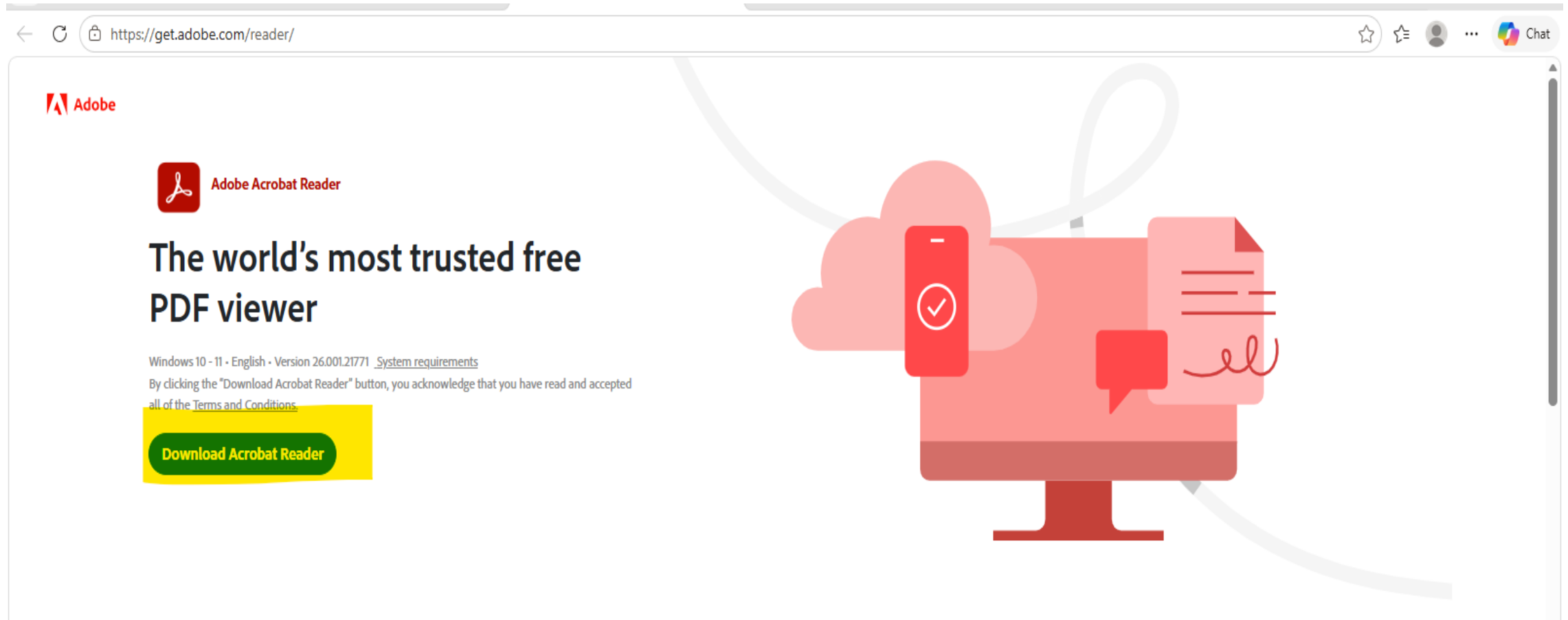


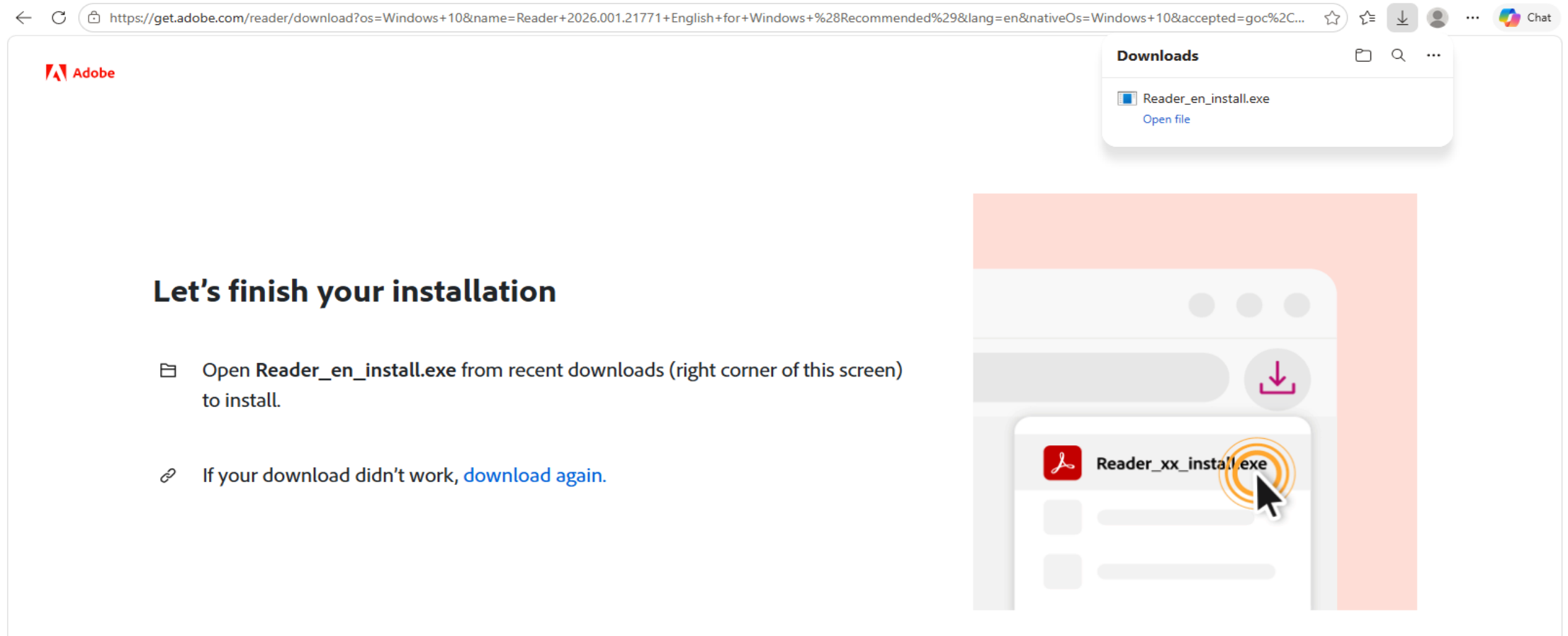
How to Complete and Submit Your Assessment PDF

