

Assessment Cover Sheet

Instructions – All students must read, fill in, sign and attach the cover sheet to the front of their assessment

Student and Assessment Details

First Name		Monash ID	
Last Name		Email	@student.monash.edu
Assessment Name			
Unit Name		Unit Code	MCD
Tutor Name		Group Code	
Tutorial Day		Tutorial Time	
Does this cover sheet apply for further assessments in this unit? Circle – Yes or No			

Definitions

Plagiarism: To take and use another person's ideas and or manner of expressing them and then to suggest they are your own by failing to give the appropriate acknowledgement. This includes the use of material from the internet, staff, other students and from published and unpublished works

Collusion: Submission of an assessment task which is the result on whole or in part of unauthorised collaboration with another person or persons.

Cheating: To seek to obtain an unfair advantage in an examination or written, oral or practical work, required to be submitted or completed for assessment in a course or unit of study and includes the resubmission of work that has already been assessed in another unit.

Student Statement

I agree that:

- a) Plagiarism, collusion or cheating or any other breach of the Student Academic Integrity Policy and Procedure has not occurred
- b) I understand the consequences of breaching academic integrity as outlined in the procedure
- c) The assessment task is my own original work
- d) I have taken care to safeguard my work and made reasonable efforts to ensure it could not be copied
- e) The teacher, for the purposes of assessment, can reproduce the assessment and
 - o provide it to another teacher and/or any external marker, and/or
 - o submit it to a text matching/originality checking software (the database may retain a copy of the assessment for future checking of plagiarism).

Student Signature.....

Date.....

Privacy Statement

The information on this form is collected for the primary purpose of assessing your assessment and ensuring the academic integrity requirements are met. Other purposes of collection include recording your plagiarism and collusion declaration, attending to course and administrative matters and statistical analysis. Assessments with incomplete or missing coversheets will not be marked until a coversheet is provided. Late penalties will apply in these circumstances. You have a right to access personal information that Monash College holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash College Privacy Officer: privacy@monashcollege.edu.au

Team Leader Approved Special Consideration (fill in if you have confirmation from your Team Leader)

Extension granted until (date)

Confirmation attached (tick)



Assessment Cover Sheet

Group Assessment (if applicable)

Student Statement. I agree that:

- a) Plagiarism, collusion or cheating or any other breach of the Student Academic Integrity Policy and Procedure has not occurred
- b) I understand the consequences of breaching academic integrity as outlined in the procedure
- c) The assessment task is my own original work
- d) I have taken care to safeguard my work and made reasonable efforts to ensure it could not be copied
- e) The teacher for the purposes of assessment, can reproduce the assessment and:
 - o provide it to another teacher and/or any external marker, and/or
 - o submit it to a text matching/originality checking software (the database may retain a copy of the assessment for future checking of plagiarism).

Group Member 2

First Name		Monash ID	
Last Name		Email	@student.monash.edu

Student 2 Signature..... **Date**.....

Group Member 3

First Name		Monash ID	
Last Name		Email	@student.monash.edu

Student 3 Signature..... **Date**.....

Group Member 4

First Name		Monash ID	
Last Name		Email	@student.monash.edu

Student 4 Signature..... **Date**.....

Group Member 5

First Name		Monash ID	
Last Name		Email	@student.monash.edu

Student 5 Signature..... **Date**.....