



Assessment Cover Sheet

Lodgment

All written work must be lodged in the assignment drop box outside the BSB Student Office (Room G27 Biological Sciences Building) on the due date at the time specified by your lecturer/tutor – if no time is specified work must be lodged by 4:30pm on the due date. This cover sheet should be securely attached to the front of the assessment. We will not be responsible for any missing pages due to assignments not being stapled. It is essential that the code and name of the course be clearly indicated on the coversheet. Work with an incorrectly filled-out coversheet may not be marked. It is your responsibility to ensure you keep a backup copy of all submitted work.

Late Submission

If your work is submitted after a specified submission deadline, the work may or may not be marked, at the discretion of the course coordinator. Similarly, there may or may not be a penalty, again at the discretion of the course coordinator. If medical grounds preclude submission of a report by the due date, contact should be made with the course authority as soon as possible. A medical certificate will be required for late submission on medical grounds and must be appropriate for extension period.

Student Number	DUE DATE
Surname	Given Name
Course Code/Name	Assessment Lecturer/Tutor
Assessment Title	

Declaration

I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere or previously, or produced independently of this course (e.g. for a third party such as your place of employment) and acknowledge that the assessor of this item may, for the purpose of assessing this item:

- *Reproduce this assessment item and provide a copy to another member of the University; and/or*
- *Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).*

I certify that I have read and understood the University Rules in respect of Student Academic Misconduct. I have a backup copy of the assessment.

Signature:

Date: / / 2011

See information about plagiarism & Academic Misconduct on the Learning Centre website <http://www.lc.unsw.edu.au/plagiarism/index.html>
Please Note: You must sign the coversheet and so agree with the statement. Unsigned work may not be marked.

Office Use	Mark
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