Naming Your Assessment Components

1. Assessment components must be named correctly in order for them to be organised and sent for correction
2. The following filenames must be used, **no other file names are acceptable**
3. **DO NOT place your name, Student ID or any other word in the file name**

Assessment Component	Filename
The video of Age Group 1	SS3021-video-1
The video of Age Group 2	SS3021-video-2
Work Experience Portfolio	SS3021-work-exp
Parental Consent Forms*	SS3021-consent

*The signed Parental Consent Forms need to be scanned or photographed and placed together in a folder on your PC/Laptop. This folder should then be converted to a 'compressed folder' /zipped folder which will allow you to upload it to the Dropbox link.

Submission Details

1. You will receive an e mail from your Course Coordinator to your UL student e mail account a week to 10 days prior to the date of submission. Once you receive the link you may submit at anytime prior to the submission deadline.
2. When you click the link in the e mail it will open an 'Upload' panel
3. Click on the 'Choose from computer' button and navigate to where your files are saved, click on the Video 1to highlight it and click 'Open' from the bottom of the Dialogue box
4. This will bring you back to the Upload Panel, where you will click '+ Add another file'
5. Click this link and add Video 2
6. Continue to click + Add another file and add your Work Experience Portfolio & Self evaluation
7. Continue to click + Add another file and add your Parental Consent zipped file
8. Enter your name and e mail address in the boxes provided
9. Then click upload
10. Depending on the size of your video file and the speed of your Internet connection this could take anything from 5 minutes to an hour, a progression icon is provided on the panel
11. The panel will tell you that your files have been successfully uploaded
12. You will also receive an automatic e mail from NCEF informing you that your submission has been successful.