

## Assessment Submission and Return Procedures

<b>Approving authority</b>	Learning and Teaching Committee
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<b>TRIM document</b>	2018/9006063
<b>Description</b>	This procedure sets out the methods available to students enrolled at Griffith University to submit their assessment items and available to examiners for the return of assessment items.

### Related documents

[Assessment Policy](#)

[Assessment Types in Use at Griffith University](#)

[Governance of Assessment and Academic Achievement Standards](#)

[Group Assessment, Self-Assessment and Peer Assessment Guidelines](#)

[Reasonable Adjustments for Assessment - Students with Disabilities](#)

[End of Trimester Centrally Administered Examinations Policy and Procedures](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Review of Decision Form](#)

[Conflict of Interest Policy](#)

[Institutional Framework for Promoting Academic Integrity among Students](#)

[Student Academic Misconduct Policy](#)

[Standards for First Year Assessment](#)

[Practice Standards for Online Learning](#)

[Role Statement Course Convenor](#)

[\[Interpretation\]](#) [\[Responsibility for Assessment Items\]](#) [\[Submission of Assessment Items\]](#) [\[Marking and Feedback\]](#) [\[Returning Marked Assessment\]](#) [\[Inability to Locate an Assessment Item\]](#) [\[Retention and Disposal of Assessment Items\]](#) [\[Individual Student Assessment Cover Sheet\]](#) [\[Group Assessment Cover Sheet\]](#)

## 1. INTERPRETATION

The Course Profile contains statements about:

- What the learner can expect to learn by studying the course
- How learners are expected to engage with the course's learning activities
- How the course's learning outcomes contribute to attainment of graduate skills
- How learning achievements are to be demonstrated and evaluated within the course

Open Universities Australia (OUA) students are advised of such information through the Unit Outline. For the purpose of this procedure the term Course Profile and Unit Outline are equivalent.

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## 2. RESPONSIBILITY FOR ASSESSMENT ITEMS

Students are to submit assessment items by the due date, as advised in the Course Profile. The University has a number of methods by which students submit their assessment items and examiners return assessment items, the preferred method is electronically. The Course Convenor is responsible for clearly informing students, via the Course Profile, and on the course's Learning@Griffith site, of the way in which each assessment item is to be submitted and returned. It is recognised that assessment items in the performing and creative arts include student performances and exhibitions for which practices outlined in the following sections may not be appropriate.

For assessment tasks submitted electronically:

- the student is responsible for the files being able to be opened and viewed at the final submission point specified in the Course Profile (e.g. Assignments tool, SafeAssign, Turnitin) prior to marking.
- a system confirming their receipt must be in place, for the purpose of this procedure a receipt includes on screen date and time confirmations.
- an examiner who is unable to open or view a file may apply the penalties for late submission.

All staff who, through their involvement in the assessment process, handle student assessment items (assignments, examination scripts, for example) are required to exercise due diligence in handling these items. Files submitted by students for assessment are not to be stored externally (e.g. in unapproved cloud hosted systems such as Dropbox) or accessed from a public space computer or when using unsecured Wi-Fi.

Students are required to keep an electronic copy of all items they submit for assessment, in case they are misplaced or lost, unless the format of the assessment item precludes a copy being made and stored.

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## 3. SUBMISSION OF ASSESSMENT ITEMS

The University has a number of methods by which students submit their assessment items. The method for the submission and collection of each assessment item is advised via the Course Profile, and repeated on the course's Learning@Griffith site. The Course Profile may require that each assessment item be submitted in multiple formats or file types by the due date. Where an assessment item is required to be reproduced in multiple formats students are responsible for ensuring the same version of the assessment item is submitted in all formats.

### 3.1 Assessment Cover Sheets

All assessment items are to be submitted with a University Assessment Coversheet unless advised otherwise in the Course Profile and by the Course Convenor. There are two assessment coversheets - Individual Assessment Cover Sheet ([Appendix A](#)) and a Group Assessment Cover Sheet ([Appendix B](#)) available electronically as a PDF, Word document or a test (in Blackboard) for completion. Students are responsible for ensuring they complete all sections of the Cover Sheet and that they have agreed to the Academic Integrity Declaration.

