



ASSESSMENT SUBMISSION & FEEDBACK FORM

Part 1: Assessment Details

Complete parts 1 & 3 of this form and attach it to all assessments. Part 3 must be retained as proof of submission. Part 2 is to be completed by lecturers and the form given back to students ASAP after marking.

Student Name: _____ Student Number: _____
Subject: _____ Lecturer: _____
Assessment Name: _____ Assessment #: _____
Due Date: _____ Date Submitted: _____

I certify that this assessment is my own work based on my personal study/research and that I have acknowledged all material and sources used in the preparation of this assessment whether they be books articles, reports, lecture notes and any other kind of documents, electronic or personal communication. I also certify that the assessment has not previously been submitted for assessment in any other unit or at any other time in this unit, unless by negotiation, and I have not copied in part or whole or otherwise plagiarised the work of other students or of other persons.

Student Signature: _____ **Date:** ____/____/____

Part 2: Feedback

Lecturer to provide comments and feedback on this submitted work. This must indicate the grading band (**Fail, Pass, Credit, Distinction, High Distinction**) achieved, as well as appropriate comments, against all of the grading criteria. NB: Separate and specialised marking sheet may used, if so please attach.

.....**Part 3 (tear off here)**.....

Student Name: _____ Student Number: _____
Subject: _____ Lecturer: _____
Assessment Name: _____ Assessment #: _____
Due Date: _____ Date Submitted: _____

Lecturer's Signature: _____ **Date:** ____/____/____

Note to student: Ensure that your lecturer signs this form and you should retain this portion of the form as proof of submission until you receive the assessment mark. It is your responsibility to ensure that this slip is presented should a situation arise where you are required to show proof of the submission.