

# Assessment – Role Play

## Instructions on how to *make the VIDEO recording*

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### ID verification is required.

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- Have your photo ID ready – e.g., drivers licence, passport, or other ID with your name and photo
- At the commencement of your video recording, please hold the photo ID next to your face for 5 seconds
- Note: the volunteer is not required to provide ID verification.

**Note:** *If your ID is not displayed in your recording, the assessment will be deemed 'not yet competent/ not satisfactory' and you will be required to re-record and resubmit.*

### Now that you are ready to record your role play.

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There are 2 Options to record your video.

**Option 1:** Recording the video directly onto the assessment question space.

**Option 2:** Recording the video on another device and upload to your assessment question space.

### Option 1:

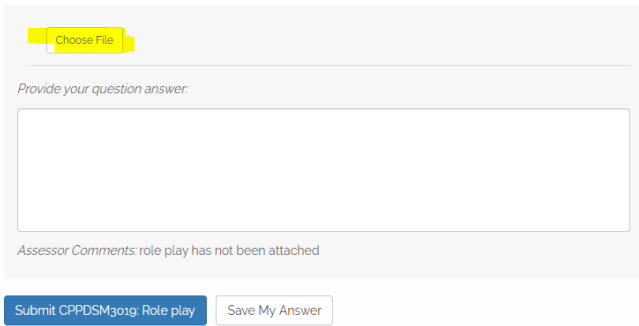
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#### **Recording the video directly onto the assessment question space.**

RETS recommends that you follow the following **6 steps** - on how to record the video on your computer and submit your Role play assessment:

#### **Step 1 – in your assessment space**

You will see the following:



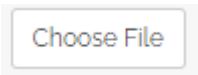
Choose File

Provide your question answer:

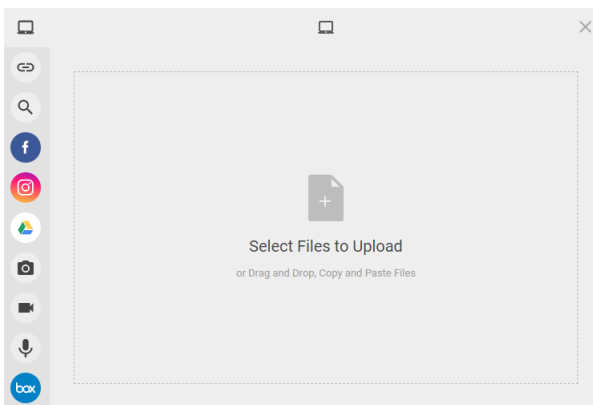
Assessor Comments: role play has not been attached

Submit CPPDSM301g: Role play Save My Answer

CLICK on



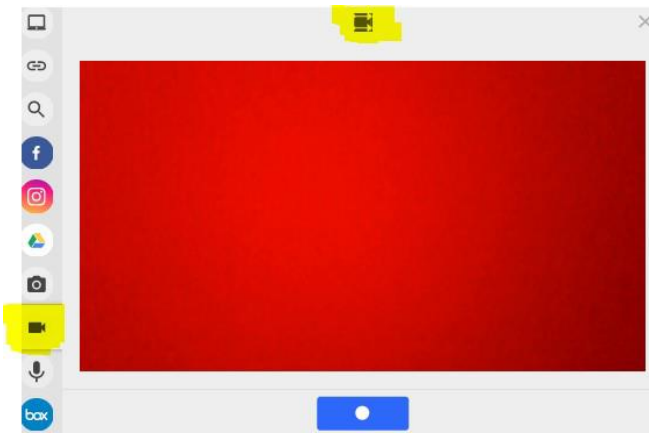
You will then have the following screen:



**Step 2 – CLICK on the ‘video’ icon**



You will then have the following screen:



**Step 2 (a) – if your computer does not have an inbuilt microphone**

You are to insert a microphone in your computer [e.g., a headset]

**Step 3 - When you are ready to record**

CLICK on the blue button with white dot



You will then have the following screen – with a red dot [means it is recording]

BEGIN YOUR RECORDING

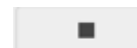
Remember; the recording is to be a maximum of 5minutes

*[you can time this on your own clock]*



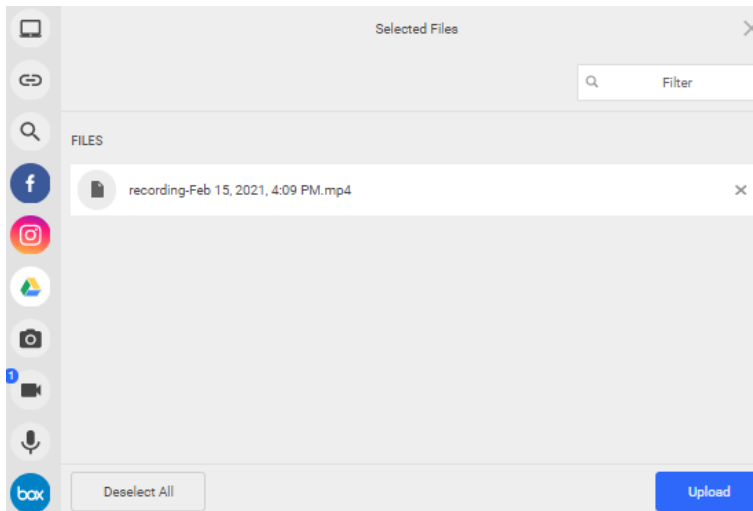
**Step 4 - when you have finished recording**

CLICK on the greyed button with the black square dot

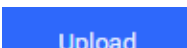


to stop the recording.

And... you will now have the following screen:



### Step 5 – upload your recording

CLICK on upload  and save your recording

### Step 6 – submit your role play recording

If you are ready to submit your role play recording:

1. insert in the comment box – the comment '**attached**'
  - You **must** insert the comment in the comment box for the assessment to 'submit'.
2. CLICK on 'SubmitCPPxxx: Role Play'



You assessor will mark your assessment *satisfactory* or *unsatisfactory*.

**Remember:** if *unsatisfactory* you will have further attempts to resubmit.

## Option 2

### Recording the video on another device and upload to your assessment question space.

You can record the video in another device:


- Save it in your computer
- Upload to the assessment space [as you would a document]
- Remember; the recording is to be a *maximum* of 5minutes
- Remember; to hold your photo ID next to your face for 5 seconds, for verification.

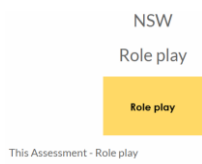
***If you want to review your role play recording before submitting for marking; refer the following instructions.***

## Instructions on how to review your recording

To review your recording, before submitting for marking.

1. Wait a little while; to allow the system to save and file your recording  
*[this may not be visible to you]*
2. CLICK on the 'file title' e.g.;
 


3. It may take a little while to save and file...  
Or
4. You can CLICK on 'save my answer' [Save My Answer](#) ...and it will take you back to the course.
5. Here, it will list the assessment/s you are yet to complete
6. CLICK on the Assessment role play...and it will take you back to the assessment space, as per below...



7. Scroll to the bottom of the page/screen and CLICK on 'continue CPPxxxx: Role Play'

Continue CPPDSM3019: Role play

8. You can download and review

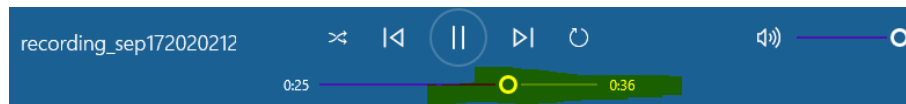
9. If you are ready to submit your role play recording -click on 'Submit CPPxxxx: Role Play'

Submit CPPDSM3019: Role play

10. Note: the recording must be a **maximum** of 5 minutes.

You can also, view the length of the recording when you review the recording...

It may look like this...



## Our Contact details

If you have some queries, please contact us.

It is best to first send a message in your eCampus dashboard with your query, so that we can be ready to assist you.

P: 1300 850 980

E: [admin@rets.com.au](mailto:admin@rets.com.au)

