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| **DO NOT FOLD OVER.**  **If necessary this will be done by admin staff after work has been logged in.** | |
| Surname:  Forenames:  Signature: | ……………………………………………….  ……………………………………………….    ……………………………………………… |
| **Your signature confirms acceptance of the declarations below** | |

**Student Services**

**Coversheet for Assessed Work**

Please complete a coversheet for each piece of assessed work submitted.

Ensure this is securely stapled to your assessed work.

**ENSURE YOU TIME STAMP IN THE BOX BELOW**

**Student ID Number:**

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| **Coursework Details** | | | | |
| **Module Name:** |  | | | |
| **Module Code:** |  | | | |
| **Module Convenor:** |  | | **Seminar Tutor**  (if applicable) |  |
| **Coursework Title:** |  | | | |
| **School/Dept:** |  | | | |
| **Deadline date:** |  | | **Deadline time:** |  |
| **Group work:** (please circle) | Yes | No | **Group No:**  (if known) |  |

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| **Additional information for certain work when requested by School** | | | |
| **Word count** |  | **Page count:** |  |
| **Electronic Receipt or Submission Number:** (eg from Moodle or Turnitin) | |  | |

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| **In the case of an AGREED extension:** | |
| **Extension date authorised by:** |  |
| **Agreed new submission date:** |  |

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| **Declarations:** |
| * I have read and understood the Academic Misconduct Policy and confirm that this submission complies with the policy * I certify the word count is accurate * I certify that any electronic copy I have submitted is identical to this hard copy |

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| **OFFICE USE ONLY** | | |
| **Mark** | **Penalty** | **Provisional mark** |
|  |  |  |
| **Assessed by:** |  | |

**Date/time stamp:**