



**ASSESSMENT TASK COVER SHEET**  
**FOR VOSE AWARDS ONLY**

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Please register all assignments in **Assignment Register File** and submit them in the **Assignment Submission Box** in the Office Foyer. **DO NOT** give them directly to the trainer.  
 Assignments will be returned by the trainer to the Seminary office where they will be recorded and returned to student's pigeon hole. Where this is not possible assignments may be collected from the college office.

<b>Student Name</b>	<b>Vose Number</b>
<b>Unit Code and Title:</b>	
<b>Name of Lecturer/Trainer:</b>	
<b>Assessment Task (e.g., report, book review, essay):</b>	
<b>Assessment Topic:</b>	
<b>Word count required:</b>	<b>Word count actual (excluding Bibliography):</b>
<b>DUE DATE:*</b>	<b>SUBMISSION DATE</b>

\* Should you anticipate difficulty in meeting the due date an "Application for Deferred Assignment" form must be submitted to the lecturer **before** the due date.

Your written assessment task should meet the following requirements. **Please confirm this by ticking the boxes before submitting your assignment.**

- |  |  |
|--|--|
| <input type="checkbox"/> Assignment is 1½ or double-spaced on A4 paper | <input type="checkbox"/> Clearly legible   |
| <input type="checkbox"/> Wide margin (3cm) on left-hand of page        | <input type="checkbox"/> Pages numbered and firmly stapled together with this cover sheet. |
| <input type="checkbox"/> Two copies submitted (one may be electronic). | <input type="checkbox"/> Declaration below is completed                                    |
| <input type="checkbox"/> Copy has been retained by me                  |  |

A second copy of your written assessment task must be either handed in or emailed to: [office@vose.wa.edu.au](mailto:office@vose.wa.edu.au)  
**An emailed written assessment task must be in pdf format only.**

**Please tick appropriate box:**

- I have **attached** 2<sup>nd</sup> copy of written assessment task  
 I have **emailed** 2<sup>nd</sup> copy of written assessment task

All forms of plagiarism, cheating and unauthorised collusion are regarded seriously and could result in penalties including failure in the unit and possible exclusion from the Seminary. If you are in doubt, please contact the Unit Coordinator.

**Declaration**

The following written assessment task, of which I have kept a copy, is entirely the work of the undersigned and all sources of ideas and expressions are duly acknowledged in footnotes.

**Signature:** ..... **Date** .....

The Office will stamp this cover sheet with the date of receipt before handing on to the Trainer concerned. If you require a receipt for this submission, please submit a second copy of your cover sheet for date stamping with the original.

### Assessment Task Feedback Report

Student:	Unit		
Assessment task topic			
Result:	Assessor:	Date assessed:	
Other details			

	CE	CM	C	NYC	NA	Comments
<b>1. Collecting, analysis &amp; organize information</b>						
1.1 Understanding of issues involved in and relevant to the topic						
1.2 Exegesis and use of Scripture/primary sources						
1.3 Acquaintance with relevant secondary literature						
1.4 Critical interaction with the literature						
1.5 Format and presentation (incl. abstract, footnotes, bibliography)						
<b>2. Communicating ideas and information</b>						
2.2 Written assessment task structure						
2.3 Presentation of a clearly reasoned argument						
2.4 Application/relating to ministry/personal life						
2.5 English expression (incl. language, spelling, sentence structure, punctuation & original work)						
2.6 Originality of thought						
2.7 Oral presentation						
<b>3. Planning and organizing activities</b>						
<b>4. Working with others in a team</b>						
<b>5. Solving problems</b>						
<b>6. Using technology</b>						

CE – Competent with excellence, CM– Competent with merit, C – Competent, NYC – Not Yet Competent, NA: Not applicable.

Additional Comments (including major notes written on the assessment task script):

Signed: ..... Date.....