



Assessment Coversheet & Feedback Form

THIS FORM MUST BE ATTACHED TO ALL SUBMITTED WRITTEN WORK WITH ALL AREAS COMPLETED
NB: AN INCOMPLETE FORM MAY SEE WORK RETURNED OR MAY TAKE LONGER TO ASSESS

FAMILY NAME:	FIRST NAME:
STUDENT NO:	CONTACT PHONE NO:
COURSE NAME:	EMAIL ADD:
ASSESSMENT TITLE:	GROUP ASSESSMENT: <input type="checkbox"/> Yes <input type="checkbox"/> No
TRAINER/ASSESSOR'S NAME:	ASSESSMENT TASK No.:
UNIT CODE:	EXTENSION GRANTED UNTIL (Date)
DUE DATE: Signature of Trainer/Assessor
COURSE END DATE:

(Please note that it is your responsibility to retain copies of your assessments.)

STUDENT'S DECLARATION

- This submission is my own work and does not involve plagiarism or collusion.*
- All sources used by me have been documented.
- This piece of work has not previously been submitted for assessment in this or any other subject.
- I give permission for my assessment to be scanned for electronic checking of plagiarism.*
- I understand that plagiarism and collusion constitute cheating.*
- I understand that disciplinary action will be taken against students who engage in plagiarism.*

Student Signature: _____ **Date:** _____

ACADEMIC STAFF USE ONLY – Feedback Comments to Student

Satisfactory

Not Satisfactory

Trainer/Assessor's Name _____ **Trainer/Assessor's Signature** _____ **Date** _____

*COPY OF WORK

Please ensure that a copy of all work has been made prior to submission through assessment boxes. On rare occasions, assessments may be lost in the system and in such cases you will be required to provide a second copy.

*PLAGIARISM

Plagiarism is the presentation by the student of an assessment that has been copied in whole or in part from another student's work, or from any other source (e.g. published books or periodicals or internet sites) without due acknowledgement in the text.

*COLLUSION

Collusion is the presentation by the student of an assessment as his/her own work which is in fact the result in whole or part of unauthorised collaboration with another person or persons.