

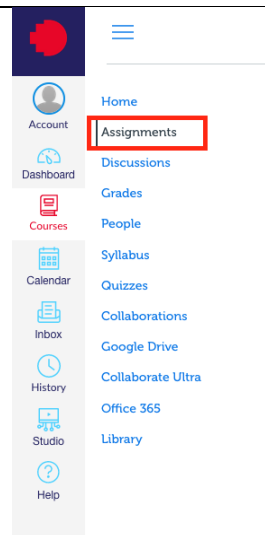
RMIT Student Guide – Assessment Declaration

All assessments should include a completed and signed cover sheet. Some courses may require you to submit a course-specific cover sheet which will be provided by your School.

Downloading, completing, and uploading your coversheet

1. Access your assessment in Canvas

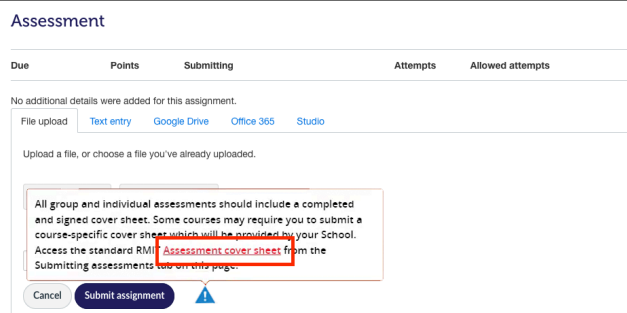
Navigate to the relevant assessment for your course in Canvas.



2. Download your coversheet

You can download the RMIT coversheet directly through the [student website](#). Alternatively your course coordinator may provide you with a course specific coversheet.

NOTE: You will see a handy tool-tip that will link you to this page next to your assignment button.



Find assessments for your courses, instructions on how to submit your assignments and what assessment feedback you can expect from your teachers.

Find your assessments **Submitting assessments** Declaration Feedback Appeals

How to submit your assessments

Submit an assessment via Canvas
 Many assessments at RMIT can be submitted digitally via Canvas. All assessments are submitted via the Turnitin software. Go to the [Canvas webpage](#) for instructions on how to submit your assessments via Canvas.

[Go to Canvas webpage](#)

Experienced a technical fault when submitting an online assessment?
 We understand that technical issues happen. If possible, take a screenshot of the fault or error message and record the time it happened. Send this information to your teacher to let them know you have had difficulty completing the assessment and then contact [IT Contact](#). Your teacher will be in touch if you need to take further action.


Assessment cover sheet
 All assessments should include a completed and signed cover sheet. Some courses may require you to submit a course-specific cover sheet which will be provided by your School.
 Otherwise, download the cover sheet below.

[Download the assessment cover sheet](#)

3. Open your coversheet with Adobe Acrobat or you proffered PDF reader.

Fill in all fields of the PDF for yourself. If it's a group assignment capture all group members details too.

Assignment cover sheet
 for use when submitting work for assessment



School _____
 Program name _____ Program code _____
 Course/unit name _____ Course/unit code _____
 National Unit of Competency (UOC) title (VE only) _____
 National Unit of Competency (UOC) code (VE only) _____
 Name of lecturer/teacher _____
 Name of tutor/marker/assessor _____
 Assignment no. _____ Due date (DDMMYYYY) _____ Class day/time _____ Campus _____

Student/s

Family name	Given name	Student no.
Family name	Given name	Student no.
Family name	Given name	Student no.
Family name	Given name	Student no.
Family name	Given name	Student no.
Family name	Given name	Student no.

4. Sign your coversheet

Sign the coversheet by clicking the signature field. You may need to setup a digital signature to complete this action.

For more detail on [how to sign a pdf digitally read Adobe's guide.](#)

Alternatively you can print, fill out a paper copy and scan.

NOTE: If this is a group assignment, all members must sign the document.

Student signature/s
 I/we declare that I/we have read and understood the declaration and statement of authorship.

1 Student Name  Digitally signed by Student Name
 Date: 2022.02.24 10:23:31 +11'00'

5. Upload your assignment and coversheet

Upload both your assignment and coversheet and submit your assignment.

Assessment

Due No due date Points 100 Submitting a text entry box or a file upload Attempts 0 Allowed attempts 2

No additional details were added for this assignment.

File upload [Text entry](#) [Google Drive](#) [Office 365](#) [Studio](#)

Upload a file, or choose a file you've already uploaded.

assignment-cover-sheet-2022.pdf X

studentnumber_assignment01_2022.pdf X

[+ Add another file](#)

Comments...

Additional notes

Some courses may require you to submit a course-specific cover sheet which will be provided by your School.