
POLICY FOR ASSESSMENT SUBMISSION AND RETURN

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

Your demonstrator, tutor or unit of UoS 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 Academic Support Office (ASO) 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

Students will be asked to sign a plagiarism compliance statement at the beginning of the semester that lists all assessment items for the semester.

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 a plagiarism compliance statement). This is available from the SMB website at http://sydney.edu.au/science/molecular_bioscience/current_students/index.php or from outside the ASO.
2. Attach the completed assessment cover sheet to your assignment and drop in the designated slot of the assessment cupboard located outside the ASO.

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

1. Marked assessments can only be collected between 10am – 2pm, Tuesday – Friday. 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 check your University email address regularly.
3. Bring your Uni ID to the counter to collect your assessment. Assessment/s cannot be collected without your Uni ID or drivers licence or passport. Unfortunately, we cannot give assessment to 'friends' - they must be collected in person.