

Please complete section below:

Course Code: _____

Course Name: _____

Due Date: _____ Assessment Item #: _____

Course Tutor: _____

Course Convenor: _____

Study Period or Session 1 2 3 4

DATE RECEIVED:

Postmark:

Please provide your **STUDENT NUMBER** here:

Student Name: _____

Address: _____

ACADEMIC INTEGRITY DECLARATION

Breaches of academic integrity (cheating, plagiarism, falsification of data, collusion) seriously compromise student learning, as well as the University's assessment of the effectiveness of that learning and the academic quality of the University's awards. All breaches of academic integrity are taken seriously and could result in penalties including failure in the course and exclusion from the University.

Students should be aware that the University uses text-matching software to safeguard the quality of student learning and that your assignment will be checked using this software.

I acknowledge and agree that the examiner of this assessment item may, for the purpose of marking this assessment item:

- reproduce this assessment item and provide a copy to another Griffith staff member; and/
- submit this assessment item to a text-matching service. This web-based service will retain a copy of this assessment item for checking the work of other students, but will not reproduce it in any form.

Examiners will only award marks for work within this assignment that is your own original work.

I, hereby certify that:

- except where I have indicated, this assignment is my own work, based on my personal study and/or research.
- I have acknowledged all materials and sources used in the preparation of this assignment whether they be books, articles, reports, lecture notes, or any other kind of document or personal communication.
- I have not colluded with another student or person in the production of this assessment item unless group work and collaboration is an expectation of the assessment item.
- this assignment has not been submitted for assessment in any other course at Griffith, or at any other University or at any other time in the same course without the permission of the relevant Course Convenor.
- I have not copied in part or in whole or otherwise plagiarised the work of other students and/or other persons.
- I haven't made this piece of work available to another student without the permission of the Course Convenor.

Providing this declaration falsely is considered a breach of academic integrity.

I have retained a copy of this assessment item for my own records.

Acknowledged by: Enter name _____
(insert name here)

Date: _____

Where the item is submitted electronically Clicking "I Agree" constitutes an electronic signature for the purpose of assignment declaration compliance.

STUDENT CONSENT

(to be completed by the student before their essay, assignment or other work is uploaded to an internal/online learning University website or used for the purpose of moderation (not to be used if there is to be public access to the work))

At Griffith the use of assessment exemplars by academic staff is encouraged to inform students' understanding of the performance standards associated with learning and achievement in the course. An assessment exemplar is an authentic example, actual sample or excerpt, of student work that has been annotated to illustrate the ways in which it demonstrates learning, achievement and quality in relation to the intended learning outcomes (including graduate outcomes) for the course. Assessment exemplars may be made available in a range of ways. In order to collect assessment exemplars students are asked to consent, on every assessment item submitted, for their work, without disclosure of the contributor's identity, to be used, and reproduced as an assessment exemplar for standard setting and moderation activities.

I acknowledge that for the purpose of standard setting and moderation activities the examiner of this assessment item may wish to store, reproduce, annotate, and communicate my work to others, including future students, without disclosure of my identity.

- I consent to my Work, Insert title of Assignment item without disclosure of my personal details, being stored, reproduced annotated and communicated within the University's secure online learning environment.
- I do not consent to my Work, Insert title of Assignment item being stored, reproduced annotated and communicated within the University's secure online learning environment.

Acknowledged by: _____
(insert name here)

Date: _____

Where the item is submitted electronically Clicking "I Agree" or "I do Not Agree" constitutes an electronic signature for the purpose of student consent.

Extension Requests:

Assessment Item Number: _____

Due Date: _____

Extension Granted: Y N

Amended Due Date: _____

Extension Approval Number: _____

Extension Approved by: _____ Approval Date: _____

Examiner's Use Only:

Name: _____

Mark Given: _____

Second Examiner:
(if required) _____

Mark Given: _____

Tick Where Appropriate:

- Submitted late without extension – returned to student to seek extension /special assessment.
- Suspected plagiarism: referred to the Course Convenor.
- Returned to student to be resubmitted by:
_____ (date) for the following reasons:

Examiner's Comments:

The easiest way to use this cover sheet is to paste your assessment item here - just delete ALL red text. Make sure you fill out all necessary fields, and 'sign' the document where asked by typing your name.

Ensure you check your page numbering and headers/footers once you have merged the two documents.

IMPORTANT: Don't copy and paste this document into your assessment item – copy and paste your assessment item into this document.

Please start your assessment item here (**delete ALL RED TEXT FIRST**)