

COMMERCE PRESENTATIONS AND PUBLICATIONS



PROCEDURE IN RELATION TO CPAP ASSESSMENT SERVICES

Once CPAP receive a firm order, accompanied by a **school order number**, we will assign an assessor to the project. The order should include details relating to the exam, including the **date of the exam**, the **desired date of return** and the **VCAA or CPAP exam** to be used. [Note: the exam must either be a recent VCAA examination or a recent CPAP examination.]

Once the exams have been completed by the students, they should be packed into an **Express Post satchel** (see image below) and the satchel should also include a separate self-addressed satchel to facilitate the prompt return of the examinations by our assessor. The satchel should also contain the relevant solutions/marketing guide.



The satchel should be sent directly to the address of the relevant assessor (the address will be provided after an assessor has been appointed to the job) who will return the corrected (and annotated exams) in the self-addressed satchel.

The turnaround time for each job will depend on the workload of our Assessor(s), and the complexity of the relevant job. For example, a shorter turnaround time is expected for assessment using the **Basic** Assessment Package where there are relatively few papers to assess (e.g. under 20), while a longer turnaround time is expected for **Basic +++** or **premium** packages. However, CPAP assessors attempt to achieve a turnaround time of 5-7 working days (not including transit time).