Making an Assessment Decision
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To make an assessment decision ensure you are:

- Logged in
- On the Practitioner’s portfolio Course Folder page

1. Scroll down to find any standards that have the status 'Submitted & Awaiting Review' and click on the standard to open it.

A page will open containing the work uploaded by the practitioner. For every standard submitted for assessment there is a minimum of three documents: **Commentary; Evidence of knowledge; Evidence of application**
2.

Click on the pieces of evidence to open and read them. Once you have adequately reviewed the pieces of evidence, you will then be able to make an assessment decision.

3.

For each individual standard there are three assessment decisions you can select from: **Accept; Clarification; Resubmission**.

Do **NOT** use Partially Accept for any assessment decision.