How to submit your Written Assessment in Moodle

Use this guide when submitting your **Written Knowledge Assessment**.

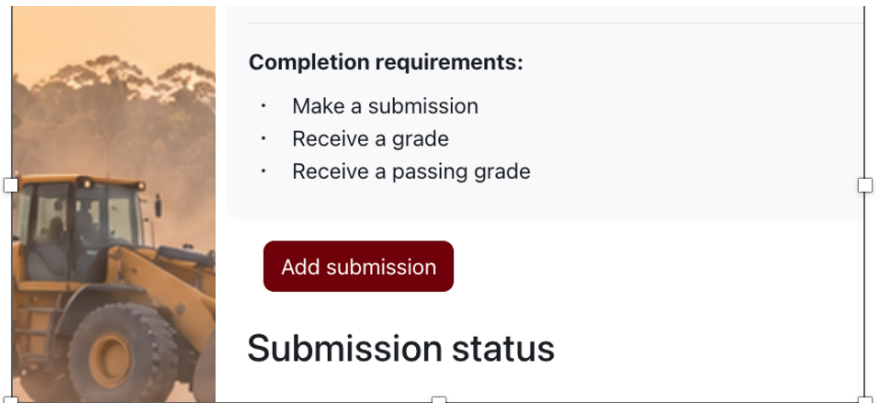
1. Download and complete your assessment

Open the Written Knowledge Assessment activity in your Moodle course.

Download the Word document, answer the questions and save the file using your full name and unit code, for example **RIIMPO318_John Smith.docx.**

2. Start your upload

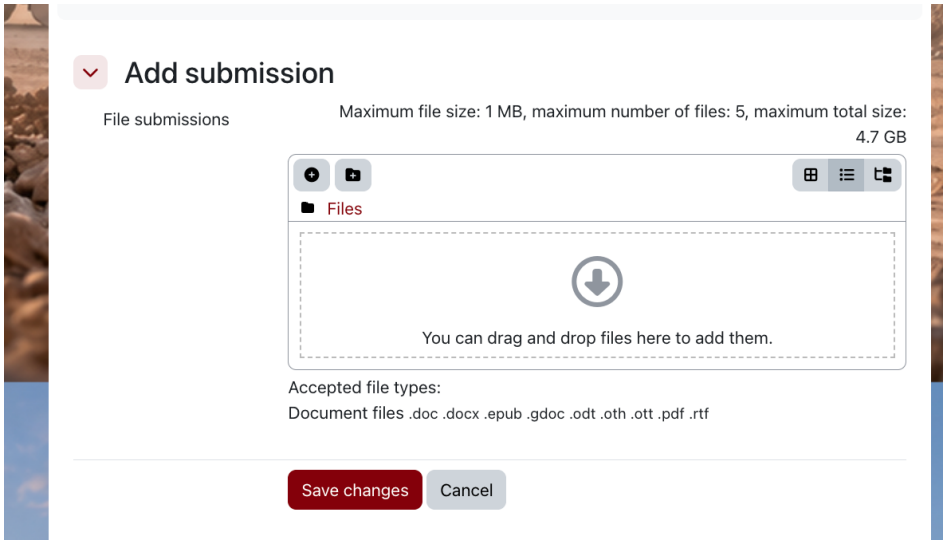
Select Add submission. This opens the area where you can upload your completed Word document.



3. Choose your completed document

Select the **plus (+) button in the Files box** or **drag your completed Word document** into the upload area.

Check that you have selected the completed document, not the blank original.

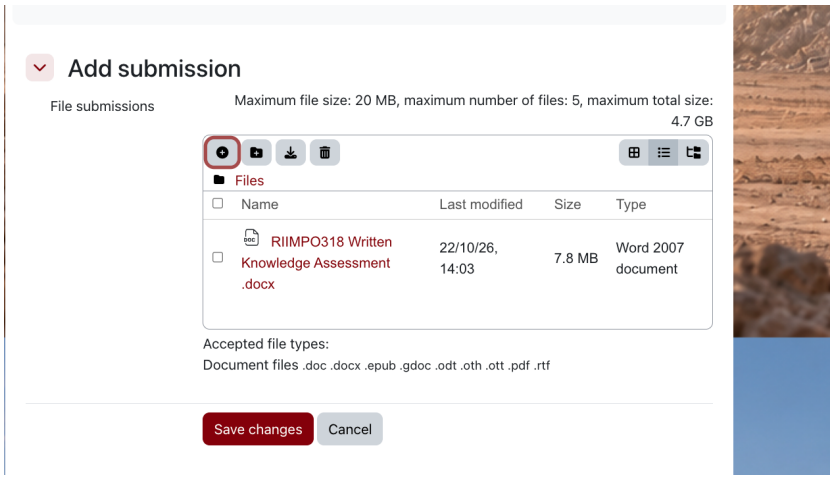


Upload and save your work

4. Check your file is attached

Your file name should appear in the Files area.

Check that the name and document are correct, then select Save changes.

