fields:

Unit Code & Title	BSBMG1516 Facilitate continuous improvement BSBFPM3520 Manage project governance
Date Completed	[Red box]
Teacher Name	[Red box]
Student Name	[Red box]

Below the table is the 'Student Declaration' section with the text: "I certify that I have not plagiarised the work of others or participated in unauthorised collaboration when preparing this and the work is my own."

The declaration fields are:

- Name: [Red box]
- Signature: [Red box]
- Date: [Red box]

At the bottom of the form, there are columns for 'Tasks', 'Result', 'Date Marked', and 'Assessor Initials'. On the right side, the 'Export PDF' panel is visible, showing options to convert the PDF to Word or Excel.

The screenshot shows the same 'Assessment Cover Sheet' form, but now with the red boxes filled in. A red circle highlights the 'Save' icon in the top-left corner of the Adobe Acrobat Reader toolbar.

Unit Code & Title	BSBMG1516 Facilitate continuous improvement BSBFPM3520 Manage project governance
Date Completed	1/8/2018
Teacher Name	Clark McClure
Student Name	Joe Blow

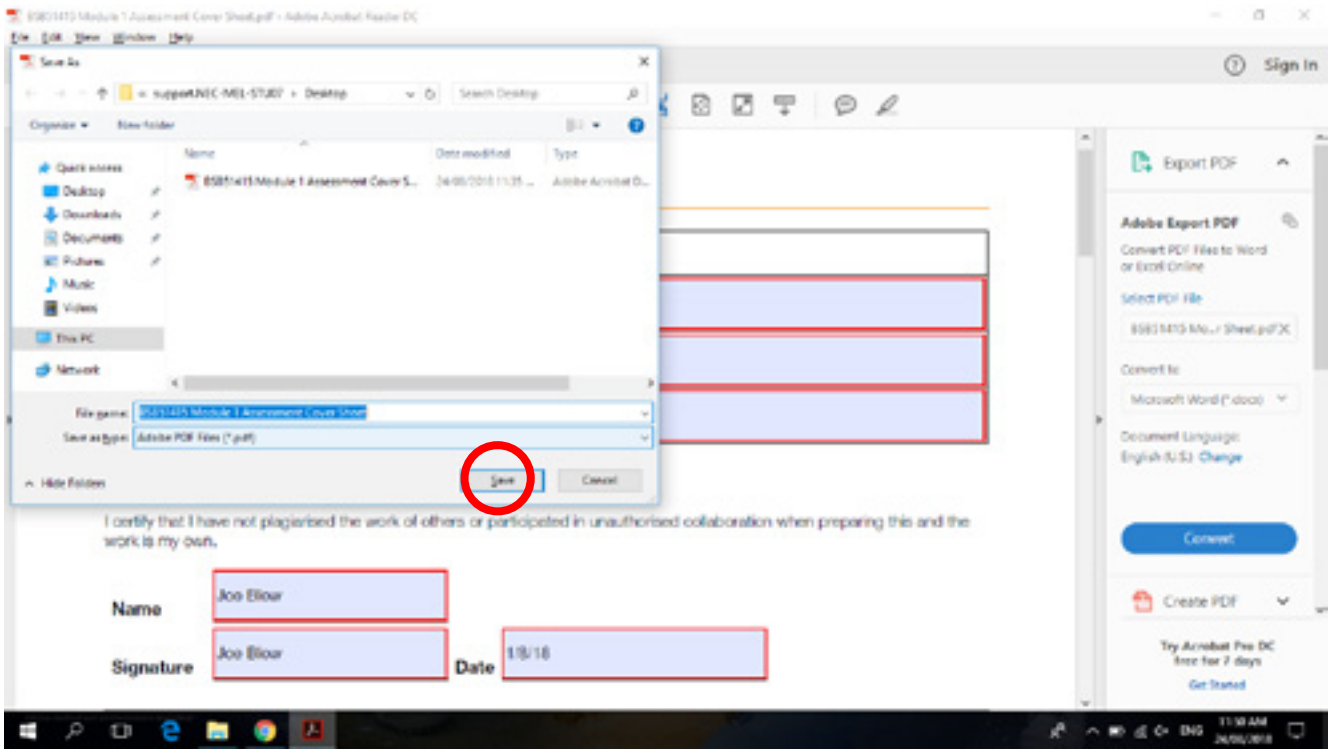
Below the table is the 'Student Declaration' section with the text: "I certify that I have not plagiarised the work of others or participated in unauthorised collaboration when preparing this and the work is my own."

