



Assessment Cover Sheet

Complete ALL information requested and attach to the front of the assessment.

Course Name/Code:

Unit Name/Code:

Student Name: Student ID:

Email Address: Phone Number:

Trainer Name: Assessment Received By:

Date Submitted: Due Date:,

Is this Assessment Overdue? N Y If Yes,

Reason:

Plagiarism is prohibited, where plagiarism is formally recognised as the 'presentation of thoughts or works of another as one's own' and this may

include (but is not limited to):

- Copying or paraphrasing material from any source without due acknowledgment
- Using another's ideas without due acknowledgment
- Working with others without permission and presenting the resulting work as though it was completed independently
- Working with others with permission and not accurately crediting each person's contribution to the final work

Should it be alleged that you have plagiarised, the matter will be investigated in accordance with the Institute's plagiarism policy and procedure.

Should it be found that you have plagiarised, penalties will apply.

Declaration: I hereby state that the *assessment booklet* I have submitted is *entirely my own original work* and understand the consequences for falsely submitting others/plagiarized assessment.

Student Signature:

Date of Submission:

Note: A late fee of \$100 applies for every week if Submission is Overdue.

Student – complete details to enable receipt of submission

SUBMISSION RECEIPT:

COURSE NAME/ CODE:

UNIT NAME/CODE:.....

STUDENT NAME:**STUDENT ID:**

TRAINER'S NAME: **DUE DATE:**

SUBMISSION DATE: **RECEIVED BY: (print name)**

SIGNATURE: