



ASSIGNMENT COVER SHEET
FOR ACT AWARDS ONLY

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Please register all assignments in **Assignment Register File** and submit them in the **Assignment Submission Box** in the Office Foyer. **DO NOT** give them directly to the lecturer/tutor.
Assignments will be returned by the lecturer/tutor to the Seminary office where they will be recorded and returned to student's pigeon hole. Where this is not possible assignments may be collected from the college office.

Student Name	ACT Number
Unit Code and Title:	
Name of Lecturer/Tutor	
Assignment Title:	
Word count required:	Word count actual (excluding Bibliography):
DUE DATE:	SUBMISSION DATE

Regulations:

- Essays must conform to the requirements of the *Vose Guide to Presentation of Essays* (which includes ACT requirements). Copy available on website.
- Essays should be typewritten, double spaced with a 3 cm. margin on left-hand of page. All pages should be numbered and hard copies stapled.
- Should you anticipate difficulty in meeting the due date an "Application for Deferred Assignment" form must be submitted to the lecturer **before** the due date.
- Assignments submitted after the due date without approval will be subject to late penalties.

Check:

- Title page included (separate from this cover sheet)
- Two copies, one may be electronic emailed in pdf (only) to office@vose.wa.edu.au.
- Copy kept for yourself

Please tick appropriate box:

I have **attached** 2nd copy of assignment I have **emailed** 2nd copy of assignment

All forms of plagiarism, cheating and unauthorised collusion are regarded seriously and could result in penalties including failure in the unit and possible exclusion from the Seminary. If you are in doubt, please contact the Unit Coordinator.

Declaration

The following essay (or assignment), of which I have kept a copy, is entirely the work of the undersigned and all sources of ideas and expressions are duly acknowledged. I declare that I have read and understood the ACT's Academic Misconduct Policy (http://www.actheology.edu.au/i_policies.htm)

Signature: **Date**

The Office will stamp this cover sheet with the date of receipt before handing on to the Lecturer or Tutor concerned. If you require a receipt for this submission, please submit a second copy of your cover sheet for date stamping with the original.

Assignment Marking Report

Student:	Unit	
Essay topic		
Result:	Marker:	Date marked:
Other details (incl. any penalty and reason):		

	Very good (HD, D)	Good (C)	Acceptable (P, P+)	Requires improvement (bare P or F)	NA	Comments
Presentation						
Documentation (footnotes)						
Bibliography						
Structure						
English expression						
Content						
Abstract						
Understanding of issues involved in and relevant to topic						
Presentation of a clearly reasoned argument						
Engagement with primary sources						
Engagement with a range of relevant secondary literature						
Evidence of thinking for oneself						

NA: Not applicable

ACT grades: HD (85%+), D (75-84%), C (65-74%), P+ (58-64%), P (50-57%), F (below 50%). Learning Outcomes for each grade for different levels (300-700) are on the Seminary website (Resources>Documents and Forms for students).

Additional Comments (including major notes written on the essay script):

Signed: Date.....