

## **School of Molecular and Microbial Biosciences Policy for assessment submission and return**

A number of different methods of assessment submission and collection are used in the School of Molecular and Microbial Biosciences.

Your demonstrator, tutor or unit of study coordinator will advise you of the method for the submission and collection of each assessment item. Often, this will be managed within the unit by handing the item directly to teaching staff, or to a locked box or to the laboratory service room. Assessment may be collected in a similar way.

The other avenue for submission and collection of assessment is via the locked cupboard outside the School Office on Level 4 of the Biochemistry and Microbiology Building.

Some units will use a combination of methods for submitting and returning assessment. For example, an item might be handed to a demonstrator, but returned via the School Office.

### **Plagiarism compliance statement**

Where assessment submission is handled, even partly, within the unit, students will be asked to sign a plagiarism compliance statement at the beginning of the semester, that lists all assessment items for the semester.

However, all assessment submitted to the School Office must have a plagiarism compliance statement attached, even if a statement covering the semester has been signed for that unit.

### **Where you are asked to submit an item via the School Office, please follow these steps:**

1. Obtain and complete an assessment cover sheet (this includes the plagiarism compliance statement). This is available from the School of MMB website at [http://www.mmb.usyd.edu.au/current\\_students/index.php](http://www.mmb.usyd.edu.au/current_students/index.php) or from outside the School Office.

2. Attach the completed assessment cover sheet to your assignment and drop in the designated slot of the assessment cupboard located outside the School Office.

3. Receipting system. Within two business days of the due date, all students enrolled in the unit of study will be sent a bulk email. The SID (only) of any student that did NOT submit an assessment item will be listed in the email. SIDs of students that did NOT attach a correctly completed cover sheet will also be listed in the email. The assessment will NOT be marked until the student brings a completed cover sheet to School Office for attachment to the assessment. It will then be forwarded to the lecturer for marking.

**Where you are asked to collect an item from the School Office, please follow these steps:**

1. Marked assessment can be collected only on Tuesdays, Wednesdays and Thursday between 3–5pm. Please note that assessments will NOT be released outside these specified days/hours.

2. You will be notified by email to your University email account when assessment/s are ready for collection. Please regularly check your University email.

3. Bring your Uni ID to the counter to collect your assessment. Assessment cannot be collected without your Uni ID or drivers licence or passport. Unfortunately, we can not give assessment to 'friends', it must be collected in person.