

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 current MAC student handbook or relevant ACT Handbook in the library or website).
- Essays should be typed and double-spaced with a margin. All pages should be numbered consecutively.
- Should you anticipate difficulty in meeting the due date, an “application for late submission” form must be submitted to the Principal (jackiestoneman@mac.edu.au), **before** the due date.
- Assignments which exceed the word limit by more than 10% will attract a penalty of 10% of the total possible marks.
- Assignments submitted after the due date (and time) without approval will be subject to late penalties. No assignment will be accepted later than 14 days after the due date.
- No resubmission is allowed on failed assignments.
- You need to read and understand the ACT’s Academic Misconduct Policy found on the ACT website at: <https://myportal.acttheology.edu.au/FileDownload/9e7b5938-7a34-4222-8d3b-72163fb353c3/academic-misconduct-policy>

Disclaimer: You are required to read and sign the following disclaimer:

“The following assignment, of which I have kept a copy, is entirely the work of the undersigned and all sources of ideas and expressions are duly acknowledged in footnotes.”

Signed: _____ Date signed: _____

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: