



ASSESSMENT COVER SHEET

ALL details MUST BE COMPLETED or assessment task will be returned.

Student name			
Module			
Lecturer/Trainer			
Course			
Level (1,2 or 3)		Assessment Task No	
Topic (as per subject outline)			
Required words		Actual No of words	
Date Submitted		Due date as per module outline	
Approved Extension Date (If extension has been granted)			
Note: Marking penalties apply for assessments lodged after the due date.*			
<u>DECLARATION BY STUDENT:</u> <i>I certify that this assessment task is my own work in my own words. All sources have been acknowledged and the content has not been previously submitted for assessment to Tabor College or elsewhere. I also confirm that I have kept a copy of this assessment task.</i> Signed:			
Submission Details: All assessment tasks must be submitted with the cover sheet via email as a pdf (Portable Document Format) document on the email address – assessment@tabornsw.edu.au In the email subject line please include: your name, module name, assessment task no & due date			
<u>Office use only:</u> <i>This assessment task was received:</i> <input type="checkbox"/> Up to one week late and will receive a 10% mark deduction <input type="checkbox"/> Two weeks late and will receive a 20% mark deduction <input type="checkbox"/> Three to four weeks late and will receive a maximum mark of 50% <input type="checkbox"/> Over four weeks late and no marks will be awarded * Students note: You have until the first week of the following term to appeal any penalty with the Registrar.		Office Use – Date stamp:	