In addition the Cover Sheet asks students to indicate whether they agree or do not agree to their work, without disclosure of the contributor's identity, to be used, and reproduced as an assessment exemplar for standard setting and moderation activities. Students have the right to deny this request.

Assessment items submitted without a cover sheet will not be marked by an examiner until a cover sheet is provided, unless advised otherwise in the Course Profile and by the Course Convenor. On receipt of the assessment item, students are advised by either the School Office or the Course Convenor/examiner/tutor (depending on the method of submission), via their student email account if their assessment item does not have a cover sheet. The date of submission for the assessment item is recorded as the date on which the cover sheet is received and penalties for late submission will apply.

### 3.2 Submitting electronically Individual Assessment Items via the tool 'Assignments' in Learning@Griffith

The Assignments tool allows more than one file to be submitted for an assignment and accepts non-text files (for example .xls, .swf, .exe.). Assessment items (individual and group [using one student's name]) with the relevant cover sheet submitted electronically through a tool called 'Assignments' in Learning@Griffith are retrieved electronically by the Course Convenor/examiner/tutor who may/may not choose to forward an e-mail or issue a receipt to the student acknowledging the date and time of submission. The Convenor is to state in the Course Profile whether the receipt of assessment items submitted in this manner are to be acknowledged. Students receive date and time confirmation on screen that the assessment item has been successfully uploaded and completed, which is also deemed to meet the University's requirement that online submission is receipted.

### 3.3 Submitting electronically via Text Matching Tools

The University supports the institutional use of 'text matching' tools to educate students about the process of academic writing and how to avoid plagiarism. As a result the University encourages the establishment of both draft and final submission points for all text-based assessment tasks so students are able to access the text matching tool and the originality report to assist with revision of the work prior to its submission for marking. The originality report can be used to teach students how to properly acknowledge sources as well as to highlight possible plagiarism issues. The originality report and similarity index can also be used to assist academic staff in the detection of breaches of academic integrity. There is no standard or established threshold of similarity that requires a Course Convenor to raise a concern about a breach of academic integrity. Examiners are to use their academic judgement in reviewing a student's work, the originality report and similarity index in determining whether there is a concern about a breach of academic integrity that is to be referred to the Course Convenor. The University provides *Turnitin* and *SafeAssign* for these purposes.

#### 3.3.1 Submitting electronically Assessment Items via the Text Matching tool *Turnitin*

*Turnitin* provides electronic assessment submission, matching for text based files (.doc, docx, .wpd, .eps, .pdf, .html, .rtf, odt, .txt), online marking and peer marking through Learning@Griffith. Individual text-based assessment items with the appropriate cover sheet are able to be submitted electronically through Learning@Griffith using the Assessment tab and the *Turnitin* assignment link.

Any text match for the cover sheet may be removed from the Originality Report through the "Match Breakdown" or "All Sources" viewing modes. This allows the examiner to remove the coversheet match from consideration and for the similarity index to be recalculated. Alternatively the Course Convenor can set up an assessment cover sheet (test in Blackboard) within the Learning@Griffith site for tasks that require text-matching.

The use of *Turnitin* and the assessment cover sheet for assessment tasks within each course is specified in the Course Profile. In preparing their Course Profiles Course Convenors are to state that students may use *Turnitin* to submit a draft (Draft Assignment) for the purpose of receiving an originality report for further revising their work and then submit a final (Final Assignment) submission of the assessment item/s. On successful submission of a final assessment item the student shall receive an email receipt. Only individual not group assessment items may be submitted through *Turnitin* when the Course Convenor is using the online marking and peer marking features of *Turnitin*.

Prior to the assessment item's deadline students may upload their file to the assessment item's draft assignment submission point within the Learning@Griffith course site. The text matching function reports on any text that matches sources found in the *Turnitin* database, including web content, previously submitted assignments, and subscription-based journals and publications and a Griffith University institutional document repository (all assignments submitted to *Turnitin* by Griffith staff and students).

Assessment items submitted to the Final Assignment submission point for text matching to the *Turnitin* database may be used to determine whether other students at Griffith or another institution have similar pieces of work. In such instances where text matches to work submitted at another institution the examiner shall be advised of:

- the name of the institution from which the matching assignment originated;
- the course name for which the matching assignment was submitted;
- the name and email address of the lecturer responsible for that course;
- the file name of the matching assignment; and
- the date the matching assignment was submitted.

There is the option for the examiner to initiate an e-mail requesting permission to view a copy of the matching assessment item. The University discourages its academic staff and examiners from initiating such requests in relation to the work of Griffith students and similarly in response they shall not provide a copy of the matching assessment item or disclose the authorship details for any Griffith student's assessment item matching that submitted at another institution or to any person from another institution who makes this request through *Turnitin*.

### **3.3.2 Submitting electronically Assessment Items via the Text Matching tool *SafeAssign***

Individual and group assessment items may be submitted through *SafeAssign* and the Convenor/examiner/tutor may/may not choose to forward an e-mail or issue a receipt to the student/s acknowledging the date and time of submission. The use of *SafeAssign* within each course is specified in the Course Profile. In preparing their Course Profiles Course Convenors should advise students that *SafeAssign* may be used to submit a draft and final submission of the assessment item/s. In addition, the Convenor is to state in the Course Profile the format of the coversheet and whether the receipt of assessment items submitted in this manner are to be acknowledged.

Prior to the assessment item's deadline students may upload their file (.doc,.pdf, .htm or html, .rtf, .txt) to the assessment item's draft submission point within the Learning@Griffith course site where the content is automatically checked for originality against documents from other sources: for example, documents available for public access on the Internet, major library databases, a Griffith University institutional document archive (containing all assignments submitted to *SafeAssign* by Griffith staff and students), and the *SafeAssign* Global Reference Database, which contains documents submitted by other institutions around the world. After this checking process a report is generated for the student to view and to make any necessary modifications to their assessment item.

The student/s submits their assessment item and the cover sheet to the final submission point within the course's Learning@Griffith site for checking by *SafeAssign*. An assessment cover sheet (test in Blackboard) within the Learning@Griffith site is the preferred format for tasks that require text-matching. Once the document has been checked, a report is generated which identifies for the Course Convenor/examiner/tutor, whether any, text in the submitted document matches text from other documents. The matching score and report for the final submission are not to be made available to students except where it forms the evidence for a concern about a breach of academic integrity.

### **3.4 Submitting in person at the School**

When the Course Profile specifies an assessment item (both individual and group), with the relevant cover sheet, is to be submitted in person to the School/Department office during business hours the item is stamped to indicate the date and time of receipt. A receipt for the assessment item is issued by the School/Department office.

### **3.5 Submitting via Australia Post**

When the Course Profile specifies an assessment item (both individual and group), with the relevant cover sheet, can be submitted by Australia Post to the Course Convenor/examiner/tutor then the envelope is to be postmarked on or before the due date. Students are required to obtain a receipt of postage from Australia Post as proof of postage, in case the item is not received.

### **3.6 Assessment Deadlines**

Students are to submit assessment items by the due date and time, as advised in the Course Profile. Where the due date is a public holiday, students are to submit assessment items on the

next calendar day. Assessment items submitted after the due date and time will be accepted and subject to a penalty unless an extension of time for submitting the item is approved by the Course Convenor. The time and date when assessment is submitted is recorded. Assessment submitted electronically via *Turnitin* after the due date and time is clearly highlighted in red text in the *Turnitin* submission inbox.

### 3.7 Extensions for System Failures

Course convenors using assessment submission tools within Learning@Griffith are to be advised by the Learning@Griffith team of any disruptions or problems experienced that may impact on students meeting the deadlines for assessment items. Where such incidents occur students are to be advised that they have been granted a 24 hour extension to their submission time and date.

