

Assignment Cover Sheet

Please complete all sections below and attach this cover sheet to the front of your assignment. Please ensure that **ONE (1) paper copy** of your assignment is submitted to your lecturer, **plus** a copy of it **emailed** to your lecturer.

Student ACT ID number: _____

Unit code: _____ Unit title: _____

Assignment Number: _____

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 2 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:

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%)

Grade: _____ Penalty (& reason): _____

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

Signed by marker: Date: