

Complete all information requested and attached securely to the front of your assessment.

Please cut off receipt and retain as proof of submission.

No responsibility will be taken by **WHITEHOUSE** for assessments submitted without a completed cover sheet.

All work is to be clearly labeled with your name.

SUBJECT NO:	SUBJECT TITLE:		
SPECIALISATION:	<input type="checkbox"/> INTERIOR DESIGN	<input type="checkbox"/> FASHION DESIGN	<input type="checkbox"/> CREATIVE DIRECTION & STYLING
STUDENT NAME:	STUDENT NO:		
CLASS:	NUMBER OF ITEMS:	ASSESSMENT TASK NO:	
TEACHER:	DUE DATE:		

PLEASE NOTE: All assessments must be submitted via the allocated submissions area specified in the Assessment Task.
All assessments must be received as proof of submission.

PLAGIARISM

Plagiarism is prohibited, where plagiarism is formally recognised as the 'presentation of thoughts or works of another as one's own' and this may be (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

If it is alleged that you have plagiarised, then the matter will be investigated in accordance with the Institutes's Academic Honesty Policy. Penalties will apply if it is decided that plagiarism has occurred.

ASSESSMENT POLICY & PROCEDURE

For more information on **WHITEHOUSE's** Assessment Policy & Procedure, please see the section on the student portal.

DECLARATION

I declare that this is all my own work, except where specified with due acknowledgment and permission, that I have read the assessment submission information on the back of this sheet and that I agree to the assessment policy of Whitehouse Institute of Design, Australia.

STUDENT SIGNATURE:	DATE:
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SUBMISSION RECEIPT

Please fill in the following & keep as proof of submission:

DESCRIPTION OF ASSESSMENT:	(EG. ONE FOLIO, TWO GARMENTS)
SUBJECT NO:	SUBJECT NAME:
STUDENT NAME:	ASSESSMENT TASK NO:
DUE DATE:	SUBMISSION DATE:
RECEIVED BY STAFF MEMBER:	STAFF MEMBER SIGNATURE:

ASSESSMENT REQUIREMENTS

It is your responsibility to be aware of and adhere to all assessment requirements and due dates and to follow your teacher's instructions for labelling and submitting assessments. Submissions made after the published due date will incur late submission penalties. **WHITEHOUSE** will not accept any responsibility for work that is not clearly labelled and not submitted as per the directions in the subject outline.

EXTENSIONS

Generally, you can apply for only one extension to an assessment deadline for each subject. The maximum extension you can seek without support documentation is two days. Should you wish to be granted an extension of more than two days you will need to complete an Application for Extension form (available on Google Classrooms) and submit it to Student Administration. Your Application for Extension must be submitted 10 days or more before the assessment due date. Extensions will not be approved on or after the due date. If your application for extension is approved, Student Administration will be notified. When you submit your assessment, you must submit a signed Application for Extension form along with your assessment coversheet as proof that an extension has been granted.

SPECIAL CONSIDERATION

A student may apply for special consideration if they consider that illness or misadventure adversely affected their performance in an assessment task or they were prevented from attendance or submission of a task due to circumstances beyond their control, such as serious illness or hospitalisation. Special consideration can only be granted due to compassionate or compelling circumstances that are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- specific disabilities or special needs;
- bereavement of close family members (where possible a death notice should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports).

The following process applies for students who apply for special consideration:

- The application must be made as soon as practical prior to an assessment task due date once the compassionate or compelling circumstances are identified.
- Students must submit a completed 'Application for Special Consideration' form, to the Student Administration Officer.
- The Student Administration Officer will arrange a meeting with the Academic Director and/or Course Leader, an Administration staff member, and the student.
- During this meeting, the parties will negotiate an Academic Plan outlining the type of special consideration arranged, and any timeframes and conditions applicable.
- Academic Plans must detail the negotiated arrangements, what deliverables are required, and the attendance timeframe.
- The Academic Director will then consider the negotiated plan, ensuring it is fair and equitable, and advise the Student Administration Officer of their decision for recording on the student's file.

If the negotiated plan is approved by the Academic Director and the arrangement is for an extension or reasonable adjustment of assessment task, Administration will monitor the student's progress in regard to timeframes and conditions outlined in the plan. When the assessment task is submitted, an Academic staff member will assess the outcome and submit the result to the Course Coordinator for review. The Course Coordinator is then responsible for providing the result to Student Administration.

LATE SUBMISSION

An assessment task is considered 'late' when it is not submitted by the due date or by the agreed extension date.

Work submitted after the due date or agreed extension date will receive a deduction of 5% of the mark for each day thereafter.

- A 7-day deadline applies to late submissions and this deadline is absolute. Any work submitted after the 7-day period without an arrangement for special consideration and within the 21-day late submission cut-off date will receive a Fail grade between 0-49%.
- All assessment tasks must be attempted and submitted in order to progress in the course, even if submission exceeds the 7-day deadline. Students will be unable to attempt the subsequent subject in the strand if they have outstanding assessment tasks.

RESUBMISSION

Should a student not pass an assessment task, i.e. obtaining a grade of 49% or lower (that was submitted on time), the student may re-submit the assessment. Only one re-submission is permitted per assessment task and a deadline of 14 days is given to complete a re-submission. A 'Notice to Resubmit' form (available on Google Classrooms) must be filled out and signed by the assessor and include the date of notice and the deadline for re-submission. A student may only be awarded a Pass grade of 50% for a successful re-submission.

ASSESSMENT APPEALS

If you are dissatisfied with an assessment result, you should discuss the mark and any written feedback with the assessor. The discussion will focus on how the mark and written feedback relate to the requirements of the brief.

If you are still dissatisfied with the result you can submit a written request for a review to the Academic Director outlining why the original mark was unfair or inconsistent with marking criteria, as outlined in the Academic Grievance Procedures and Academic Grievance Form available in Google Classrooms. The request for a review must be made within 5 working days of the release of the academic result. The reviewed assessment grade will be taken as final. If the student remains dissatisfied with the outcome of the review the student can lodge a formal grievance in writing to the Academic Director within 10 working days after receiving the notification of the review outcome.