A step-by-step guide for students

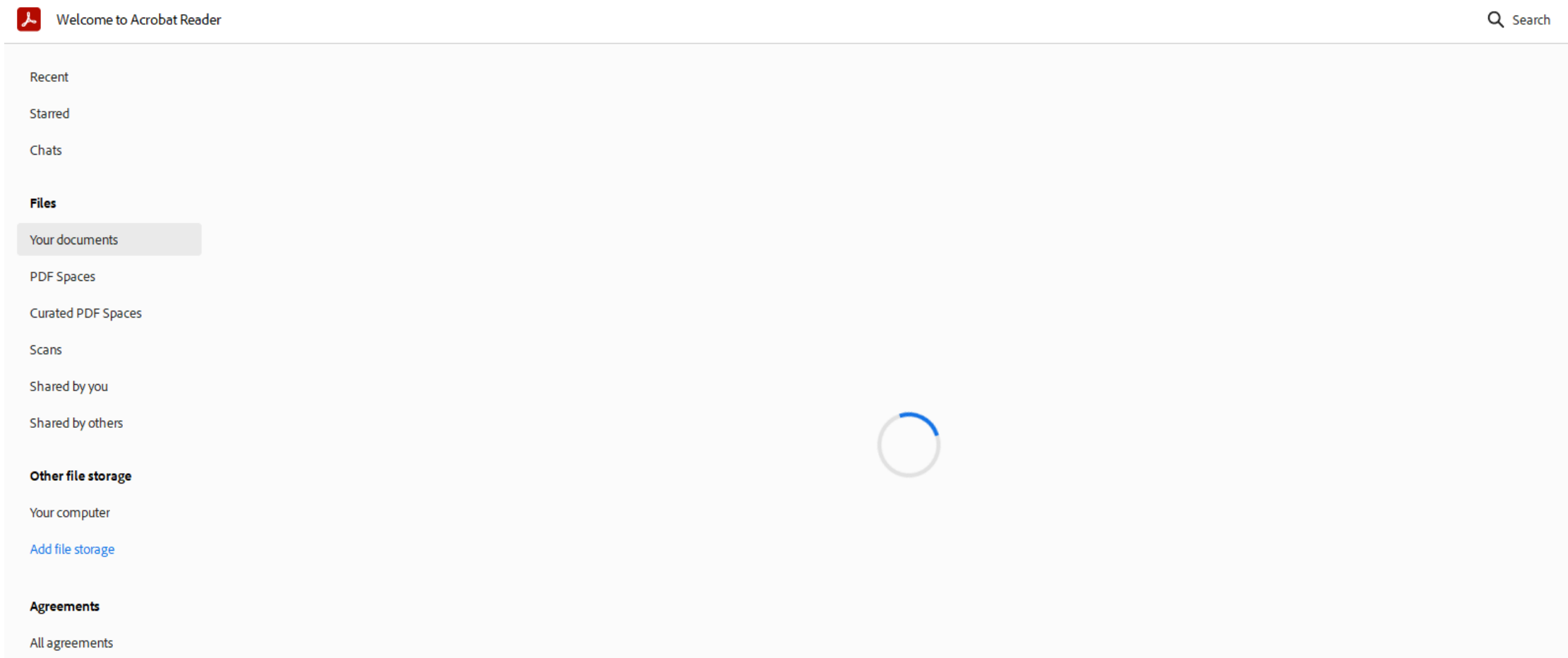
1. Go to <https://get.adobe.com/reader/>
Click on Download Acrobat Reader



2. Downloaded file will be displayed on your browser. Click ‘Open file to begin the installation..’



3. Install Adobe Acrobat on your computer.



4. Once finished, all pdf files can be opened using Acrobat Reader.
5. Open your assessment PDF using Adobe Acrobat. Find Fill & Sign.

The screenshot displays the Adobe Acrobat Reader interface. The top toolbar includes a 'Menu' button, a home icon, a star icon, and a tab labeled 'CHCECE055_Task 1 - Qu...'. To the right of the tab is a '+ Create' button. Further right are icons for help, notifications, and a 'Sign in' button. Below the toolbar, a secondary bar contains 'All tools', 'Edit', 'Convert', and 'E-Sign' buttons. On the right side of this bar are search and tool icons, a 'Share' button, and an 'Ask AI Assistant' button.

On the left, the 'All tools' sidebar is open, showing a list of tools. The 'Fill & Sign' tool is highlighted in yellow. Other tools include 'Add comments', 'Convert to PDF', 'Add a stamp', 'Use a certificate', 'Use print production', 'Measure objects', 'Compare files', 'Add rich media', 'Send for comments', 'Use guided actions', 'Prepare for accessibility', 'Apply PDF standards', 'Add search index', and 'Use JavaScript'. At the bottom of this sidebar is the text 'Convert, edit and e-sign PDF forms & agreements'.

The main content area shows a PDF document titled 'CHCECE055' with the subtitle 'Meet Legal and ethical obligations in children's education and care Student Assessment'. The document is titled 'ASSESSMENT TASK 1 – QUESTIONING'. It features a 'Student Details' table with fields for 'Student ID', 'Group', and 'Student Name'. Below this are sections for 'Conditions of Assessment' and 'Student Instructions for completion', each containing a list of bullet points.

The 'Conditions of Assessment' section includes:

- The student will have access to the relevant learning resources, listed under the learning resource of this document, for this assessment,
- Questions will be completed in the student's own time,
- Responses to the questions must be typed.

