

Complete **ALL** information requested and attach to the front of the assessment. No responsibility will be taken by Whitehouse for assessments submitted without a completed cover sheet.

UNIT CODE: _____ UNIT TITLE: _____

DISCIPLINE (tick): FASHION INTERIORS STYLING SESSION GROUP: _____

NAME: _____ STUDENT NUMBER: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

LECTURER/TUTOR: _____ ASSESSMENT NUMBER: _____

DUE DATE: _____

PLEASE NOTE: All assessments must be via the submission box in the Library (note: these will be non receipted). Should a student prefer to have their submission receipted, they are to complete the submission receipt and lodge submission directly with Reception who will finalise receipt.

PLAGIARISM - THE WHITEHOUSE INSTITUTE UNDERSTANDS THAT A GREAT DEAL OF INFORMATION IS AVAILABLE TO YOU ABOUT YOUR STUDY TOPICS: ON-LINE, IN JOURNALS, BOOKS AND MAGAZINES. HOWEVER, TO PRESENT THE IDEAS IN THESE WORKS AS YOUR OWN IS PLAGIARISM, AND RUNS COUNTER TO THE TEACHING AND LEARNING PHILOSOPHY OF THE INSTITUTE WHERE YOU ARE BEING ENCOURAGED TO DEVELOP YOUR OWN CREATIVITY AS WELL AS YOUR CAPACITY TO CRITICALLY ANALYSE OTHER PEOPLE'S IDEAS. TO THIS END:

Plagiarism is prohibited, where plagiarism is formally recognised as the 'presentation of thoughts or works of another as one's own' and this may include (but is not limited to):

- Copying or paraphrasing material from any source without due acknowledgment
- Using another's ideas without due acknowledgment
- Working with others without permission and presenting the resulting work as though it was completed independently
- Working with others with permission and not accurately crediting each person's contribution to the final work

Should it be alleged that you have plagiarised then the matter will be investigated in accordance with the Institute's plagiarism policy and procedure. Should it be found that you have plagiarised, then penalties will apply.

SUBMISSIONS & ASSESSMENT REQUIREMENTS ON BACK OF SHEET: SIGNING THE ASSESSMENT COVER SHEET DECLARES YOU AGREE TO THE ASSESSMENT POLICY OF WHITEHOUSE INSTITUTE OF DESIGN.

DECLARATION: I declare that, except where specified, this is all my own words, designs, production, etc.

STUDENT SIGNATURE: _____

DATE OF SUBMISSION: _____

✂ Student – complete details and detach to enable receipt of submission by Reception

SUBMISSION RECEIPT:

UNIT CODE: _____ UNIT TITLE: _____

DISCIPLINE (tick): FASHION INTERIORS STYLING SESSION GROUP: _____

NAME: _____ STUDENT NUMBER: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

LECTURER/TUTOR: _____ ASSESSMENT NUMBER: _____

DUE DATE: _____ SUBMISSION DATE: _____

RECEIVED BY: (print name) _____ SIGNATURE: _____

ASSESSMENT REQUIREMENTS

ASSESSMENT/EXAMINATION REQUIREMENTS

All assessment submissions must be labelled and submitted by the due date with a signed Assessment Cover Sheet to the Library or Reception (if you require receipt of submission). Do not hand in your work to the Lecturer/Tutor. Where a student is unable to attend class on the day that the assessment task is due, the work may be delivered to the Institute by a third party, however the completed and signed Assessment cover sheet must be attached. The Institute takes no responsibility for assessment tasks that are submitted without an Assessment Cover Sheet. Please note that work that is submitted after the due date will be eligible for a maximum grade of Pass (P). Where a student fails to submit an assessment task the result will be recorded as a 'Not Submitted' and, depending on the weighting of that assessment task, may contribute to the student receiving a Fail (F) for that subject. The Institute recommends that students keep a copy of all assessment tasks that are submitted for their records.

EXTENSION TO ASSESSMENT DUE DATE

A student can request an extension to the due date of an assessment task by negotiation with the Lecturer/Tutor. An 'Application for Extension' form must be completed by the student and submitted no later than ten (10) working days before the submission date. Requests for extension cannot be accepted after this date. Please note where a student fails to submit an assessment task after the agreed extended due date the result will be recorded as a 'Not Submitted' and may contribute to the student receiving a Fail (Fail) for that subject.

