

### **To: FPO Course presenters**

Prompt processing of assessments for the FPO Course is necessary to ensure your timely feedback.

To ensure that we can keep track of assessments submitted you are required to maintain a spreadsheet recording for each assessment the following information:

- participant
- date received
- satisfactory completion
- date forwarded to Course Coordinator.

The Course Coordinator will provide a spreadsheet to presenters listing all the course participants; will be responsible for communication with the course participants and return of assessments.

### **To: FPO Course participants**

The late return of assessments has in the past created administrative problems for course presenters. Moreover, it can impede your timely receipt of feedback, which in some cases is important to your success in other course modules.

- 1) The due date for each assessment will be **4 weeks** from the date the assessment is handed out by the course presenter, unless otherwise indicated.
- 2) Assessments are to be submitted directly to the relevant module presenter, unless otherwise indicated.
- 3) An extension to the due date may be obtained under extenuating circumstances by application to the Course Coordinator, and provided the application is made before the due date. This Course Coordinator will discuss any application for an extension with the relevant Course presenter(s).
- 4) The Course Coordinator will ensure all assessments are returned to participants with appropriate comments from specialists within **8 weeks** of the relevant due date.
- 5) Participants will be deemed to not have 'satisfactorily completed' a module where assessments have not been returned or returned late without applying for an extension.

Chris Grove  
FPO Course Coordinator