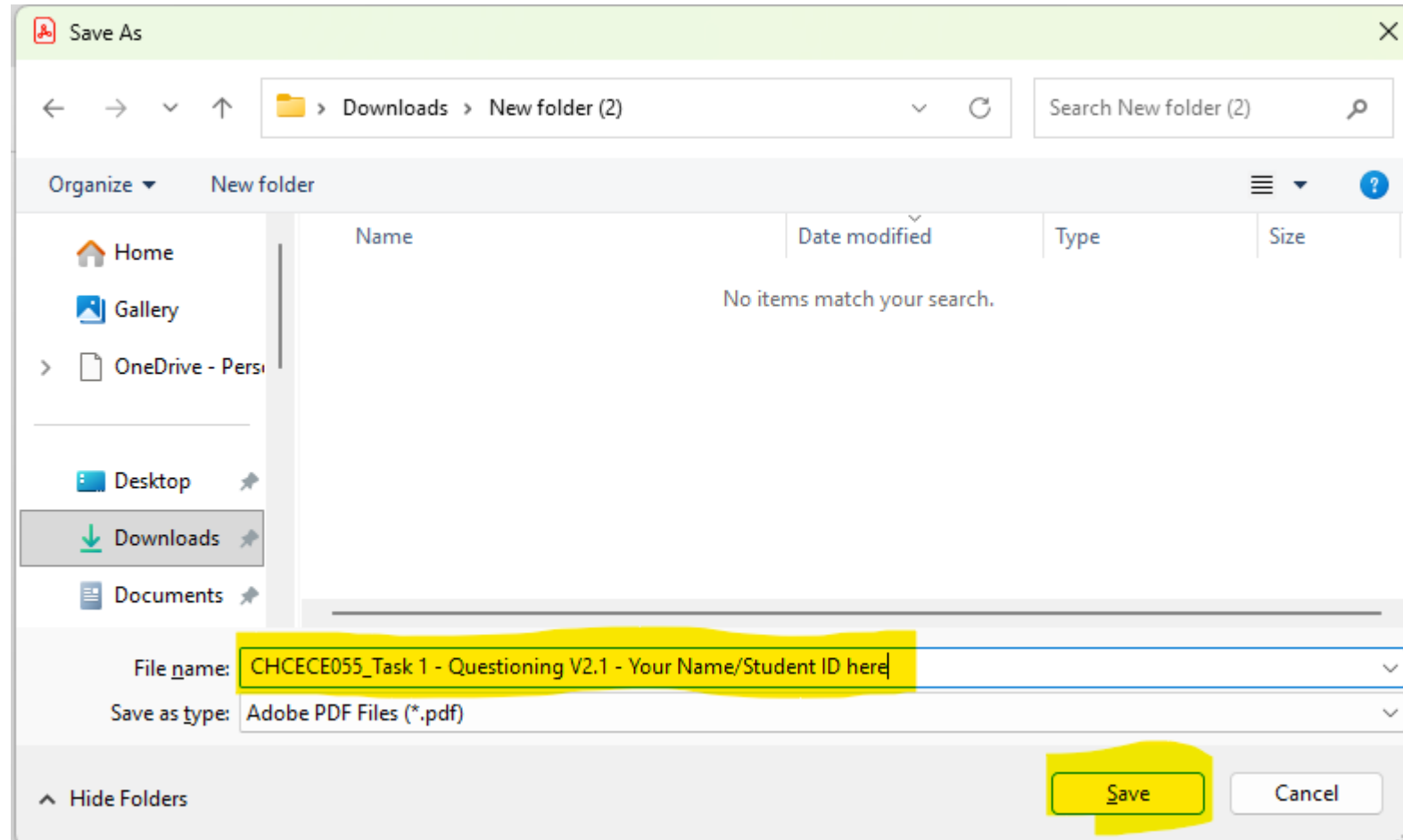
The 'Student Instructions for completion' section includes:

- This task requires you to complete a written response knowledge assessment,
- You are required to answer all questions correctly in Assessment Task 1 – Questioning,
- The questions within this assessment relate directly to the integrated knowledge contained within the unit of competencies and are fundamental to the student's knowledge and performance evidence. Use of correct grammar and spelling is required to demonstrate foundation skills, so please ensure to proofread your answers prior to submission,
- You may have up to three (3) attempts to receive a Satisfactory outcome for this assessment,
- Failure to receive the Satisfactory outcome after the three (3) attempts, the result for the unit will be deemed Not Yet Satisfactory, and you must re-enroll and repeat the unit to be eligible to be assessed again,
- APA referencing must be used where original sources have been used. Do not copy and paste text from any of the online sources. SCEI has a strict plagiarism

On the right side of the document, there is a vertical sidebar with icons for document navigation and a page number indicator showing '1' and '14'.



8. Saving your pdf file. IT recommends students to put their name or student id in the PDF files.



Regards
IT Department