



Nature Care College

ASSIGNMENT COVER SHEET

Please fill in all details in section A and attach to the front page of your assignment.
Assignments submitted without this cover sheet will not be marked.

A. STUDENT TO COMPLETE

NAME			
STUDENT NUMBER		CONTACT NO:	
SUBJECT			
DAY:		TIME:	
LECTURER			
DUE DATE			
NUMBER OF PAGES		Word Count	

I declare that:

- The work contained in this assignment is my own and that all materials and sources used have been acknowledged.
- I have not copied or colluded in part or in whole, or otherwise plagiarised the work of other students.
- This assignment has not been submitted for previous assessment in any other subject or at any other time in the same subject.
- I understand that this assignment may be retained on the database and used to make comparisons with other assignments in future.
- I have made a copy of my assignment.
- I give permission for my assignment to be used as a resource by Nature Care College **YES** **NO**

Refer to Student Handbook for full academic policy and procedures relating to submissions of assessments.

Signed:

Date:

NOTE: To facilitate the return of your assignment you will need to provide a stamped addressed envelope. If no envelope is provided assignments will be destroyed after results are recorded. Please also make a copy of your assignment before submission, for your own records. Please see over for specifications.

B: LECTURER TO COMPLETE

DATE RECEIVED:	GRADE / MARK:
MARKS DEDUCTED FOR LATE SUBMISSION	
SIGNED:	DATE:

OFFICE USE ONLY

Date assignment received:



Nature Care College

How to Present Assignments

When submitting any form of assessable work to your lecturer the following checklist must be adhered to. This assists your lecturer in marking your work quickly and efficiently, providing you with valuable feedback and a timely notification of your grade.

- Word process or type all work
- Use 10, 11 or 12 point text
- Use Times New Roman or Times style fonts – these fonts are designed to be easy to read
- Use Courier typeface if using a typewriter
- Use 3cm margins on all sides of the page: this allows the assessor to make comments
- Use double or 1.5 spacing: this also allows space for corrections by the assessor
- Complete an assignment cover sheet- obtained from your lecturer or the College administration
- Staple your work in the top left hand corner or alternatively you may spiral bind your work
- Ensure the assignment cover sheet is signed, fully completed and attached to the front of your work. Assignments without the cover sheet will not be marked.

Do not submit assignments in folders, individual clear plastic sheet protectors or in display folders.

Return of Assignments

- To facilitate the return of your assignment you will need to provide a stamped addressed envelope.
- If no envelope is provided assignments will be destroyed after results are recorded.
- Please also ensure you have a copy of your assignment before submission, for your own records.

Envelope Specifications

- The envelope must be A4 size – smaller envelopes will not be accepted
- The envelope must have your name and address clearly written on the front
- The envelope must have enough stamps/postage to cover the weight of the contents (check with the Post Office if you are unsure).
- Do **not** staple the envelope to the assignment – please use a paper clip or bulldog clip.

Your assignment will not be returned to you unless these instructions are adhered to.