
 Gold Coast Institute of TAFE	<h1>Student Assessment Cover Sheet and Feedback</h1>	 TAFE Queensland Queensland Government Department of Education, Training and the Arts
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Referenced in [PR-084 Learning and Assessment Procedure](#)
[PR-083 Student Assessment Policy](#)
[FM-063 Request for Assignment / Assessment Extension](#)
[FM-050 Completed example of this form](#)

This form **must** be attached to the front of all submitted assessments. Hard copy assessments must be handed to your teacher or placed in the locked assessment box at the Faculty. Assessments may be submitted electronically if this is acceptable by your teacher. If emailed, an electronic signature must be applied to this cover sheet. **Exception:** Online submission of assessments are exempt from using a GCIT Assessment Cover Sheet as the learning management system acknowledges receipt of your submission. NB: You are advised to keep a copy of this assignment in a secure place.

IMPORTANT: THIS FORM MUST BE COMPLETED IN FULL FOR YOUR ASSESSMENT TO BE PROCESSED			
STUDENT TO COMPLETE:			
Faculty:			
Teacher Name			
Student Name		Student Number	
Names of other Students (if part of authorised group work)			
Student Address (Optional – if you have changed your address)			
Student Telephone No.		Student email	
Program Name (eg Diploma of Building)		Program Code	Day of Class:
Module/ Unit Name	Module/Unit Code	Class	Time of Class:
Assignment Title		Date Due	Date Submitted
First Submission <input type="checkbox"/>	Flexible Delivery <input type="checkbox"/>	Extension Authorised?	Extension Due Date
Resubmission <input type="checkbox"/>		No <input type="checkbox"/> Yes <input type="checkbox"/> FM-063 to be completed	
<p>STUDENT DECLARATION I declare that:</p> <ul style="list-style-type: none"> No part of this assignment has been copied from any other person's work, except where due acknowledgment is made in the text No part of this assignment has been written for me by any other person except where such collaboration has been authorised by the teacher The signature applied to this assignment cover sheet is my own. This assignment has not been submitted for any other studies at GCIT or any other institution I agree to abide by the program/unit assessment policy <p>If any of the above statements are found to be false it will be regarded as misconduct under Section 17.1 of the TAFE Qld Student Rules and will be subject to disciplinary action as outlined under Section 17.5 of the Student Rules</p> <p>Disclaimer The Department of Employment, Training and the Arts (DETA) is collecting the information on this form for Assignment purposes. Only authorised departmental officers have access to this information and the Department will be forwarding this information to DETA departmental officers. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.</p>			
Student Printed Name _____			
Student Signature _____		Date _____	

RECEIPT - STUDENT TO COMPLETE:			
Student Name			
Program Name & Code			
Course Name & Code			
Assignment Number/Title			
First Submission <input type="checkbox"/>	Second Submission <input type="checkbox"/>		
OFFICE USE ONLY:			
Faculty:	Name of Staff Member receiving assessment:	Staff Member Signature:	Date Received:
<p>YOUR FIRST ATTEMPT, ORIGINAL ASSIGNMENT <u>MUST</u> BE ATTACHED TO THE RESUBMISSION. Resubmissions will only be granted if the teacher considers that you have made a genuine attempt at the first assignment.</p>			

