Assessment Cover Sheet (HE) Template

MELBOURNE POLYTECHNIC

This Cover Sheet can only be used for assessment(s) which cannot be submitted through Moodle					
Student ID:		**Family Name:**		**Given Name:**	
Course Name:					
Subject Code:		**Subject Name:**			
Lecturer's Name:					
Assessment Title:					
Due Date:		**Date submitted:**			

Academic Integrity:	What is academic integrity? | Tertiary Education Quality and Standards Agency (teqsa.gov.au), accessed 14 October, 2022. **Refer to the *Student Academic Integrity (HE) Policy* and *the Student Discipline Policy* for further information.**
Privacy Statement:	The information on this form is collected for the primary purpose of assessing your assignment. Other purposes of collection include recording your plagiarism and collusion declaration, attending to administrative matters and statistical analyses. You have a right to access personal information that Melbourne Polytechnic holds about you, subject to any exceptions in relevant legislation. Refer to the *Student Privacy Statement*.
Late Submission:	Assessment items submitted after the due date without an approved extension and / or special consideration will be penalised 5% per working day up to a total of ten (10) working days. If the item is submitted after 10 working days, the assessment item will not be marked, and a fail grade awarded. Assessment (HE) Procedure Section 3. Extension to due date of Assessment.
Student Declaration:	I understand that: • If there is any doubt as to the authenticity of any piece of my assessment then I can be orally examined. • Assignments without cover sheets will not be marked. • Cheating, plagiarism and other acts of academic misconduct are subject to Melbourne Polytechnic disciplinary action. • Penalties apply for late submission of assessment and that this could result in a fail grade being awarded.

Student Signature:		**Date:**	

Assignment Receipt
If you require a receipt for your assignment please complete the section below and have it signed/stamped at the School Office.

Student Name:		**Student ID:**	
Subject:			
Assessment Title:			