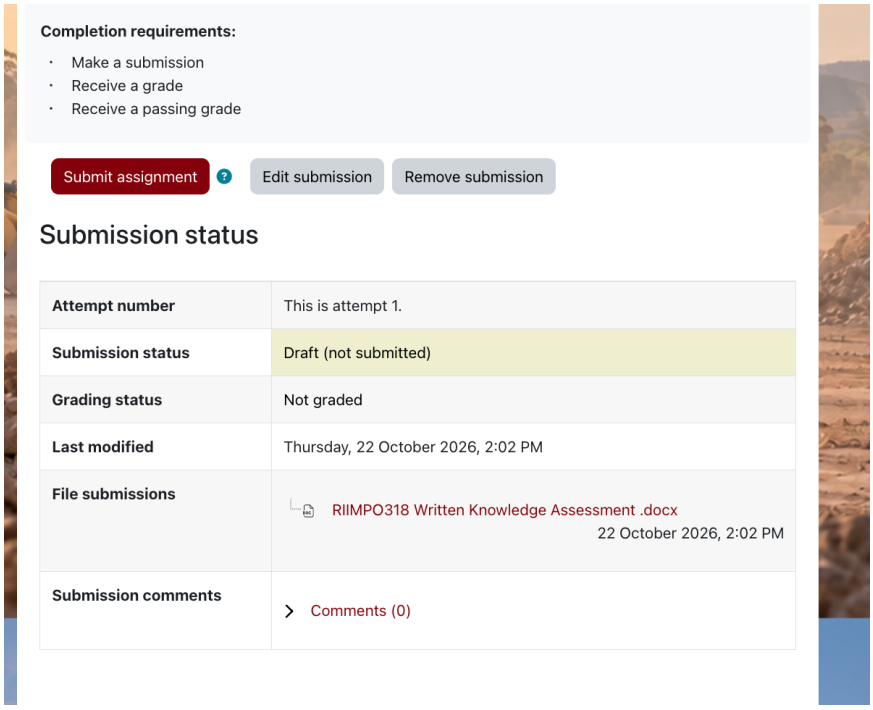


5. Submit your assignment

After saving, **Moodle may show Draft (not submitted).**

This means your file is saved but has NOT been submitted for marking.

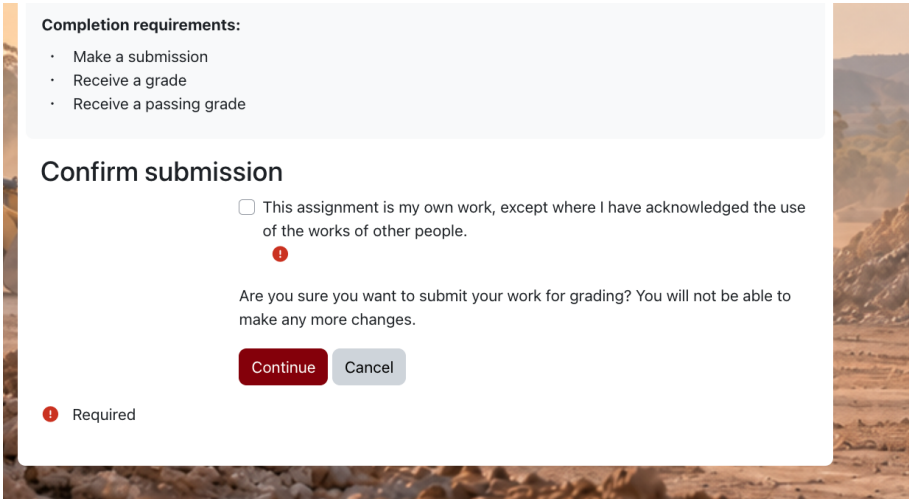
Select Submit assignment.



Confirm your submission

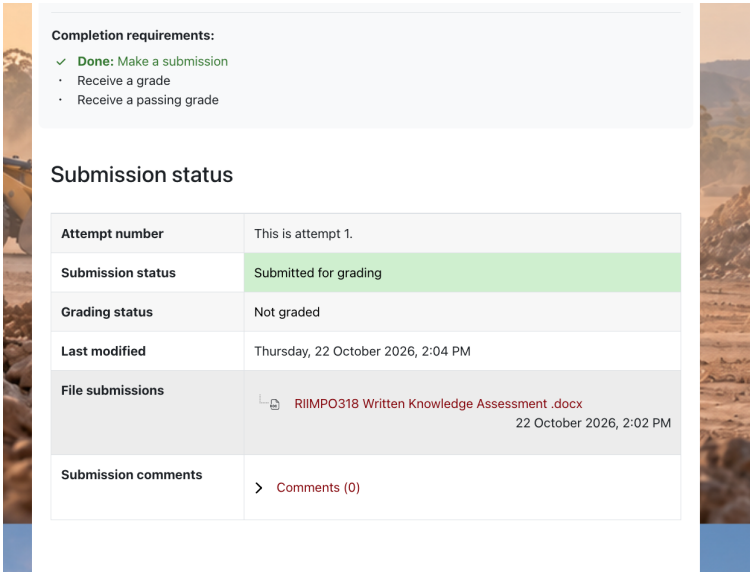
6. Confirm that the work is yours

Tick the declaration confirming the work is your own, then select Continue. After final submission, you cannot change the file unless the assessor allows another attempt.



7. Check that Moodle received it

Your Submission status must show Submitted for grading (green). Grading status may say Not graded until your assessor reviews the work.



Important: A file showing as Draft (not submitted) has not been sent for marking. Always check that the status says Submitted for grading.

If you need to correct an answer later: Review your assessor's feedback and wait until another attempt is made available. Update the questions identified, then upload and submit your revised Word document.