



## Terms and Conditions of Assessment

### Ownership and Plagiarism

By accepting these terms and conditions you have declared that your assessment work is your own and contains no material written by another person except where due reference is made. A false declaration may lead to the withdrawal from a qualification.

### Privacy and Confidentiality

AIM WA recognises that it is important for you to know that any information provided by you us is stored securely, maintained accurately and not shared with others without your consent.

In line with our confidentiality contract, our qualified Assessors and AIM WA team members will not use, disclose publish or communicate to any other person any confidential information provided in the assessment submission.

### Further Evidence Required (FER) and Resubmission

Your Assessor will contact you if they require you to submit further information to satisfy the rules of evidence – they will guide you as to how you can go about filling the gaps. Unless agreed between you and the Assessor, the additional evidence must be submitted within four (4) weeks - no additional fee will be applied.

If your assessor then determines that you are Not Yet Competent, you may choose to re-work your submission and resubmit for assessment. Re-assessment is charged per Unit of Competence, at the standard rate.

### Appeals

If you are not satisfied with the outcome of your assessment, you have a right of appeal.

Before deciding whether to appeal an assessment decision, carefully review the reasons for the original decision.

1. Seek further clarification if you do not understand the stated reasons – ask the Assessor to explain their decision in more detail and discuss the areas they feel required more attention or more evidence
2. If you are still not satisfied after hearing the Assessor's explanation then your appeal should be made in writing to the RTO Manager, Assessment Services – within 10 working days of receipt of the original assessment decision and sent to [assessments@aimwa.com](mailto:assessments@aimwa.com)

Any appeal against an assessment decision will be managed in strict confidence.

### Accepting Terms and Conditions

By submitting your first assessment through the AIM WA Assessments Portal, you are accepting the above terms and conditions.