Student: _________________________________________________
Subject: _________________________________________________
Title: ___________________________________________________
Teacher: _________________________________________________
Date Due: ________________________________________________
Date Handed In: __/__/__ Time: _______
Received By : ____________________________________________
Signed: ____________________________________________

Absence from a task:
If a student knows that he/she will be absent, for a reason deemed acceptable by the school, on the day the assessment task is to be held, the student must negotiate an alternative time with the class teacher before the event. For unexpected absences: contact the school before 9am on the day of the task, to explain or make arrangements for the submission of the task.

Submission of Tasks
It is the responsibility of the student to submit their assessment task before 8.55am on the due date directly to the office where a receipt will be issued to the student.

Proven Dishonesty
Proven dishonesty such as cheating, copying from another student, allowing others to copy or copying material with no due acknowledgement will result in a zero mark. It is the student’s responsibility to ensure they keep drafts to prove it is their own work and be able to identify all sources of information.

Student Receipt
Student: _________________________________________________
Subject: _________________________________________________
Date Handed In: __/__/__ Time: _______
Received By: ____________________________________________
Signed: ____________________________________________

A quality school in which all students are nurtured and their potential realized.