

LEVEL 3 ANATOMY AND PHYSIOLOGY  
ASSESSMENT WORKBOOK  
INTRODUCTION AND DECLARATION



DELEGATE NAME	
CIBTAC REGISTRATION NUMBER	



### L3 Anatomy and Physiology

**This document is to be printed out and placed at the front of the Assessment Workbook for each module and at the front of your portfolio.**

Please read all this information before starting your Assessment Workbook.

When you have worked through the audio-visual presentations, made your notes and taken the online Multiple-Choice Question Tests, you should answer the questions in the Assessment Workbook.

It is important for you to remember that you will be assessed on the knowledge from the Multiple-Choice Question Tests and the questions in the Assessment Workbook. Please answer the questions in the Assessment Workbook as fully as you can, but keep your answers relevant to the question.

#### THE SALLY DURANT PLAGIARISM POLICY

The work you submit must be in **your own words** as far as possible and must not be copied from other sources. Copying and pasting from the internet or any other source is not permitted, but we accept that you will need to use some of the words and phrases from the audio-visual presentations in order to answer the questions. If you are suspected of plagiarism, we reserve the right to insist that you repeat the Assessment Workbook in your own words.

Please refer to the full policy in your Student Handbook and on the Student Learning Zone.

Insert your name or electronic signature and the date on the declaration below. This is to verify that the work you are submitting is your own.

I declare that the work I am submitting is my own work and not illegally copied from other sources.

Name/electronic signature \_\_\_\_\_

Date \_\_\_\_\_

## COMPLETING YOUR ASSESSMENT WORKBOOK

When you have finished each Module, you should then complete the corresponding section of the Assessment Workbook. Each Module has its own section of questions in the Assessment Workbook e.g. Module 1 Histology (parts 1 and 2) so you can see clearly which questions belong to each Module.

Completing your Assessment Workbook in electronic form allows you to enter all the information needed to answer the question in detail, and you will be able to save your work securely. As you enter your information, the answer box will expand to accommodate your text and images.

We suggest that you work through each Module, adding into your Student Notes any extra information from the audio-commentary. These notes will be helpful when you answer the questions in the Assessment Workbook.

Your Assessment Workbook will be inspected so you will need to complete it as meticulously as possible. The Assessment Workbook is not graded but full completion is required as it will be presented to the CIBTAC examiner as part of your Portfolio of Evidence. If, on first marking, it is not at the required standard for a Pass, it will be returned to you for improvement.

### Saving your Assessment Workbook

- When you have completed the Assessment Workbook you will need to make sure you have saved your work securely on your computer and on another back-up device.

### Submitting your online Assessment Workbook for marking

- We recommend that you submit your work one Module at a time rather than waiting until the end of the Unit.
- You will need to email your finished Assessment Workbook as an attachment to [marking@sallydurant.com](mailto:marking@sallydurant.com). Please email a **Word** copy (not PDF) to allow your tutor to add comments.
- Make sure it clearly states your full name delegate number and the title of the relevant Course and Module.
- After you have submitted your Assessment Workbook, an email will be sent to acknowledge its receipt.
- When your work is returned to you and a Pass has been confirmed, you must print out the Assessment Workbook. Collate the sections of the Assessment Workbook in numerical order with the front header sheets at the beginning.
- Place the entire Assessment Workbook, containing your marked answers for all the Modules of study, in your Coursework Folder as part of your Portfolio of Evidence. This will be inspected by a CIBTAC Examiner.

Help with Portfolio building can be found in the Student Learning Zone under the heading '**Portfolio Building for the Level 3 Certificate in the Principles of Cosmetic Practice**'.