The declaration fields are:

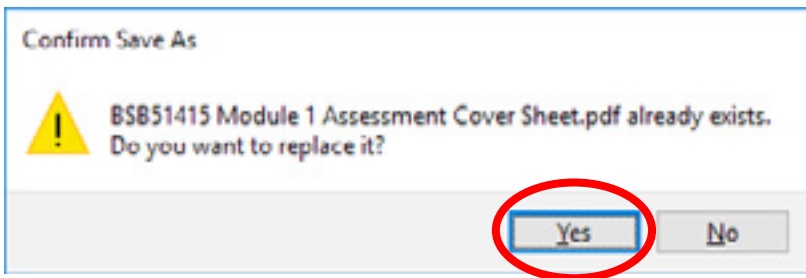
- Name: Joe Blow
- Signature: Joe Blow
- Date: 1/8/18

At the bottom of the form, there are columns for 'Tasks', 'Result', 'Date Marked', and 'Assessor Initials'. On the right side, the 'Export PDF' panel is visible, showing options to convert the PDF to Word or Excel.



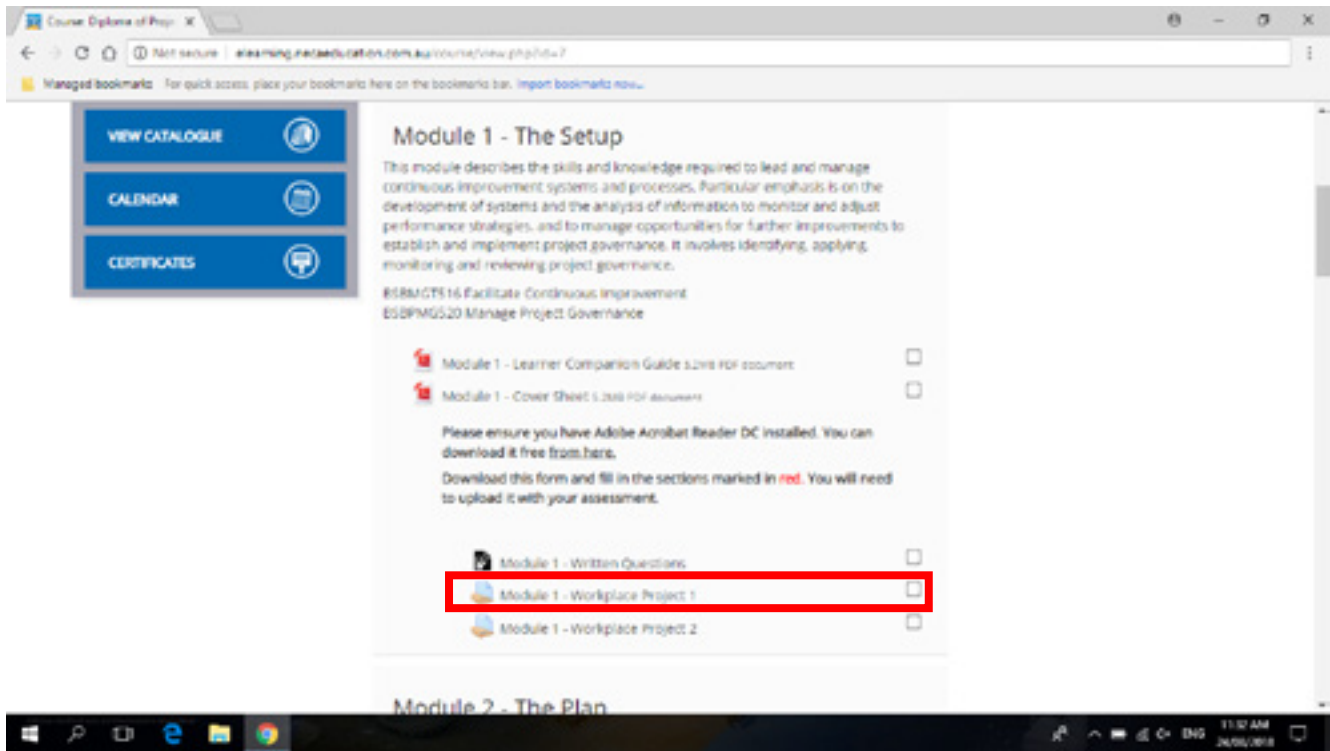


Overwrite the original file on the Desktop. When this box appears, click Yes.

