Assignment Cover Sheet



* The information on this coversheet will be included in Turnitin’s similarity analysis; however, your lecturers are aware of this and will disregard it.

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| Student Details | | | | | | | | | | | |
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| Student Number |  |  |  |  |  |  |  | |  |  | |
|  | | | | | | | | | | | |
| Family Name |  | | | | | | | Given Name | | |  |

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| Unit Details | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Unit Code |  | | | Unit Title | |  | | | | | |
| Name of Lecturer | | |  | | | | Due Date | | |  | |
| Topic of Assignment | | |  | | Group or Tutorial (if applicable) | | |  | | | |
| Course | |  | | | | | | | Campus | |  |
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| Manual Submission | | | | |
| If handing in an assignment in a paper or other physical form, sign here to indicate that you have read this form, filled it in completely and that you certify as above. | | | | |
| Signature |  | Date |  | ***Office Use Only*** |
| Electronic Submission | | | |
| **OR,** if submitting this paper electronically as per instructions for the unit, place an ‘X’ in the box below to indicate that you have read this form and filled it in completely and that you certify as above. Please include this page with your submission. Any responses to this submission will be sent to your ECU email address. | | | |
| Agreement | select check box | Date |  |
| For procedures and penalties on late assignments please refer to the [University Admission, Enrolment and Academic Progress](http://intranet.ecu.edu.au/__data/assets/pdf_file/0005/378320/Admission-Enrolment-and-Academic-Rules.pdf)  [Rules](http://intranet.ecu.edu.au/__data/assets/pdf_file/0005/378320/Admission-Enrolment-and-Academic-Rules.pdf) - rule 24, and the ECU Course and Unit Delivery and Assessment Policy | | | | |

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| The ECU English Language Proficiency Measure (Feb 2014) | | | | | |
| **Levels of proficiency**  **Aspects of writing**  (Indicate with an X main area(s)  needing improvement) | **Low proficiency**  Incorrect or inappropriate aspects of writing obscure meaning in many places.  Significant editing needed to clarify the meaning, along with extensive proofreading to correct technical errors. | **Developing proficiency**  Incorrect or inappropriate aspects of writing obscure meaning in some places.  Some editing needed to clarify the meaning, along with extensive proofreading to correct technical errors**.** | | **Moderate proficiency**  Aspects of writing are mostly accurate. Mistakes rarely affect clarity of meaning.  Minor editing needed to clarify the meaning, along with careful proofreading to correct technical errors. | **High proficiency**  Aspects of writing are appropriate and optimally constructed, allowing clarity of meaning.  Meaning is clear and needs only a light proofread to correct technical errors. |
| **Sentence structure**  1. sentence completeness  2. sentence length  3. phrase/clause order  4. use of conjunctions  5. word order  6. punctuation |  |  | |  |  |
| **Word use**  7. word choice  8. word form  9. word omission/redundancy  10. verb tense/agreement  11. spelling  12. apostrophes |  |  | |  |  |
| **Sentence Structure**  1. Sentence completeness: sentence includes subject, verb a complete thought.  2. Sentence length: length is appropriate to context or disciple  3. Phrase/clause order: parts of the sentence (phrases and clauses) are ordered logically.  4. Use of conjunctions: linking words are used correctly to show the relationship between ideas.  5. Word order: words are ordered correctly in a sentence.  6. Punctuation: the correct use of full stops, commas, semicolons, colons and capitals. | | | **Word Use**  7. Word choice: words are correct and appropriate for the context.  8. Word form: correct part of speech is used, e.g., [to] affect / [the] effect.  9. Word omission/redundancy: words should not be missing or be unnecessarily repetitive.  10. Verb tense/agreement: correct use of verbs that indicate time and correct word forms that agree grammatically with other words in the sentence.  11. Spelling: correct spelling is used.  12. Apostrophes: indicate ownership or contraction. | | |

**Students, your assignment submission starts on this page. To enter it, you may either:**

* Type directly onto this page; or
* Copy and paste from another document onto this page

**Also, please:**

* Ensure you have completed the ECU Assignment Cover Page;
* Adjust the headers and footers from this page onwards as per any instructions set in your assignment;
* Note that creating a Table of Contents in your Assignment will include the Assignment Cover Sheet as page 1; and
* Lastly, remember to delete these instructions.