



ASSESSMENT TASK COVER SHEET

(To accompany all tasks not completed under exam conditions)

Student's Name		Homeroom	
Subject		Teacher's Name	
Task Number		Date Due	
Assessment Topic			

Guidelines for completing Assessment tasks

- **Academic Integrity** – being honest, trustworthy and responsible in your approach to all work.
- **Plagiarism and Collusion in producing work is unacceptable.**
- **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.

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

Late or Non-Submission of an Assessment Task

The guidelines and procedures for all assessment tasks are included in the Assessment Handbooks.

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 Diary and Assessment Booklet and understand the penalty for not following these guidelines.

Student Signature _____ Date _____

- This page must be completed and attached to ALL formal assessment tasks other than in-class tests or examinations.

KEEP A COPY OF ALL SUBMITTED WORK

RECEIPT (Student to detach and retain as proof of submission)

Student's Name: _____ Subject: _____ Task No. _____

The above task was submitted on _____ at _____.

Teacher's Name: _____ Teacher's Signature: _____