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ASSIGNMENT COVER SHEET (UNDERGRADUATE) – 1st Semester 2012

Please ensure that this cover sheet is completed on BOTH sides with ALL details required.

ASSIGNMENT DUE DATE: Tues 20 March 2012 BEFORE 3.00 pm

IMM GSM Student No Contact Number: _____

First Name & Surname: _____;

Module: _____ Module Code: (Office Use)

No. of words (excl. bibliography) :

No. of assignment pages (excluding cover sheet) :

Tuition type (Please tick):

Private Study:

Student Support Centre:

Student Support Centre Name: _____ Branch: _____

Student Declaration:

- I hereby declare that I have added my **Student Number**, the **Subject Name** and **Page Numbers** (e.g. page 1 of 4, page 2 of 4) to the top of **EVERY** page of my assignment. I understand that failure to comply with this instruction will result in the assignment being regarded as incomplete and will therefore place me at the risk of having marks deducted.
- I further **confirm** that I have stapled the correct cover sheet to my assignment as failure to do so could result in the assignment not being marked.
- I have read and signed the Rules and Regulations for Assignments on page 2 of the Assignment Cover Sheet.
- I accept that the marker has the right to not mark part of my assignment which exceeds the word limit.

Signature: _____

Date: ____ / ____ / 20__

FOR OFFICE USE ONLY

DATE RECEIVED	
Late Assignment <small>(Refer to #7 on p 2)</small>	Overdue Assignment <small>(Refer to #7 on p 2)</small>
If late, Less 25 marks ↓	If overdue, Do not mark ↓
-25	0 %
Student Signature: _____	

Allocation of marks for presentation (Refer to *Note)		
General layout		1
Spelling / grammar		2
Word count		2
Harvard referencing		3
Bibliography		2
TOTAL →		10

SUMMARY OF MARKS

	Marker	Checker	Moderator	Checker
1	___	___	___	___
2	___	___	___	___
3	___	___	___	___
4	___	___	___	___
5	___	___	___	___
6	___	___	___	___
7	___	___	___	___
8	___	___	___	___
9	___	___	___	___
10	___	___	___	___

Presentation = _____ / 10

Sub Total = _____

Less 25 marks – if applicable (Office use only) →

FINAL TOTAL =

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*Note: The following modules are excluded from presentation marks:
FA, MA, FM, FM101, FM202, FM303, M1, MAR101, STAT, BS101, EA1, EA101, EA2, EA201, FP1, FP202, FP2, FP303

