

Student Assessment Submission Cover Sheet & Authenticity Declaration Form

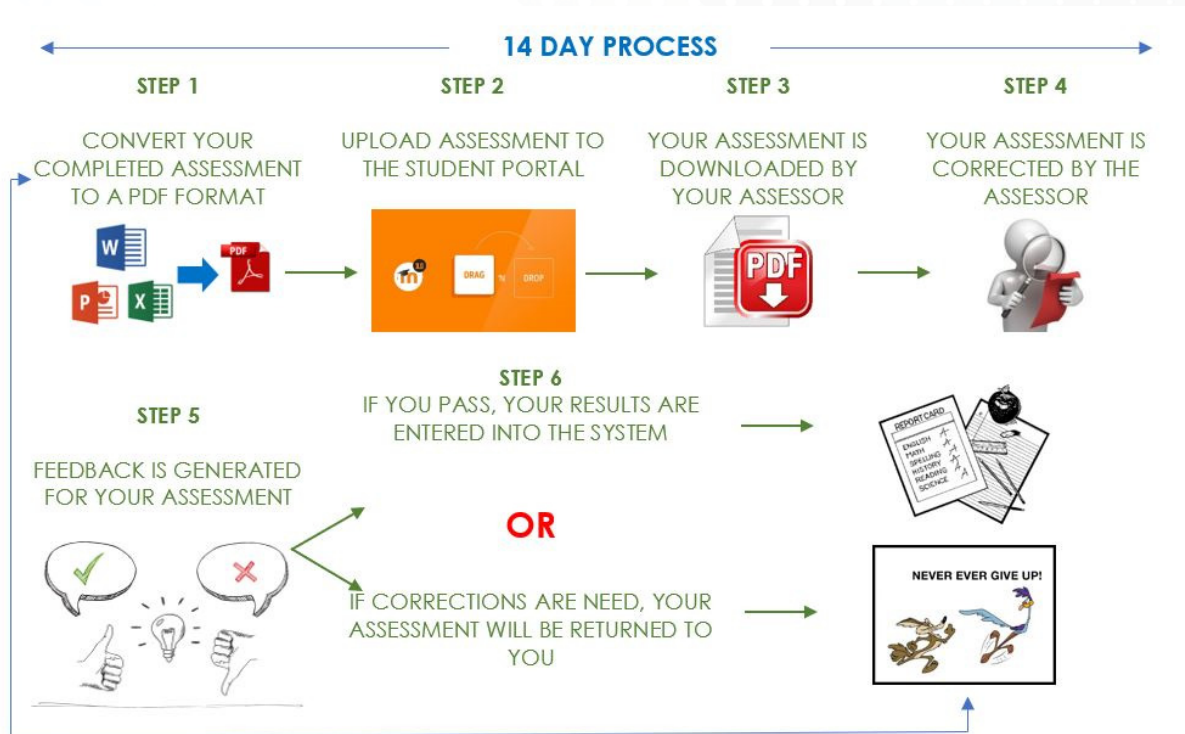
This form must be completed, signed, dated and attached or submitted electronically for each unit assessment you complete. This includes assessments completed online or in your personal study time.

Student name		Student ID	
Unit code or title			
Date of submission (dd/mm/yyyy)			

ASSESSMENT MARKING PROCESS

Your assessment submission is subject to the following marking procedure which is standard practice for all courses conducted by Intelligent Training Solutions and in line with the Standards for RTOs 2015.

Assessment results or feedback on your work will be provided to you in **14 days** from the submission date (the date when you uploaded your work) providing that you have submitted the complete assessment with all its parts.



48 Service – Paid Priority Marking Service

If you require your work to be corrected sooner or want to by-pass Intelligent Training Solutions standard marking procedure, you can select to use our priority marking service. This is an optional paid service available to you. To use this service, you will need to upload your work to the PRIORITY submission link in your student portal.

For more information on this service, view the information sheet located at:
<https://www.its.vic.edu.au/student-administration/>

NOTE: You are NOT obligated or required to use this service.

- PLEASE CORRECT THIS ASSESSMENT USING THE PRIORITY MARKING SERVICE.
 I understand that I will be invoiced \$45 for this service.**

AUTHENTICITY DECLARATION

Plagiarism means using another person's intellectual output and presenting it (without appropriate acknowledgement of the author or source) as one's own. Plagiarism constitutes academic misconduct. Where there are reasonable grounds for believing that this has occurred, disciplinary procedures as outlines in the ITS Student Information Handbook will be instituted.

PLEASE READ THE FOLLOWING STATEMENTS AND SIGN BELOW TO INDICATE THAT YOU HAVE SATISFIED THESE REQUIREMENTS

- I declare that this quiz / assignment / assessment is my own work and demonstrates my own abilities and knowledge and does not involve plagiarism or teamwork other than that authorised within the assessment task for this unit.
- I have taken proper and reasonable care to prevent this work from being copied by another student
- I declare that I have not collaborated with another person (excluding course staff members) on work that is intended to be completed individually either online or in a classroom setting.
- I declare that I have not contracted another person to do the work for me or allowed another person to edit and substantially change my work.
- So that the assessor can properly assess my work, I give this person permission to act according to ITS policy and practice to reproduce this work and provide a copy to another member of staff for the purpose of cross checking and moderation and to take steps to authenticate its originality.

Please note that you may be contacted by one of our staff members or an AQSA/HESG auditor to confirm the validity and authenticity of your work.

Your mobile number	
Student Signature	