# **How to use this cover sheet**

Everything highlighted in yellow is compulsory, the rest are examples of best practice in use throughout the Partnership and may be use verbatim, edited or excluded. You do not have to retain the format of this coversheet, provided you include everything highlighted in yellow. You may split this coversheet into a cover sheet and a return sheet, provided everything highlighted in yellow is used either on the cover sheet or return sheet as appropriate.

# **SQA assessment coversheet**

**Please attach these pages to the front of your assessment.**

|  |  |
| --- | --- |
| Programme title | HND Computer Science |
| Unit number | H171 35 |
| Unit title | Software Development: Object Orientated Programming |
| Learning outcome number | LO1, LO2, LO3 |
| Learning outcome title | Program |
| Word count |  |
| Student ID |  |
| Date submitted |  |

|  |  |
| --- | --- |
| **Checklist** [**Note:** a checklist must be provided. The following questions are examples, you may use your own questions.] | ✔[[1]](#footnote-1) |
| My Program is complete and working |  |
| Citations in the text use the Harvard referencing system |  |
| Testing is included |  |
| Internal Documentation is included |  |
| I have included all files in a zip or rar file |  |
| I have completed all required sections of the coversheet |  |

The University of the Highlands and Islands recognised that malpractice, where deliberately engaged in, is unacceptable as is considered a serious academic offence. Examples of the way in which malpractice can occur include:

* **Collusion** with others when an assessment must be completed by individual candidates.
* **Copying** from another candidate (including using ICT to do so) and/or working collaboratively with other candidates on an individual task.
* **Frivolous content** — producing content that is unrelated to the assessment.
* **Offensive content** — content in assessment materials that includes vulgarity and swearing that is outwith the context of the assessment, or any material that is discriminatory in nature.
* **Plagiarism** — failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own.
* **Breaching the security of assessment materials** in a way which threatens the integrity of any exam or assessment.

A full copy of the university’s Malpractice Policy and Procedure can be found here: <https://myuhi.sharepoint.com/Policies/Forms/Public%20view.aspx>

Students are responsible for ensuring the work they submit is their own and complies with the ASQR and Malpractice Policy. If you have any queries you should contact your unit lecturer or Personal Academic Tutor (PAT) before submitting your assessment.

Please note that any case of suspected malpractice will be investigated according to current UHI Academic Standards and Quality Regulations (ASQR).

|  |  |
| --- | --- |
| In submitting this work, I confirm that I have read and understood UHI ASQR and malpractice policy and am aware of the possible penalties. |  |

|  |  |
| --- | --- |
| **Originality checker (to be completed if Turnitin is used)** | **🗸 [[2]](#footnote-2)** |
| I confirm that I received information about the use of Turnitin and was directed to Turnitin training |  |
| I understand that this assignment will be submitted to Turnitin for originality checking |  |

**It is highly recommended that the following questions about next steps are included in all coversheets**

|  |
| --- |
| **If you have received feedback/feedforward from coursework or an assignment for this unit/module/course, state the next steps**  You can either cut and paste these from previous assignment / coursework feedback, or pick some elements that you have decided you would like to work on |
|  |
| **If you have received feedback/feedforward from coursework or an assignment for this unit/module/course, state what you have done to address the next steps** |
|  |

**For staff use only**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecturer contact number: [[3]](#footnote-3) | | | |
| Lecturer email: | | | |
| Feedback/feedforward return date | |  | |
| Feedback |  | | |
| Feedforward |  | | |
| Pass / Fail - to be ratified at Progression Board  (or Grade for HN Graded Units only) | | |  |
| Sampled for Internal Verification | | | Yes / No |

**Assessment attempt:** 1 or 2

**Is an application for an additional attempt in exceptional circumstances required? Yes / No**

1. Copy and paste ✔into each box to confirm that you have read and agree with the statements. [↑](#footnote-ref-1)
2. Copy and paste **✓**into each box to confirm that you have read and agree with the statements [↑](#footnote-ref-2)
3. Note: the lecturer contact number and email may not be used to contest a mark. Please see the latest version of the UHI academic regulations <https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/regulations> for more information. [↑](#footnote-ref-3)