The document contains instructions for submission of assessment tasks. Students are responsible for retaining copies of their assessment tasks. Submission of tasks must be completed by 8:15 a.m. on the due date. Assessment tasks can be submitted as outlined on the assessment sheet or as instructed by the KLA Coordinator. If a student disputes whether a task has been completed, they must produce the cover sheet as evidence.

Plagiarism is defined as taking and using another person’s ideas and manner of expressing them and passing them off as one’s own without attribution. Collusion refers to unauthorised collaboration on assessable work with another person. If plagiarism or collusion is suspected, it will be reported to the KLA Coordinator who may disallow the work or refer the matter to the Curriculum Coordinator.

Submission of assessment tasks:
All hand-in tasks must be given to the KLA Coordinator or their nominee by 8:15 a.m. on the due date. Assessment tasks will be submitted as outlined on the assessment sheet or as instructed by the KLA Coordinator. Upon submission of any task (except formal examinations), students may have their cover sheet signed as a form of receipt that the task was received. If a dispute arises as to whether a task has been completed, the student must be able to produce the receipt as supporting evidence.

I declare that:

1. This assessment task is entirely my own work, except where I have included fully-documented references to the work of others.

2. The material contained in this assessment task has not previously been submitted for any other subject at Magdalene Catholic High School or any other educational institution.

Student Name: __________________________ (Surname) (Given Name)

Subject Name: __________________________

Course: Year 7 Year 8

Title of Task: __________________________

Teacher's Name: __________________________

Dates: (Due Date) (Date Submitted)

Please note that it is your responsibility to retain copies of your assessment task.

Plagiarism: Plagiarism means to take and use another person’s ideas and manner of expressing them and to pass these off as one’s own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the internet, published and unpublished works.

Collusion: Collusion means unauthorised collaboration on assessable work with another person. Where there are reasonable grounds for believing that plagiarism or collusion has occurred, this will be reported to the KLA Coordinator who may disallow the work or refer the matter to the Curriculum Coordinator.

Refer to your assessment handbook and your school diary for more detailed information on assessment.