



Assessment Cover Sheet

Student ID Number		Class Batch	
Student Name		Unit code & Title	
Course		Due Date	
Module		Trainers Name	
Assessment Task Title		Assessment Task No.	

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 schools policies. See "Student Discipline/Misconduct Policy" and "Assessment Policy"

Student Declaration

When you submit your assessment the student will be required to sign a declaration stating

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 by my trainer
6. I have retained a copy of this assessment task for my own records in the event I have to reproduce my work.

Students Signature _____ Date _____

Assessment Tracking – Refer to the marking guide for assessor's comments

<input type="checkbox"/> Draft	<input type="checkbox"/> Submission	<input type="checkbox"/> Re-submission
Due Date:	Due Date:	Due Date:
Comments:	Date Submitted:	Date Submitted:
	Final Mark:	Final Mark
	Result:	Result:
	<input type="checkbox"/> Competent	<input type="checkbox"/> Competent
	<input type="checkbox"/> NYC*	<input type="checkbox"/> NYC*

Please indicate a reason for Not Yet Competent (NYC): (Please select)

NYC – after academic penalty

NYC – after resubmission

NYC – not submitted in instructions