### 3.8 Requests for Extensions

Griffith University has a comprehensive suite of policies and procedures to assist with the adjustment, deferment or extension of assessment tasks. This includes, but is not limited to, the following:

- Elite Athlete Support Policy;
- Student Sexual Assault, Harassment, Bullying and Discrimination Policy; and
- Domestic Violence and Family Support Policy

In addition to this, the Assessment Policy also provides a range of options for Academic Staff to support students through a number of measures including Special Consideration, Deferred Assessment, and Withdrawal (Special circumstances).

It is acknowledged that the procedure itemised below may not be appropriate in all instances. Staff are encouraged to identify and use the most suitable policy instrument as determined by the needs and requirements of affected students.

Where the student is unable to attempt an assessment item, which is not an exam, the student may apply to the Course Convenor for an extension of time to submit the assessment item. Where the student is undertaking a group assessment task, consideration must also be given in relation to how any request for extension may impact the performance of other students in the assessment group (See Group Assessment, Self Assessment and Peer Assessment Marking Guidelines). Any extension of time granted by the Course Convenor must specify in writing a new due date and the method for submission of the assessment item. An extension of time is not available for an assessment item for which the student has been given the opportunity to resubmit. An extension of time is not available for an assessment item which has the assessment type of exam (see Assessment Types in Use at Griffith University).

A student may submit a request for an extension of time to submit an assessment item on one of the following two grounds:

1. Medical
2. Other (includes Family or Personal circumstances, Employment related circumstances, Unavoidable Commitments)

Sections 3.8.1 – 3.8.3 do not relate to requests for an extension of time to submit the dissertation in Bachelor (Honours) and Masters (Coursework) and (Extended). See Guidelines for Undertaking a Dissertation in Bachelor Honours & Masters Degree Programs.

#### 3.8.1 Medical Grounds

A request for an extension of time to submit an assessment item, which is not an exam, on medical grounds must be submitted to the Course Convenor by the due date for the assessment item with a medical certificate which has been obtained during an in-person medical consultation (see [Assessment Policy](#)).

The medical certificate signed by a registered medical or dental practitioner, is to cover the date the assessment was due.

The maximum period an extension will be granted on medical grounds is 14 calendar days. The length of an extension will be approved by the Course Convenor for the number of calendar days the medical certificate indicates the student was unfit for

study, no greater than the maximum period. This decision is self-executing and does not constitute an academic decision under the University's Student Review and Appeals Policy and Procedures.

Where a course's assessment plan requires a student to have completed and received feedback on a prior item before submitting the next and the maximum period of 14 calendar days will impact student learning in the course, the Course Convenor may establish an alternate maximum extension period of less than 14 calendar days. In such cases the Course Convenor will notify students of the alternate maximum extension period for a specific assessment task in the Course Profile before the commencement of the course. When approving extensions in this context the Course Convenor will approve an extension for the number of calendar days the medical certificate indicates the student was unfit for study, no greater than the maximum period.

Students with a medical condition that has been certified as impacting their ability to complete the assessment item for a period greater than the maximum period should consider withdrawing from the course due to special circumstances (See Section 7.5 Student Administration Policy).

### 3.8.2 Other Grounds

A request for an extension of time to submit an assessment item, which is not an exam, on other grounds must be submitted to the Course Convenor by the due date with appropriate documentation such as a bereavement notice, letter from employer, practitioner or professional, statutory declaration, copy of accident report. In all cases the documentation is to contain the name, date and contact details of the person providing the evidence in relation to application for an extension of time.

In such cases, with the appropriate documentation, the Course Convenor may approve an extension of time for a non-examination task, as follows:

- Bereavement: The maximum period an extension will be granted for bereavement is 14 calendar days.
- Other personal, professional or exceptional circumstances: 2 calendar days

As there is a standard extension applied to all requests made on other personal, professional or exceptional grounds the University's Student Review and Appeals Policy and Procedures do not apply.

### 3.8.3 Submitting and Receiving Assessment Tasks for which an extension of time has been granted

A copy of the Course Convenor's written approval of the extension, the new due date for submission of the assessment task and the method for submission of the assessment item should be attached to the assessment item when it is submitted.

Assessment items to be submitted electronically via *Turnitin* for which an extension of time has been granted may require a separate submission point to the final assignment submission point.

## 3.9 Penalties for Late Submission

An assessment item submitted after the due date, without an approved extension, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 10% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Assessment items submitted more than five working days after the due date are awarded zero marks.

The Course Convenor may vary the above penalties and conditions provided that any penalties to be imposed for late submission are approved by the relevant Group Board in the context of approving the Course Profile and are conveyed to the student as part of the Course Profile.

## 3.10 Resubmission

The Course Convenor may ask for an assessment task to be resubmitted and shall advise students of the decision on return of the assessment task. The student has five working days from return of the assessment task to resubmit for re-examination. Assessment items to be

resubmitted electronically via *Turnitin* may require a separate submission point to the final assignment submission point.

### **3.11 Final Due Date for Major Assessment Items**

For all courses where there is an end of trimester examination, no major assessment item (one worth 20% or more of the course's total assessment requirements) may fall due after Week 11 of the trimester. Any deviation from this rule must be approved by the relevant Group Board.

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## **4. MARKING AND FEEDBACK**

The Course Convenor develops and uses marking guides/rubrics specifying predetermined criteria so the bases for marking are consistent and communicated to both students and examiners. Marking criteria are to be specified in the Course Profile and in Learning@Griffith at the start of the trimester. Marking criteria should also be referred to when marking and providing feedback regardless of whether the examiner is marking a hard copy of the assessment item or an electronic copy online. During the trimester, individual examiners communicate their evaluations of individual assessment tasks to students with reference to the criteria against which performance has been assessed. Examiners are required to provide feedback to students on their performance in assessment tasks conducted during the trimester as well as at the end of trimester. Feedback to a student about an examiner's evaluation of their performance in an individual assessment task is to be clear, informative, timely and relevant. Examiners are to provide guidance to students and comment on work presented for assessment during and at the end of the trimester by written comments or other suitable means.

A mark is an indicator of the standard of the students' academic achievement in an individual assessment task. Examiners are responsible for recording the marks of all students enrolled in a course for each assessment task in one place but students are to have access only to their individual marks and not to the marks of other students, other than for group assignments.

Students' marks are to be recorded in 'My Marks' on Learning@Griffith, this may be done by the examiner manually entering the marks or by using Blackboard Inline Marking or GradeMark. Blackboard Inline Marking is an online marking tool which allows examiners to provide feedback on assessment tasks submitted through the 'Assignments' tool in Learning@Griffith for automatic transfer to 'My Marks' on Learning@Griffith. GradeMark is an online marking tool which allows examiners to add comments and marks to assessments submitted through *Turnitin* for automatic transfer to 'My Marks' on Learning@Griffith. Where a potential breach of academic integrity has been identified the examiner may not mark the assessment item and in such cases no mark is to be recorded until a decision has been made as to whether a breach has occurred.

Students are required to keep a copy (electronic or hard) of their marked assessments and the feedback in case the marks are recorded incorrectly, lost or corrupted and therefore the grade for their learning is a misrepresentation of their achievement.

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## **5. RETURNING MARKED ASSESSMENT**

Marked assessment items are to be returned in a secure manner. Students are not to have access to any assessment items or marks other than their own. Students are encouraged to discuss with academic staff their performance in assessment items during a course. See Notification of Results in the Assessment Policy.

### **5.1 Preventing Academic Misconduct**

Due diligence and care is to be taken in returning marked assessment items in order to prevent academic misconduct. Marked assessment items are not to be left unattended. If students are not in attendance at the class, in which the assessment items are returned, the marked assessment items are not to be left in the classroom or in open boxes for collection outside Course Convenors/examiners'/ tutors' offices, as these practices encourage theft of students' work and plagiarism.

### **5.2 Returning assessment items electronically**

Course Convenors/examiners/tutors collecting assessment items electronically through the 'Assignments' tool in Learning@Griffith may choose to return the marked assessment item to the student electronically. Assessment submitted electronically through *Turnitin* and marked using *Grademark* are available in Learning@Griffith for students to view and download a copy of their marked assessment and feedback.

### 5.3 Returning assessment items in Person

Course Convenors/examiners/tutors may return assessment items to the class in person for the purpose of providing formative feedback to the class prior to the submission of the next assessment item. Course Convenors/examiners/tutors are to retain assessment items for students that are absent from class in the period prior to week 12 for two consecutive teaching weeks before returning them to the School/Department Office for collection by the students. The Course Convenor advises the class that students who have not received their marked assessment item can collect it from the School office.

If an examiner/tutor cannot return the assessment items by week 12 then other arrangements will need to be established by the School/Department.

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## 6. INABILITY TO LOCATE AN ASSESSMENT ITEM

Where there are reasonable grounds to believe that the assessment item was submitted correctly but the examiner is unable to locate the item and no copy is available, the examiner should take appropriate remedial action depending on the specific circumstances of the case. In all instances, the Course Convenor is required to advise the Dean (Learning and Teaching) of the problem and the proposed remedial action.

Possible remedial action includes:

- awarding the student a final grade based on the student's performance in other assessment items or other activities associated with the course;
- awarding the student the average class mark for the particular missing assessment item;
- offering the student the option of resubmitting the assessment item or repeating the examination.

In each case, the Course Convenor is required to inform the student of the problem and the remedial action that has been taken. The student may apply for a review of the decision, in relation to the remedial action taken, to the Chair School Assessment Board within 10 working days of notification of the decision. The application for review is to be made using the *Review of a Decision* form in accordance with the University's *Student Review and Appeals Policy and Student Review and Appeals Procedures*. If the student is dissatisfied with the outcome of the review he or she may lodge an appeal to the Dean (Learning and Teaching) within 10 working days of notification of the decision. Under the *Student Review and Appeals Policy* and the *Student Review and Appeals Procedures*, the appeal must be in writing using a new *Review of Decision* form. A possible outcome of an appeal may be that the student is required to resubmit the assessment item or undertake another examination.

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## 7. RETENTION AND DISPOSAL OF ASSESSMENT ITEMS

School/Departmental offices are required to retain all uncollected (including those returned by Australia Post) essays, assignments, examination booklets and other assessment materials for a minimum of six months from the date of issue of results.

At the completion of the six-month period, all assessment material may be destroyed except that material that relates to appeals that have not yet been finally determined.

Marks for individual assessment items as well as records relating to moderation and confirmation of marks are to be retained for a period of two years after the completion of the School Assessment Board process.



# APPENDIX A: INDIVIDUAL STUDENT ASSESSMENT COVERSHEET



## ASSESSMENT COVER SHEET

<p style="text-align: center;"><b>Please complete section below:</b></p> <p><b>Course Code:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>Course Name:</b> _____</p> <p><b>Due Date:</b> ___/___/___      <b>Assessment Item #:</b> _____</p> <p><b>Enrolment:</b>    External <input type="checkbox"/>      On Campus <input type="checkbox"/></p> <p><b>Campus (enrolled):</b> Nathan <input type="checkbox"/> GC <input type="checkbox"/> Logan <input type="checkbox"/> Mt G <input type="checkbox"/> SB <input type="checkbox"/></p> <p><b>Course Tutor:</b> _____</p> <p><b>Course Convenor:</b> _____</p>	<p><b>DATE RECEIVED</b></p>          <p><b>Postmark</b></p>
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**Please provide your STUDENT NUMBER here:**

**Student Name:** \_\_\_\_\_

**ACADEMIC INTEGRITY DECLARATION**

Breaches of academic integrity (cheating, plagiarism, falsification of data, collusion) seriously compromise student learning, as well as the University's assessment of the effectiveness of that learning and the academic quality of the University's awards. All breaches of academic integrity are taken seriously and could result in penalties including failure in the course and exclusion from the University. Students should be aware that the University uses text-matching software to safeguard the quality of student learning and that your assignment will be checked using this software.

I acknowledge and agree that the examiner of this assessment item may, for the purpose of marking this assessment item:

- reproduce this assessment item and provide a copy to another Griffith staff member; and/
- submit this assessment item to a text-matching service. This web-based service will retain a copy of this assessment item for checking the work of other students, but will not reproduce it in any form.

Examiners will only award marks for work within this assignment that is your own original work.

I, hereby certify that :

- except where I have indicated, this assignment is my own work, based on my personal study and/or research.
- I have acknowledged all materials and sources used in the preparation of this assignment whether they be books, articles, reports, lecture notes, or any other kind of document or personal communication
- I have not colluded with another student or person in the production of this assessment item unless group work and collaboration is an expectation of the assessment item.
- this assignment has not been submitted for assessment in any other course at Griffith, or at any other University or at any other time in the same course without the permission of the relevant Course Convenor.
- I have not copied in part or in whole or otherwise plagiarised the work of other students and/or other persons.
- I have not made this piece of work available to another student without the permission of the Course Convenor.

Providing this declaration falsely is considered a breach of academic integrity.

- I have retained a copy of this assessment item for my own records.**

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_

(insert name here)

Where the item is submitted electronically Clicking "I Agree" constitutes an electronic signature for the purpose of assignment declaration compliance.

### STUDENT CONSENT

(to be completed by the student before their essay, assignment or other work is uploaded to an internal/online learning University website or used for the purpose of moderation (not to be used if there is to be public access to the Work))

At Griffith the use of assessment exemplars by academic staff is encouraged to inform students' understanding of the performance standards associated with learning and achievement in the course. An assessment exemplar is an authentic example, actual sample or excerpt, of student work that has been annotated to illustrate the ways in which it demonstrates learning, achievement and quality in relation to the intended learning outcomes (including graduate outcomes) for the course. Assessment exemplars may be made available in a range of ways. In order to collect assessment exemplars students are asked to consent, on every assessment item submitted, for their work, without disclosure of the contributor's identity, to be used, and reproduced as an assessment exemplar for standard setting and moderation activities.

I acknowledge that for the purpose of standard setting and moderation activities the examiner of this assessment item may, wish to store, reproduce, annotate, and communicate my work to others, including future students, without disclosure of my identity.

- I consent to my Work (*Insert title of Assessment Item*), without disclosure of my personal details, being stored, reproduced, annotated and communicated within the University's secure online learning environment.
- I do not consent to my Work (*Insert title of Assessment Item*) being stored, reproduced, annotated and communicated within the University's secure online learning environment under any circumstances.

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_  
(insert name here)

Where the item is submitted electronically Clicking "I Agree" or "I do Not Agree" constitutes an electronic signature for the purpose of student consent.

### Extension Requests:

Assessment Item Number: \_\_\_\_\_ Due Date: \_\_\_\_\_

Extension Granted:     Y            N     Amended Due Date: \_\_\_\_\_

Method of Submission: \_\_\_\_\_

Extension Approved by: \_\_\_\_\_ Approval Date: \_\_\_\_\_

### Examiner's Use Only:

Name: \_\_\_\_\_

Mark Given: \_\_\_\_\_

Second Examiner: \_\_\_\_\_  
(if required)

Mark Given: \_\_\_\_\_

### Tick Where Appropriate:

- Submitted late without extension.
- Suspected breach of academic integrity: referred to the Course Convenor.
- Returned to student to be resubmitted by: \_\_\_\_\_ (method)  
\_\_\_\_\_ (date) for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_

Griffith University collects, stores and uses personal information for administrative purposes only. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory requirements. For further information consult the University's Privacy Plan at <http://www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan>



Course Code:

Course Name: \_\_\_\_\_

Assessment Item Number: \_\_\_\_\_ Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Course Tutor/Convenor: \_\_\_\_\_

**DATE RECEIVED**
**Group Assessment Participants:**

Student Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Student Name: _____
Student Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Student Name: _____
Student Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Student Name: _____
Student Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Student Name: _____
Student Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Student Name: _____

**STUDENT CONSENT**

*(to be completed by the student before their essay, assignment or other work is uploaded to an internal/online learning University website or used for the purpose of moderation (not to be used if there is to be public access to the Work)*

At Griffith the use of assessment exemplars by academic staff is encouraged to inform students' understanding of the performance standards associated with learning and achievement in the course. An assessment exemplar is an authentic example, actual sample or excerpt, of student work that has been annotated to illustrate the ways in which it demonstrates learning, achievement and quality in relation to the intended learning outcomes (including graduate outcomes) for the course. Assessment exemplars may be made available in a range of ways. In order to collect assessment exemplars students are asked to consent, on every assessment item submitted, for their work, without disclosure of the contributor's identity, to be used, and reproduced as an assessment exemplar for standard setting and moderation activities.

I acknowledge that for the purpose of standard setting and moderation activities the examiner of this assessment item may, wish to store, reproduce, annotate, and communicate my work, including future students, without disclosure of my identity.

- I consent to my Work (*Insert title of Assessment Item*), without disclosure of my personal details, being stored, reproduced, annotated and communicated within the University's secure online learning environment.
- I do not consent to my Work (*Insert title of Assessment Item*) being stored, reproduced, annotated and communicated within the University's secure online learning environment under any circumstances.

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (insert name here)

Where the item is submitted electronically Clicking "I Agree" or "I do Not Agree" constitutes an electronic signature for the purpose of student consent.

### ACADEMIC INTEGRITY DECLARATION

Breaches of academic integrity (cheating, plagiarism, falsification of data, collusion) seriously compromise student learning, as well as the University's assessment of the effectiveness of that learning and the academic quality of the University's awards. All breaches of academic integrity are taken seriously and could result in penalties including failure in the course and exclusion from the University.

Students should be aware that the University uses text-matching software to safeguard the quality of student learning and that your assignment will be checked using this software.

I acknowledge and agree that the examiner of this assessment item may, for the purpose of marking this assessment item:

- reproduce this assessment item and provide a copy to another Griffith staff member; and/
- submit this assessment item to a text-matching service. This web-based service will retain a copy of this assessment item for checking the work of other students, but will not reproduce it in any form.

Examiners will only award marks for work within this assignment that is your own original work.

I, hereby certify that :

- except where I have indicated, this assignment is my own work, based on my personal study and/or research.
- I have acknowledged all materials and sources used in the preparation of this assignment whether they be books, articles, reports, lecture notes, or any other kind of document or personal communication
- I have acknowledged the work of other students in my group in planning and developing this assessment item
- this assignment has not been submitted for assessment in any other course at Griffith, or at any other University or at any other time in the same course without the permission of the relevant Course Convenor.
- I have not copied in part or in whole or otherwise plagiarised the work of other students and/or other persons.
- I have not made this piece of work available to another student without the permission of the Course Convenor.

Providing this declaration falsely is considered a breach of academic integrity.

- I have retained a copy of this assessment item for my own records.**

Acknowledged by: \_\_\_\_\_

Date: \_\_\_\_\_

(insert name here)

Where the item is submitted electronically Clicking "I Agree" constitutes an electronic signature for the purpose of assignment declaration compliance.

### Extension Requests:

Assessment Item Number: \_\_\_\_\_ Due Date: \_\_\_\_\_

Extension Granted:    Y            N            Amended Due Date: \_\_\_\_\_

Method of Submission: \_\_\_\_\_

Extension Approved by: \_\_\_\_\_ Approval Date: \_\_\_\_\_

### Examiner's Use Only:

Name: \_\_\_\_\_

Mark Given: \_\_\_\_\_

Second Examiner: \_\_\_\_\_  
(if required)

Mark Given: \_\_\_\_\_

### Tick Where Appropriate:

- Submitted late without extension
- Suspected breach of academic integrity: referred to the Course Convenor.
- Returned to student to be resubmitted by: \_\_\_\_\_ (method)  
\_\_\_\_\_ (date) for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_

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