

## Assessment and Report Cover Sheet

1. Complete all of the details below - **No assessment will be accepted unless this form is completed in full, signed and dated.**
2. Submit assessments to your lecturer either in person, via email or via Turnitin

<b>STUDENT ID:</b>	<b>NAME OF STUDENT: (PRINT CLEARLY)</b>	
	FAMILY NAME	OTHER NAME(S)
<b>UNIT CODE:</b>	<b>NAME OF LECTURER:</b>	
<b>RECEIVED BY:</b>	<b>TITLE/TOPIC OF ASSESSMENT:</b>	
<p><b>"I certify that the attached assessment is my own work and that any material drawn from other sources has been fully acknowledged"</b></p>		
<b>Signed:</b>		<b>Date:</b>

### PROCEDURES AND PENALTIES FOR LATE ASSESSMENTS

1. Students who wish to defer an assessment must make an application, in writing, to the Unit Coordinator for an extension of the date for submission.
2. Students applying for an extension of not more than one week after the due date of submission, must obtain approval from the Course Coordinator.
3. Late submission of assessments (without approval) shall incur a penalty as detailed in the Student Handbook.
4. Lecturers will undertake to return your work within 2 weeks of due date.

### ACADEMIC MISCONDUCT

Academic integrity is highly valued at ECC – this means students are required to behave in an ethical manner during their studies. Academic Misconduct can be defined as any conduct that is dishonest or unfair and includes...

1. plagiarism
  - paraphrasing or copying text without adequately stating the source
  - copying any text of another student's work
  - copying visual representations (e.g. cartoons, drawings, photos, paintings, software code)
2. unauthorised collaboration
3. cheating in assessment
4. fraudulently submitting the work of another person
5. purchasing assignments or paying another person to write an assessment
6. theft of another student's work, and/or
7. any other fraudulent assessment practices

**All forms of cheating, plagiarism or collusion are regarded seriously and could result in penalties including loss of marks, exclusion from the unit or cancellation of enrolment. Lecturers may submit assessments into *Turnitin* – this program scans and records your work to find a match against electronic works of others on the internet.**

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### ASSESSMENT RECEIPT BY LECTURER

*Optional: May be completed by the student as proof of submission to the Lecturer.*

<b>UNIT TITLE:</b>	<b>NAME OF STUDENT:</b>	
	FAMILY NAME	OTHER NAME(S)
<b>LECTURER'S SIGNATURE:</b>	<b>NAME OF LECTURER:</b>	
<b>DATE:</b>	<b>TOPIC OF ASSESSMENT:</b>	