**HIGHER EDUCATION WRITTEN ASSESSMENT COVER SHEET**

Office Use Only

Last Updated: 5/2/25

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| **STUDENT NAME:** |  |
| **COURSE UNIT CODE AND TITLE:** |  |
| **TRIMESTER AND YEAR:** |  |
| **ASSESSMENT NAME:**(e.g. Assessment 2) |  |
| **ASSESSMENT WORD LIMIT:** |  |
| **ACTUAL WORD COUNT:** |  |
| **DUE DATE:** |  |

**DECLARATION OF AUTHORSHIP** (Type a ‘Y’ to confirm in each box)

|  |  |
| --- | --- |
| Y | I affirm that this assignment is my own original work, created specifically for this unit.  |
|  | I have acknowledged in the text all sources – printed, electronic, and other – used in this assignment. I have read and understood the ACOM Policy on Academic Misconduct and understand that plagiarism and the inappropriate use of artificial intelligence is a serious offence that can lead the College to commence proceedings against me for potential student misconduct. |
|  | I understand that I have an obligation to inform the marker of any assistance I have had in the research for the composition of this assignment.  |
|  | I have not submitted this assignment in any other unit nor at any other institution. |
|  | I have used artificial intelligence in the creation of this assignment **OTHER** than the following permitted activities: research and topic investigation, when required by the assessment question, for exam and test preparation, and appropriate use tools for editing such as Grammarly. **If you have answered YES to this question give details below in DECLARATION OF AI USE.** |
|  | This assignment has been an authentic part of my own learning. |

***DECLARATION OF AI USE***

If you indicated above that you have used artificial intelligence in the creation of this assignment OTHER than the following permitted activities:

* research and topic investigation
* when required by the assessment question
* for exam and test preparation
* and appropriate use tools for editing such as Grammarly

then give details below. Please note that this use must be referenced according to the ACOM Referencing Guides.

For example: *I used ChatGPT to provide an example of a pastoral ministry scenario for this assessment.*

**Date:** .

**Assignment Submission Checklist**

Please be sure that you have read carefully and have understood fully the instructions for the assignment. If you are unsure, please ask your Academic Coordinator or Marker well in advance of the deadline.

Detailed information on assignment writing and formatting requirements are provided in the Academic Regulations Section of the Student Handbook and online in the Moodle Study Skills section.

(Type a ‘Y’ to confirm in each box)

|  |  |
| --- | --- |
| Y | Have you checked that all formatting requirements are in keeping with the ACOM Style Guide in the Student Handbook and Referencing Guides? (font size, colour, style, line spacing and margins)? |
|  | Have you checked that the referencing/bibliography formatting requirements (e.g. Turabian or APA) are met? |
|  | Have you proofread your work and checked the spelling and grammar? (Use Grammarly to help you if need be) |
|  | Have you kept to the word count (+/- 10%)? |