All Assessment Tasks are to be handed to office staff before the start of school on or before the due date. (Students who have study time on the due date must submit the task before their first lesson of the day).

The office staff will provide you with a receipt. It is your responsibility to keep the receipt as proof of submission. Please refer to your Assessment Guidelines for the general assessment policy, explanation and details of penalties.

ASSESSMENT DETAILS

First Name

Last Name

Subject

Teacher

ASSESSMENT RECEIPT

To be completed by the student

First Name

Last Name

Subject

TIME RECEIVED

This stamped receipt must be retained by student as proof of submission

OFFICE USE ONLY

TIME RECEIVED

(Office stamp to be placed in this section on receipt of Assessment Task)