**Information Technology**

**Assessment Cover Sheet**

Course: Certificate 1 – Information, Digital Media & Technology

Competencies: ICTICT102 –Operate word-processing applications

Event: Word Processing Written and Practical

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| Student Name: | Date Submitted: |
| In submitting this assessment I declare that:   1. This assessment is entirely my own work. 2. The original work of any other person contained in this assessment has been suitably acknowledged and referenced. 3. No other person, other than authorised members of my group, has contributed to the completion of this assessment. 4. I have kept a copy of this assessment.   Note:   1. The assessor has, and may exercise, the right not to mark this assessment task if the above declaration is not signed. 2. If the above declaration is found to be false, the candidate will be awarded a Not Competent result for the associated competency or competencies and further action may be taken. 3. It is the candidate’s responsibility to keep a secure copy of the assessment in case it is lost, stolen or misplaced after submission.   Signature: | |
| Teacher comments: | |
| Assessor Name: | Assessor Signature: |
| Date: | Result: |