

## 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](http://www.actheology.edu.au/i_policies.htm)).”

### OFFICE USE ONLY:

Received by: ..... Date: .....

### Result:

Grades: **HD** (High Distinction, 85+%), **D** (Distinction, 75-84%), **C** (Credit, 65-74%), **P+** (Pass Plus, 58-64%), **P** (Pass, 50-57%), **F** (Fail, 0-49%)

Mark: \_\_\_\_\_ Grade: \_\_\_\_\_ Penalty (& reason): \_\_\_\_\_  
(Note: Only the grade will be given to the student.)

Signed by marker: ..... Date: .....