

## ASSIGNMENT COVER SHEET

<b>Code No. &amp; UNIT TITLE</b>	<b>NAME OF STUDENT</b>
<b>NAME OF LECTURER</b>	<b>DUE DATE</b>
<b>Assignment Topic:</b>	
I certify that the attached assignment is my own work and that any material drawn from other sources has been acknowledged. I hereby give permission for the College to make a copy of this assignment for quality assurance purposes.	<b>Signature of Student:</b>

Copyright for assignments remains the property of the student. Should further reproduction of an assignment be required by the College, appropriate authorisation will be sought from the student.

### POLICY PROCEDURES AND PENALTIES ON LATE ASSIGNMENTS

Students should refer to the Late Assessment Items Policy and the Deferral of Assessment Items Policy for full details. Details below are summary from these policies and should be used in conjunction with these policies.

1. To avoid penalties for late assessment make an application in writing on the 'Application for Extension of Assessment Item' form for an extension of the submission date.
2. Deferral of assignments for not more than one week requires the written approval of the lecturer.
3. Deferral of assignments for more than one week also requires the written approval of the Academic Dean.
4. Assignments submitted after the normal date without an approved 'Application for Extension of Assessment Item' form attached will be treated as a late assignment. Late assignments incur a penalty of 10% of the value of the assignment for the first week overdue and shall not be awarded more than 50% if submitted in the second overdue week. Assignments more than two weeks late will not be accepted with the result the student will automatically fail the unit (See Late Assessment Item Policy).
5. Where a student has been granted a deferral of an assignment (points 1 or 2 above), the assignment must be submitted no later than the extended date and be submitted with the approved 'Application for Extension of Assessment Item' form attached. Assignments submitted after the approved extension date will not be accepted, with the result the student will automatically fail the unit.

The lecturer may comment, where appropriate, on the following aspects of the work submitted. Not all aspects will be relevant in every case.	Outstanding	Excellent	Very Good	Good	Satisfactory	Unsatisfactory	The ticks in the various boxes are to provide guidance to students. They are NOT necessarily indicative of weightings toward the final grade.
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<b>ITEMS RELATING TO CONTENT:</b>							
Topic clearly understood and logically argued							Topic misunderstood and/or argument illogical
All aspects of topic thoroughly covered							Many aspects of the topic neglected
A high level of critical and/or original thinking							Little evidence of critical and/or original thinking
Well aware of relevant interpretations and views							No evidence of relevant wider reading
Concepts and terminology clearly understood							Concepts and terminology confused/not understood
Arguments carefully validated							Arguments unsupported by evidence

<b>ITEMS RELATING TO STRUCTURE, MECHANICS &amp; PRESENTATION: (Up to 20% may be deducted)</b>							
Good introduction and conclusion							No introduction or conclusion
Citations accurate and appropriate							Citations inadequate or inappropriate
Length within required limits							Too long / Too short
Correct grammar, spelling and punctuation							Obscure / unacceptable grammar, spelling or punctuation
Format acceptable / legible, clean copy							Unacceptable format / untidy, often illegible copy

Lecturer's comments:
