

# HAND IN - ASSESSMENT TASK COVER SHEET



Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Year/Class: \_\_\_\_\_ Subject: \_\_\_\_\_

Assessment Topic/Number: \_\_\_\_\_ Weighting: \_\_\_\_\_

Date Due: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date Submitted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

## Guidelines for completing Assessment Tasks

**Academic Integrity** – being honest, trustworthy and responsible in your approach to all work.

**Plagiarism** - copying or using another person's work and submitting it as your own without recognising or acknowledging them.

**Collusion** - unauthorised collaboration involving working with others without permission to produce work together that is then presented as individual work by the student. Collusion is a form of plagiarism. You should not allow any other student to copy your work.

**Plagiarism and Collusion in producing work is unacceptable.**

## KEEP A COPY OF ALL WORK

**If you are away on the day of a hand in task you should contact the TLC and organize to email or Edmodo a copy of the task and then submit the original on your return to school.**

The penalty for plagiarism and / or collusion may be a zero mark for the whole or part of the assessment task.

See your Assessment Handbook on the College website or ipad for the guidelines for all assessment including late or non-submission.

I hereby declare that all material in this assessment is my own work, except for where I have acknowledged and referred to the work of others. I have read the College Assessment Policy as outlined in the Assessment Handbook and understand the penalty for not following these guidelines.

Student Signature: \_\_\_\_\_

✂..... Tear off Slip

## Student to fill out & keep for their records

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Task Topic/Number: \_\_\_\_\_ Subject: \_\_\_\_\_

Task Submitted to: \_\_\_\_\_ Teacher's signature: \_\_\_\_\_