



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

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ASSESSMENT COVER SHEET

INSTRUCTIONS

- Check whether the assessment is to be handed in or posted in physically. Most assessments are uploaded to Moodle. Instructions are found on the Assessment Instruction Sheet and on courses COD.
- If an assessment states it is to be handed in with an Assessment Cover Sheet go to Reception or Moodle Writing and Referencing Hub. As well as handing in the material, attach the Assessment Cover Sheet.
- When you hand the assessment in, enter your name and details into the Assessment Logbook located at Reception for each physical/hard copy assessment you submit. Please ensure this Assessment Cover Sheet is date stamped by reception at the time of handing it in. It is the responsibility of each student to ensure all required information is listed on the Assessment Cover Sheet (not that of Reception).
- Distance students posting in each physical/hard copy assessment must use a registered signature courier post.
- The Cover Sheet remains attached to the assessment and will be returned with the mark and comments from the Marker.
- If your assessment is late, go to Student Handbook and word search AFTER THE ASSESSMENT DUE DATE.

Please note: You are required to keep at least one copy of your assessment - A photocopy or photos work well. Once your physical/hard copy assessment is marked, it will be returned to you. You should also be saving versions of electronically submitted assessments to the cloud or an external hard drive.

STUDENT TO COMPLETE		All information must be supplied when submitting
Full Course Name:		
Full Course Number:		
Assessment Number:		
Assessment Name:		

Student Name:

Student ID:

Tutor Name:

Assessment Due Date
(Resit/Resubmission?):

Word Count:

Please read through the notes about Plagiarism below prior to signing this Form. Academic integrity requires that all assessment content is your own work or is properly sourced/ referenced. I confirm this is an accurate representation of my own work.

Signed

Date

TUTOR TO COMPLETE

Mark:

Turnitin

PLAGIARISM

Plagiarism is not tolerated at Wellpark College. When sourcing other people’s work in your assessments: research, images, perspectives and theories, you are required to accurately reference in-text and in a reference list using APA 6th style. Check Wellpark College Academic Integrity Policy for details.

Please note: Any plagiarism detected as part of your work will result in a lowering of your assessment mark and likely disciplinary action by the College.

DEFINITION OF PLAGIARISM

REF: plagiarism. (n.d.). Dictionary.com Unabridged. Retrieved January 16, 2018 from Dictionary.com website <http://www.dictionary.com/browse/plagiarism>

An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.

- To commit literary theft
- To pass off your work or parts of your work although it is someone else’s
- To present as new and original an idea or product derived from an existing source.
- To use another person’s production of material (written or images) without crediting the source

In other words, plagiarism is an act of fraud. It involves both stealing someone else’s work and lying about it afterwards. Most cases of plagiarism are avoided by accurately citing sources and working with primary rather than secondary sources. Simply acknowledging that certain material has been borrowed, and providing your reader/assessor with the information necessary to locate and check that source, is usually enough to prevent plagiarism. All of the following acts are considered plagiarism; if not referenced properly:

- Turning in someone else’s work as your own - For example, any lists or ideas you obtain from any publication or website. Even if you change the words around, they are still another person’s ideas!
- Copying words or ideas from someone else - For example, images from any publication or website, without permission from the publisher.
- Failing to put a quotation in quotation marks - For example, words in the same format and order should be put in quotation marks and the in-text reference includes the page number (in brackets).
- Giving incorrect information about the source of a quotation - For example, the idea is referenced from another source. Please note: If you have taken content from a secondary text, you need to cite that you read this content in the publication, ‘as cited from’ or preferably cite the primary source.
- Changing a few words but copying the sentence structure and intent of a source without giving due credit – For example, copying a list of items, but changing the order of the words without referencing the source
- Copying so many words or ideas from a single source or a range of sources that it makes up the majority of your work, whether you give credit or not – For example, if more than 10% of your assignment is within quotation marks, it cannot realistically be considered your own work.

