



## TAS-FM-012 Assessment Submission Cover Sheet

(Student to complete)

<b>Course</b>			
<b>Unit of Competency</b>		<b>Submission Attempt</b>	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>
<b>Student Name</b>		<b>Student ID</b>	
<b>Assessor's Name</b>		<b>Date Submitted</b>	

**Student Declaration:**

1. I am aware of my rights of applying for reasonable adjustment and RPL, and I am also aware of my appeal rights.
2. I am aware that I have three submission attempts, \$400 applies to the 3<sup>rd</sup> submission and if I am deemed Not Yet Competent (NYC) on the 3<sup>rd</sup> attempt, I must undertake further learning and re-enrol in the unit, which may result in further course fee.
3. I have read the instruction to students in the Student Assessment Tool and Student Assessment Submission Policy and understand the rules related to assessment and the consequences of plagiarism and I **have kept a copy of my assessment.**
4. I declare that this assessment is my original work; no other person's work or ideas have been used without acknowledgement; all resources and reference texts have been correctly referenced.
5. I declare that I have completed all the required assessment tasks in the Student Assessment Tool for this unit with all the required evidence before I make this submission attempt.
6. I am aware the I have to electronically sign this sheet and submit it with my assessment.
7. I understand that if I am found to be in breach of policy, disciplinary action may be taken against me.

<b>Student Signature</b>		<b>Date</b>	
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**Privacy Disclaimer:**

PRIVACY DISCLAIMER: AIST is collecting your personal information for assessment purposes. The information will only be accessed by authorised employees of AIST. Some of this information may be given to the Australian Skills Quality Authority (ASQA) or its successor and/or AIST for audit and/or reporting purposes. Your information will not be given to any other person or agency unless you have given us written permission or we are required by law.

**The following questions are to be completed by the Assessor:**

Did you consider the Student ready for assessment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was the assessment process been explained and provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Student been provided information for which evidence is to be collected and how?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the Student's rights and the appeal system been provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the student advised any special needs to be considered during assessment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Assessor Declaration**

I declare that the work presented has been checked for:

- Plagiarism       Collusion       Model answers       Confirmation of the student's identity

- Confirmation that the submission is the student's own work

Outcome:       Competent       Not Yet Competent

Feedback: .....

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<b>Assessor Signature</b>	<input checked="" type="checkbox"/>	<b>Date</b>	
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A mark such as this example can be accepted as your Signature. You **MUST** enter your Name and Date and make your Declaration.