

BEFORE YOU SUBMIT YOUR WORK

complete **ALL** information requested and **attach SECURELY** to the front of your assessment.

CUT RECEIPT OFF and retain as proof of submission.

No responsibility will be taken by Whitehouse for assessments submitted without a completed cover sheet.

SUBJECT NO:

SUBJECT TITLE:

SPECIALISATION:

☐

FASHION DESIGN

☐

INTERIOR DESIGN

☐

CREATIVE DIRECTION & STYLING

STUDENT NAME:

STUDENT NO:

CLASS:

NUMBER OF ITEMS:

ASSESSMENT TASK NO:

TEACHER NAME:

ASSESSMENT DUE DATE:

PLEASE NOTE: All assessments must be submitted via the allocated submissions area specified in the Assessment Task. All assessments must be receipted as proof of submission.

ACADEMIC INTEGRITY AND HONESTY

Academic integrity and honesty must be observed, always. Academic misconduct in the form of plagiarism, collusion, cheating, fabrication or the use of unauthorised Generative AI (GenAI) is strictly prohibited. Academic misconduct occurs where “the thoughts or works of another are presented as one’s own” and this may include (but is not limited to):

- Copying or paraphrasing material from any source without due acknowledgment.
- Using another’s ideas without due acknowledgment.
- Working with others without permission and presenting the resulting work as though it was completed independently.
- Working with others with permission and not accurately crediting each person’s contribution to the final work.
- Submitting work previously submitted and graded (self-plagiarism)
- Using Generative AI tools or technologies that have not been approved for this assessment.

If it is alleged that you have committed academic misconduct, then the matter will be investigated in accordance with the Institute’s [Academic Integrity Policy](#). Penalties will apply if it is decided that academic misconduct has occurred.

ASSESSMENT POLICY & PROCEDURE

For more information refer Whitehouse Institute’s *A002 Assessment* and *A016 Academic Honesty Policy & Procedure* located on the [Whitehouse Website](#). Read the Assessment Submission [Terms and Conditions](#) (back of this form) before you complete this declaration.

DECLARATION

I DECLARE THAT THIS IS ALL MY OWN WORK, EXCEPT WHERE SPECIFIED WITH DUE ACKNOWLEDGMENT AND PERMISSION, THAT I HAVE READ THE ASSESSMENT SUBMISSION INFORMATION ON THE BACK OF THIS SHEET, AND THAT I AGREE TO THE ASSESSMENT POLICY OF WHITEHOUSE INSTITUTE OF DESIGN, AUSTRALIA.

STUDENT SIGNATURE:

DATE:

*✂ Student – complete details and **keep receipt as proof of submission** until you receive your marks.*

SUBMISSION RECEIPT – **FILL THIS IN!**

DESCRIPTION: _____ (I.E. ONE FOLIO / TWO GARMENTS / ONE REPORT / JOURNAL AND ESSAY, ETC.)

SUBJECT NO:

SUBJECT TITLE:

SPECIALISATION:

☐

FASHION DESIGN

☐

INTERIOR DESIGN

☐

CREATIVE DIRECTION AND STYLING

STUDENT NAME:

STUDENT NO:

TEACHER:

ASSESSMENT TASK NO:

ASSESSMENT DUE DATE:

SUBMISSION DATE:

RECEIVED BY STAFF MEMBER:

STAFF MEMBER SIGNATURE:

TERMS & CONDITIONS

SUBMISSION

- Assessment tasks, with completed the Assessment Submission Form must be submitted to the allocated submission area specified on the brief, on or before the due date.
- No responsibility will be taken by Institute staff for assessment tasks that are not handed directly to the allocated submission area with submission receipt date and signed by authorised staff.
- Students must retain the signed submission receipt as proof that their work has been submitted.
- Where a student is unable to attend class when the assessment task is due, the work may be submitted by a classmate, other or courier on the due date and must include a completed Assessment Submission Form.
- Late work will be penalised in accordance with the Assessment policy.

EXTENSION

- Requests for extensions can be negotiated with the assessor. An 'Application for Extension' form must be completed by the student no later than five (5) working days before the submission date.
- Extensions will be granted at the discretion of the assessor in consultation with the Course Coordinator or Senior Whitehouse Officer. The Application for Extension form must be signed and include the approved extension due date.
- Requests for an extension cannot be accepted after this date.
- Normally a maximum of two days extension will be granted for each assessment task. Only one extension can be approved per task.
- Penalties do not apply for assessment tasks submitted with an approved extension.

SPECIAL CONSIDERATION

A student may apply for special consideration if they consider that illness or misadventure adversely affected their performance in an assessment task or they were prevented from attendance or submission of a task due to circumstances beyond their control, such as a pandemic, natural disaster, armed conflict or serious illness or hospitalisation. Special consideration can only be granted due to compassionate or compelling circumstances that are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible a death certificate or notice should be provided)
- Major political upheaval, pandemic or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience which could include involvement in or witnessing a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports).

The following process applies for students who apply for special consideration:

- The application must be made as soon as practicable once the compassionate or compelling circumstances are identified prior to an assessment task due date.
- Students who require an extension due to special circumstances must seek approval from the relevant academic staff (e.g. Course Coordinator) in consultation with the assessor.
- Students must complete an 'Application for Special Consideration' form which must be signed by the student and the Academic staff member. The extension date must be recorded on the form. Documentary evidence must be attached to the form where possible.
- The Course Coordinator will consider the student's request for consideration and inform the assessor concerned about the request and the decision made, within three (3) working days of receiving the application for special consideration.
- The Course Coordinator will advise Administration of the request and their decision for recording on the student's file.
- The student must contact the assessor concerned to confirm what alternative arrangements, if any, have been determined for the submission of the assessment task.

OVERDUE ASSESSMENT TASK

An assessment task is considered 'overdue' when it is not submitted by the due date or by the agreed extension date. Work submitted after the due date, but not more than seven days late, will be eligible for a maximum grade of P (Pass), unless a previous arrangement is in place for special consideration or extension. This does not apply to panel assessment. Work submitted more than seven days late will be assessed but will receive an F (Fail) grade.

Where the student fails to submit an assessment task the result will be recorded as a 'Not Submitted' and may contribute to the student receiving a F (Fail) for that subject.

RE-SUBMISSIONS AND APPEALS

RE-SUBMIT

Should a student fail to pass an assessment task during a semester and obtain a grade of 40 to 49% for an assessment task, then a student may re-submit the assessment. Only one re-submission or re-assessment is permitted per assessment task. The student and the assessor must negotiate a specific timeframe for the re-submission of the assessment task and note and sign the re-submission timeframe on the Assessment Submission Form. A student may only be awarded a Pass grade for a successful re-submission or re-assessment result.

APPEALING AN ASSESSMENT RESULT

If a student is dissatisfied with an assessment result, the student should approach the assessor or senior staff member in the first instance to discuss and/or request a review of that assessment. If a review is undertaken, the student must present a case in writing arguing that the original marking was unfair or inconsistent with marking guidelines. The request for a review must be made within five working days of the release of the academic result. If the student remains dissatisfied with the outcome of the review the student can lodge a formal grievance in writing to the Chief Executive Officer within five (5) working days after receiving the notification of the review outcome. (Refer to the Academic Grievance Policy and Procedure).

The relevant forms are available on the Whitehouse Website, [Student Portal](#).