

ASSESSMENT COVER SHEET

Please ensure this form is fully completed (including signature) prior to submitting.

This page should be on the front of your assignment and needs to be easily accessible.

Student ID Number		Class Number	
Student Name		Due Date	
Course code & Title		SSC code	
Unit of competency			
Assessment Task Name & Number			
Submit format	Paper <input type="checkbox"/>	Hand in to Trainer	Hand in to Office

Plagiarism

Plagiarism is the act of representing as one's own original work the creative works of another, without appropriate acknowledgement of the author or source.

Collusion

Collusion is the presentation by a student of an assignment as his or her own work, which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct and as such both parties are subject to disciplinary action.

Plagiarism and collusion constitute cheating. Disciplinary action will be taken against students who engage in plagiarism and collusion as outlined in the College's policies.

Student Declaration

When you submit your assessment here you are declaring that:

1. This assessment task is my own work based on my personal study/research and not the work of another student and/or source
2. I have acknowledged all materials and sources used to prepare this assessment task
3. I have not plagiarised or copied any part of this assessment task from the work of any other student or source either.
4. This assessment task has not previously been submitted
5. I am aware of the requirements set out in the unit outline and explained by the trainer
6. I have kept a copy of this assessment task for my own records in the event I have to reproduce my work.

Students Signature _____ Date _____

Assessment Results Tracking for Assessors and Administration – Refer to the marking guide for assessor's comments

<input type="checkbox"/> Draft Due Date: Assessor comments:	<input type="checkbox"/> Submission Due Date: Date Submitted: Assessor mark: Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> NS*	<input type="checkbox"/> Re-submission Due Date: Date Submitted: Assessor mark: Result: <input type="checkbox"/> Satisfactory <input type="checkbox"/> NS*
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Please indicate a reason for Not Yet Satisfactory (NS): (Please select)

- NS – after academic penalty
 NS – after resubmission
 NS – not submitted