*Applications to Extension **are not accepted for SEMESTER FINAL ASSESSMENT SUBMISSIONS, END OF SEMESTER PANEL MARKING or GROUP PRESENTATIONS**
 - *Special Consideration* must be sought with supporting documentation.

LATE SUBMISSIONS

An assessment is considered a late submission if:

- An extension is not sought and the work is not submitted in by the due date
- An extension is granted but the assessment is not submitted by the extended due date

When an assessment is considered a late submission, the maximum grade awarded will be PASS (P). No assessment will be accepted after 14 calendar days except in exceptional circumstances and in consultation with the Academic or Program Coordinator only.

SPECIAL CONSIDERATION

In the event of sudden or acute illness or misadventure; special consideration should be sought. A student may make application for special consideration if they consider that acute illness or misadventure adversely affected their performance in an examination, assessment or submission or they were prevented from attending a panel marking or final submission due to circumstances beyond their control, such as serious illness requiring hospitalisation. Where possible, notification of the serious illness or misadventure should be reported to your Tutor, Program Coordinator or Student Administration prior to submission of application.

DUE TO ACUTE OR SUDDEN ILLNESS

Being: Hospital admission, serious injury, severe asthma, severe anxiety, depression or sudden illness requiring medical support. This does not include trivial illness such as a mild cold. Work submitted late must be accompanied by Application for Special Consideration and Medical documentation covering entire period. Assessments submitted will not be penalised for the number of days the certificate covers and are to be submitted on the immediate return to campus.

DUE TO MISADVENTURE

Being: Bereavement due death of close family member, family relationship breakdown, financial hardship, trauma or victim of crime. Computer malfunction is not considered misadventure. Work submitted late or assessments missed due to circumstances which could not reasonably be anticipated, causing a substantial disruption are classed as a misadventure and are to be accompanied along with documentation of the misadventure at submission. An Application for Special Consideration must be submitted to the Tutor, Program or Academic Coordinator with supporting documentation signed by an appropriate professional authority, such as a medical practitioner, counsellor, police or minister of religion. An Application for Special Consideration must meet the following deadlines:

- For assessment items during semester the application must be lodged ten (10) days before the assessment due date
- For Panel assessments or formal examinations the application must be lodged no later than one (1) working day after the panel assessment or examination

The application when received by the academic or program coordinator will consider the application where it relates to an assessment item, panel assessment or formal examination. It is then the student's responsibility to contact the program coordinator to find out what action has been taken and any alternative assessment/examination that they may need to complete. If a student misses a formal examination entirely through sudden severe illness or misadventure they must apply for an alternative examination by submitting an application for Special Consideration with supporting documentation no later than three (3) working days after the date of the first examination missed. The Academic Coordinator will assess the request and advise accordingly. Please note that unless it can be proved that a student was prevented from applying for special consideration, an appeal against the grade obtained (on the grounds of illness or misadventure) will NOT be accepted.

ASSESSMENTS NOT SUBMITTED

Work still not forthcoming after the late submissions 14 day deadline will attract a FAIL grade for the assessment and depending on the weighting of the assessment this could lead to a FAIL for the subject and therefore student may be notified as *Academically at Risk* and could effect academic progression. Additionally, the subject will need to be repeated at the student's expense.

RESUBMISSION

In the event of the assessment being awarded a FAIL grade, provided the assessment was initially handed in by the due date, the student will have the opportunity to resubmit within a two (2) week period, in order to achieve the assessment requirements. If the work is satisfactory, a maximum grade of PASS will be given, however students will receive normal assessment feedback and an indication of the grade they would have achieved. A FAIL can be awarded twice should the assessment outcome be unsatisfactory. Please note, all student enquires for extensions, special consideration or exceptional circumstances are to be with your Tutor, Program or Academic Coordinator only. Campus Management and/or Administration staff do not have the authority to vary or approve late submissions without academic penalty.

APPEALING GRADES

Students who want to query a mark or grade awarded for a piece of assessment submitted during the semester or query a final assessment grade in any unit of study students are to lodge a written request to appeal an assessment. Refer to the **Assessment Appeals Policy and Procedure** available from the Student Zone or Student Administration.