

## BCA ASSIGNMENT / EXAM COVER SHEET

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Online submission is the preferred method, however, in the event of a system breakdown, students can send assessment items to coordinators by email.

Where assessment items have NOT been submitted via your eLearning site, you must print and complete this form and submit it to the unit coordinator with your assignment or exam, by attaching your assessment document/s to the submission email.

Note: a cover sheet is generally not required for assessable exercises.

See the [BCA Assessment Guide](#) for a complete list of submission guidelines and BCA assessment policies and procedures. The guide contains a list of home university websites outlining university policies, procedures and advice regarding plagiarism, own work and citing sources.

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**Unit code**

**assignment number**

**exam**

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**I certify that:**

1. I have read the policy on plagiarism associated with the University in which I am enrolled;
2. I understand that failure to comply with the student plagiarism policy and procedures of the University in which I am enrolled may lead to the University commencing proceedings against me for student misconduct, in accordance with the By-Laws of the University;
3. this Work is substantially my own work, and to the extent that any part of this Work is not my own, I have indicated that it is not by acknowledging the source of that part or those parts of the Work;
4. this Work or substantial parts of it have not previously been submitted for academic credit in any formal course of study; and
5. the Work is not the result of collaboration with others.

**And, I agree that:**

1. the assessor of this Work may, for the purpose of assessing this Work, reproduce this Work and provide a copy of this Work to another BCA unit coordinator or member of the BCA Board of Assessment.

NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_