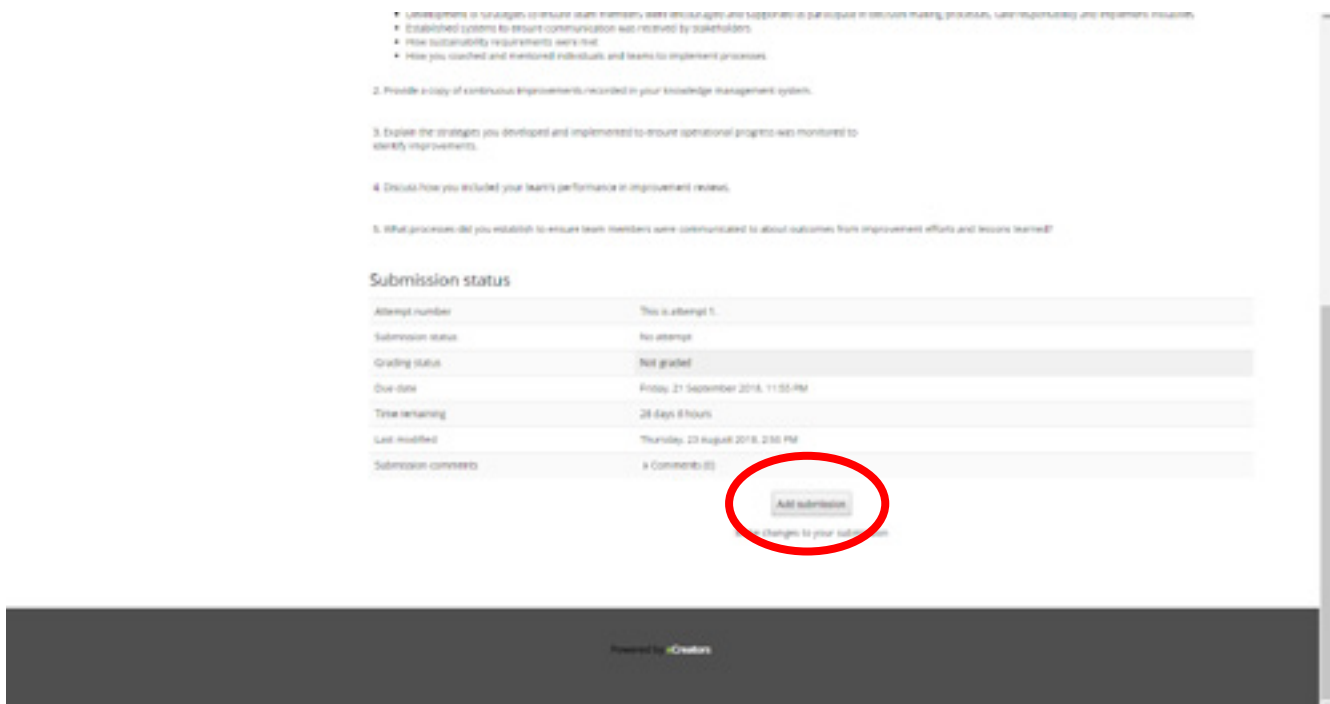


## Step 5

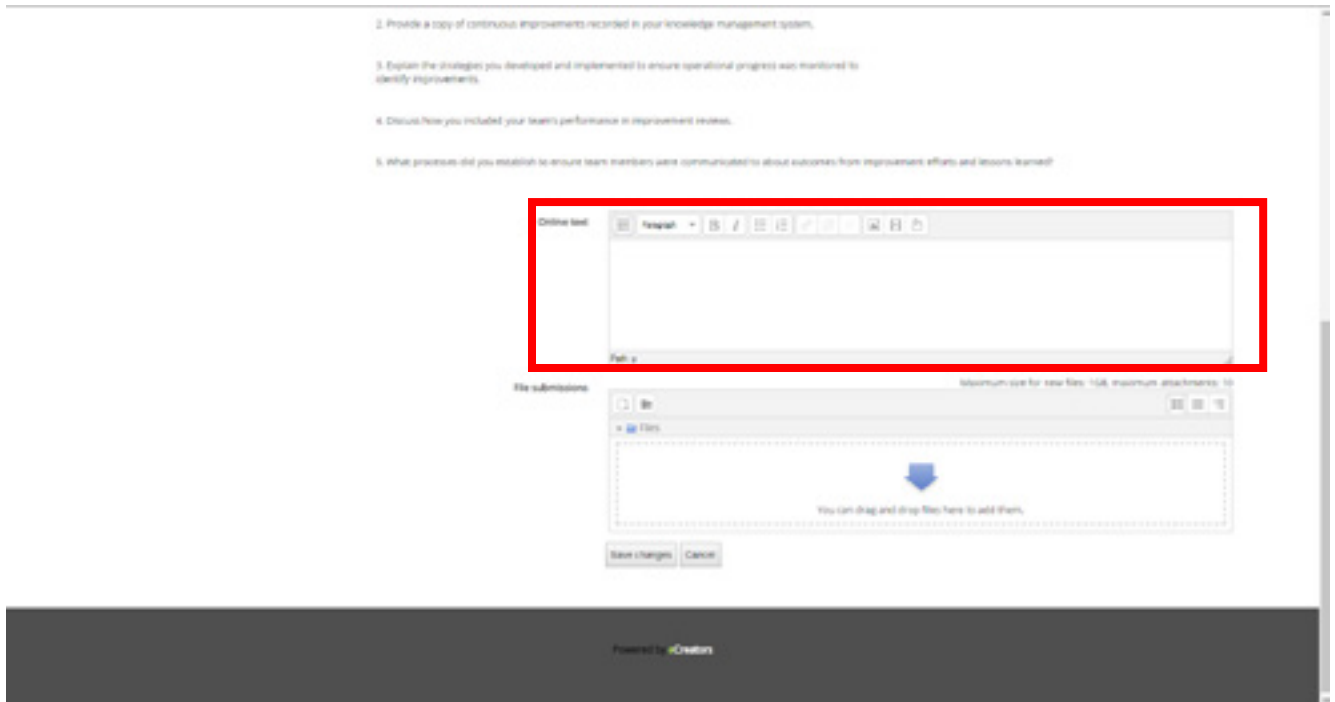
Let's now go back to Pulse. Go to the Assessment you want to submit.



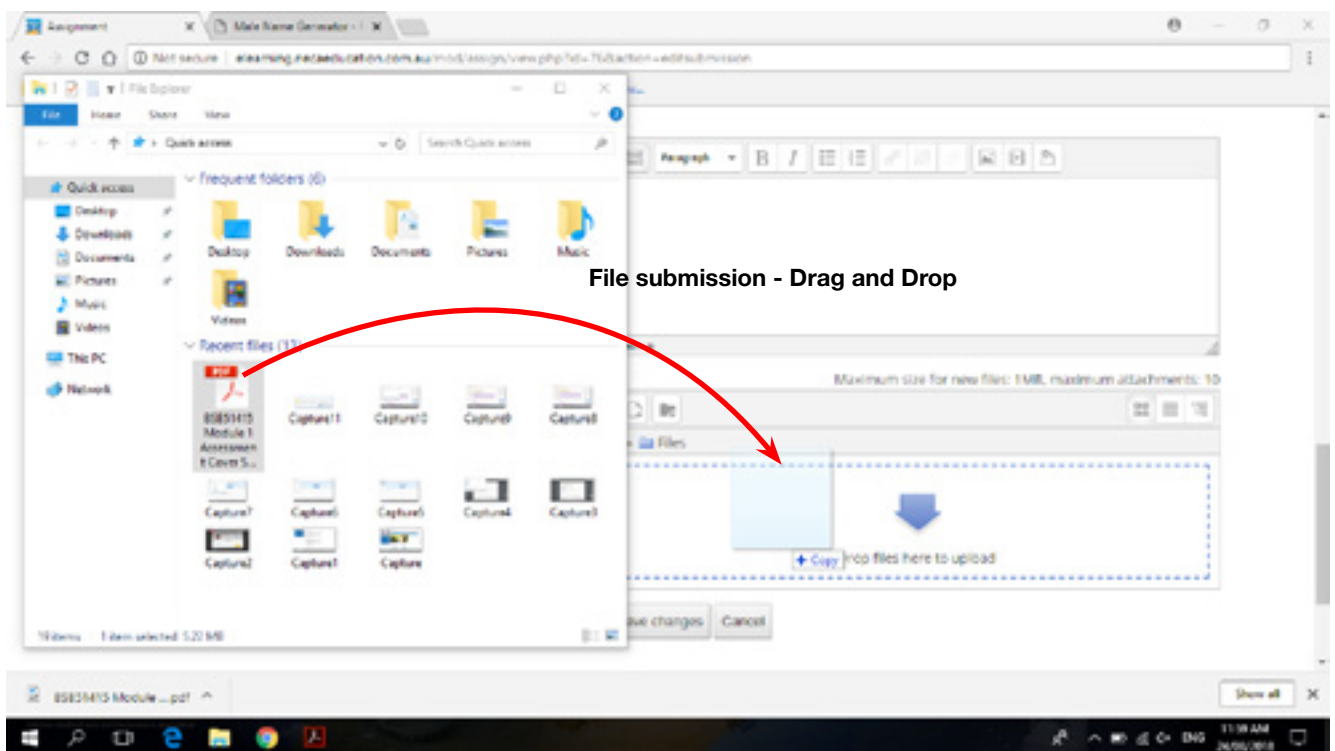
Click into the Assessment and scroll down to the very bottom. You will see information on the submission status. Click on the button below it.



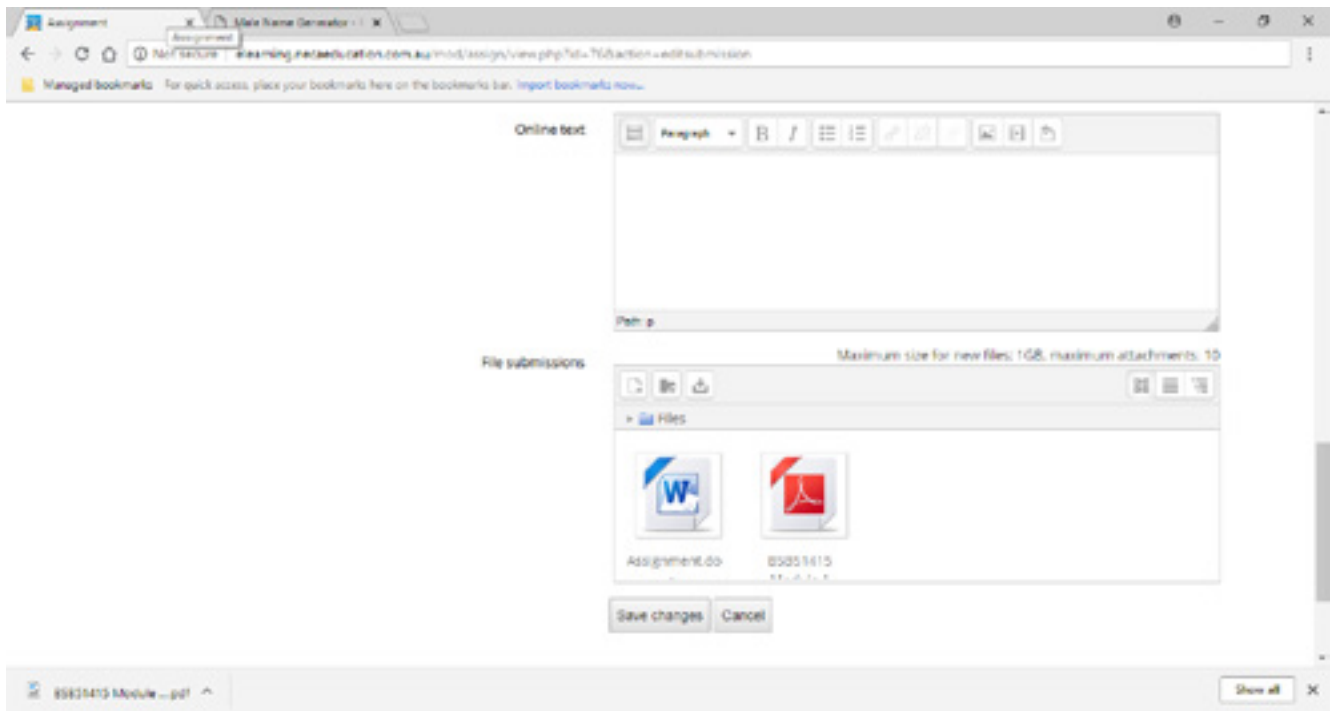
You will now be able to submit your assessment. You can either Copy and Paste text into the “Online text” box, or submit files such as Word documents and PDF files.



Click, drag and drop from your File Explorer into the Pulse file submission box. Alternatively, click on the blue arrow to browse for your files.



Once that has been done, the files will upload and you will be ready to submit. Click on Save Changes to submit your assessment.



If you need to make changes after submission, you will be able to resubmit your assessment before the due date.