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ASSIGNMENT COVER SHEET

DATE/TIME RECEIVED

Postmark: ____/____/____

Please complete all sections below and attach to the front of your assignment before submitting. Where the assignment is submitted electronically, a completed copy of this cover sheet must either accompany the submission or be mailed to the lecturer. No assignments will be graded without a completed cover sheet.

Unit Name: _____ **Unit Code:** |___|___|___|___|___|___|___|___|

Unit Lecturer's Name: _____

Assessment Item No.: _____ **Due Date:** ____/____/____

Required Word Count: _____ **Actual Word Count:** _____

Student Number: |___|___|___|___|___|___|___| Enrolment: ☐ On Campus ☐ Off Campus

Student Name: _____

DECLARATION

I, _____ hereby certify that this assignment is my own work, based on my personal study and/or research. I have acknowledged all materials and sources used in the preparation of this assignment whether they are books, articles, reports, lecture notes, or any other kind of document or personal communication. I also certify that the assignment has not been submitted for assessment in any other subject or at any other time in the same subject and that I have not copied in part or in whole or otherwise plagiarised the work of other students and/or other persons.

Signed: _____ Date: _____

EXTENSION REQUESTS

Assessment Item Number: _____ Due Date:_____

Extension Granted: N Y (Please attach copy of the form) Amended Due Date:_____

Extension Approved by:_____ Approval Date:_____

MARKER'S USE ONLY:

Name: _____

Letter Grade Given:_____

Second Marker:_____
(If required)

Letter Grade given: _____

Tick where appropriate:

☐ Submitted late without extension – grade reduction enforced.

☐ Submitted late without extension – returned to student to seek extension / special assessment.

☐ Suspected plagiarism: to be referred to assessment board.

☐ Returned to student to be resubmitted by: ___/___/___
For the following reasons: _____
_____

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