

Assessment Cover Sheet

ASSESSMENT INFORMATION

Assessment Identification:

Assessments must have the following information in the footer of the document:

- Page numbering
- Unit ID / Assessment number / Student ID

Assessment Submission:

All assessments must be submitted via *myHETI*, the Learning Management System (LMS), through the Turnitin submission point.

A completed Assessment Cover Sheet must be submitted with each assessment.

If you experience any difficulty in submitting your assessment, please contact your Education Support Officer or IT Department.

All requests for extensions must be made **prior** to the assessment due date using the "[Application for Extension](#)" form.

STUDENT DETAILS

Title:	Surname:		
Given Names:		Student ID:	
Street Address:			
Suburb:		State:	Postcode:
Country:	Home Phone:		Mobile:
Email:			

UNIT DETAILS

Unit Code:	Unit Name:
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ASSESSMENT DETAILS

Assessment No:	Assessment Title:		
Word Length Submitted:	Due Date:	Extension Date:	Date Submitted:

DECLARATION

I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere.

I acknowledge that the assessor of this item may provide a copy of this assessment to another party for the purpose of assessing this item.

I certify that I have read and understood the assessment information found in the Unit Learning Guide and detailed in the following policies (available via the website: <http://www.heti.edu.au/policies-and-procedures>).

- Assessment Policy
- Referencing Styles Policy
- Academic Misconduct Policy

SIGNATURE (if submitting electronically, type your name in place of signing)

Signed:	Date:
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ASSESSMENT RECEIPT

An assessment receipt is available through the Turnitin submission point for assessment:

- Click on 'My Submissions' tab
- Click on similarity % to open/view report
- Click 'Print/Download' icon (bottom left) to print receipt/report

OFFICE USE ONLY

ESO Signature:	Date Received:	Entered in Database:
Note if late and no extension:		