



# ASSESSMENT TASK COVER SHEET

## STAGE 4 – YEAR 7 & 8

<b>Student Name</b>	(Surname)	(Given Name)
<b>Subject Name</b>		
<b>Course</b>	<b>Year 7</b>	<b>Year 8</b>
<b>Title of Task</b>		
<b>Teacher's Name</b>		
<b>Dates</b>	(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 or 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acknowledgement, including the use of material from any source, staff, students or the internet, published and unpublished works.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 written, oral or practical 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.

### Submission of assessment tasks

All hand in tasks will be given to the KLA Coordinator or their nominee by 8:15 a.m. on the date due. Assessment Task will be submitted as outlined on the Assessment Task or as instructed by the KLA Coordinator.

Upon submission of any task (except formal examinations periods) 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 this 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.

<b>STUDENT SIGNATURE:</b>	<b>DATE:</b>
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