

# ASSESSMENT COVER SHEET

## STUDENT DETAILS

Name:

Date Submitted:

## UNIT DETAILS

Qualification Code and Title:

Unit/s Code/s and Name/s assessed in this package:		<input type="checkbox"/> Accredited
		<input type="checkbox"/> Non-Accredited
		<input type="checkbox"/> Accredited
		<input type="checkbox"/> Non-Accredited

Unit/s Start Date:

Unit/s Assessment Date:

Trainer Name:

Assessor Name:

Trainer to tick (✓) all required assessments  Student to tick (✓) all submitted assessments	1. Formative Questions	<input type="checkbox"/>	Required	<input type="checkbox"/>	Submitted
	2. Summative Assessment 1	<input type="checkbox"/>	Required	<input type="checkbox"/>	Submitted
	3. Summative Assessment 2	<input type="checkbox"/>	Required	<input type="checkbox"/>	Submitted
	4. Project	<input type="checkbox"/>	Required	<input type="checkbox"/>	Submitted
	5. Research	<input type="checkbox"/>	Required	<input type="checkbox"/>	Submitted
	6. Presentation	<input type="checkbox"/>	Required	<input type="checkbox"/>	Submitted
	7. Portfolio	<input type="checkbox"/>	Required	<input type="checkbox"/>	Submitted
	8. Other	<input type="checkbox"/>	Required	<input type="checkbox"/>	Submitted

*If this unit requires a mandatory work placement, assessment result cannot be Competent until work placement is completed.*

Work Placement Booklet  Completed  Not Yet Completed

Unit/s Code/s and Name/s assessed in this package:

**RESULT** (non-accredited units must be marked Satisfactory or Not Satisfactory)

	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory
	<input type="checkbox"/> Credit Transfer	<input type="checkbox"/> RPL
	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory
	<input type="checkbox"/> Credit Transfer	<input type="checkbox"/> RPL
	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory
	<input type="checkbox"/> Credit Transfer	<input type="checkbox"/> RPL

## DECLARATION

- I have kept a copy of my assessment task before submission
- I have completed and signed this cover sheet
- I have answered all questions in the assessment task
- I have attached any relevant evidence/documentation as required by the assessment
- I have been advised of the assessment requirements and have been made aware of my rights and responsibilities as an assessment candidate.
- I have been advised that I would not be deemed competent in this unit until I complete the mandatory requirements of 120 hours of work placement. (Community Services Students Only)
- I declare that, to the best of my knowledge and belief, this assignment is my own work, all sources have been properly acknowledged, and the assessment task contains no plagiarism. This assessment task or any part thereof has not previously been submitted for assessment at this or any other RTO.
- I acknowledge my assessment result will be available on my Student Portal

Student Name:

Student Signature:

## Assessor Feedback

**Further Evidence Required:** (Explain the missing evidence to student, including page or question numbers which student must submit)

**Assessment Resubmit Deadline:** (Insert final date for resubmission of evidence)

Assessor Name:

Assessor Signature:

Date Assessed:

## STUDENT COMMENTS

- I have received my assessment result and am satisfied with the feedback given on this assessment.
- I wish to appeal the result of this assessment.

Student's signature:

Date: