

 Specialist centre for foods, tourism, hospitality & events	<b>OFFICE USE ONLY</b>	
	Date Submitted: _____	
	Date Received: _____	
Date Assessed: _____		
<b>Assessment Cover Sheet</b>		
Student Name: _____		
Student ID: _____		
Teacher's Name: _____		
Class / Group: _____		
Subject: _____		
Assessment Title: _____		
Due Date: _____		
First Submission: YES / NO		Re-submission: YES / NO
<b>Declaration:</b> I declare that this is entirely my own work and any material that has been used to produce this assignment has been accurately cited and referenced.		
Signed: _____ Date: _____		
<b>Assessor's Feedback:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____		
Re-submission Required: YES / NO		Due Date: _____
<b>NOTES:</b> <ol style="list-style-type: none"> <li>Students should retain a copy of their work in case of accidental loss.</li> <li>All submitted work should be proof read for correct use of language, spelling and grammar.</li> <li>All assessments should be word processed on A4 and double sided where appropriate. For Higher Education Students, where applicable this assessment should be submitted to Turnitin via MyWAI.</li> <li>This assessment should have a properly formatted reference list attached using the APA 6<sup>th</sup> Referencing System. Alternatively VET Students should have a Bibliography List attached.</li> <li>This assessment should have the class/assignment name/date in the header; and the student name/student ID &amp; page no. in the footer of each page.</li> <li>In case of a re-submission all previously submitted work, including the marking sheet, should be provided to the teacher.</li> </ol>		