

Assignment Cover Sheet

Please complete all sections below and attach this cover sheet to the front of your assignment. Please ensure that TWO (2) copies of your assignment are submitted.

Student ACT ID number:	
Subject code:	Subject title:
Title of assignment:	
Word limit (word count required):	Word count actual:
Lecturer:	
Date due:	Date submitted:

Regulations:

- Essays must conform to the requirements of the ACT (refer to the relevant ACT Handbook in the library or website).
- Essays should be typed and double-spaced with a margin. All pages should be numbered.
- Should you anticipate difficulty in meeting the due date, an “application for late submission” form must be submitted to the lecturer before the due date.
- Assignments submitted after the due date without approval will be subject to late penalties. No assignment will be accepted later than 3 weeks after the due date.

Declaration:

By submitting this document you are affirming that you agree with the following statement:

“The following assignment, of which I have kept a copy, is entirely the work of the undersigned and that all sources of ideas and expressions are duly acknowledged. I declare that I have read and understood the ACT’s Academic Misconduct Policy (http://www.actheology.edu.au/i_policies.htm).”

OFFICE USE ONLY:

Received by:..... Date:

Assignment Marking Report

Presentation (as required)	Very good (D, HD)	Good (C)	Acceptable (P+, P)	Requires improvement (bare P or F)	Comments
Documentation (footnotes / endnotes)					
Bibliography (where required)					
Structure					
English expression					
Content (as required)					
Synopsis (where required)					
Understanding of issues involved in and relevant to the topic					
Presentation of a clearly reasoned argument					
Engagement with relevant secondary literature					
Evidence of thinking for oneself					
Engagement with primary sources					
Conclusion					

General comments:

Result:

Mary Andrews College internal letter grades:

A++ (95%+), **A+** (90-94%), **A** (85-89%), **A-** (80-84%), **B+** (75-79%), **B** (70-74%), **B-** (65-69%), **C+** (60-64%), **C** (55-59%), **C-** (50-54%), **D** (45-49%), **F** (0-44%)

Mark: _____ Letter Grade: _____ Penalty (& reason): _____

(Note: Only the letter grade will be given to the student.)

Signed: Date: