Instruction for use: These instructions should be deleted from the completed assessment cover sheet.

This template is to be used by teaching sections to create an assessment cover sheet for assessments where the student is not present at the time of assessment. For group assessment, add additional rows to accommodate for additional student name, ID, date and signature. The cover sheet will provide the student with general instructions and records the student’s declaration of originality. The cover sheet must be attached to each assessment paper (page 1), be signed by the student/s and retained by the teaching section.

|  |  |  |
| --- | --- | --- |
| **Qualification:** | [Example: Certificate IV in Business BSB40207] | |
| **Unit of Competency:** | [Example: BSBLED401A Develop Teams and Individuals] | |
| **Assessment Task:** | [Example: Task 1 : Project] | |
| **Assessment Date/Submission date:** |  |  |

**General Instructions:**

* Complete all tasks detailed in the following pages
* Fill in this assessment cover sheet and submit with your completed assessment task
* Sign the declaration
* Submit the completed tasks within the due date

|  |  |
| --- | --- |
| **STUDENT ORGINALITY DECLARATION:** Please tick to indicate that you understand the following statements:  I declare that:  🞏 The attached [assessment type] is **my own work,** except where I have cited the original source (check with your teacher as appropriate citation is different for different courses).  For the purposes of assessment, I give the assessor of this [assessment type] permission to:  🞏 Reproduce my work and provide a copy to another member of staff, and  🞏 Validate the [assessment type] for its authenticity which may include communicating a copy of my work to a checking service (which may keep a copy of my work on its database for future plagiarism checking). | |
| **Student Name:** |  |
| **Student ID:** |  |
| **Student Signature:** |  |
| **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Outcome:** | For UOC being assessed by multiple assessment activities, each activity will be reported as Satisfactory or Not Satisfactory  **🞏 [Satisfactory] 🞏 [Not Satisfactory] 🞏 Resubmission (RS)** | | | |
| For UOC being assessed for the final result it will be reported as AC (Competent) or NC (Not yet competent)  **🞏 [Competent - AC] 🞏 [Not Yet Competent-NC] 🞏 Resubmission (RS)** | | | |
| **Assessor Name/ Signature:** |  |  | **Date:** |  |