

# Assignment Receipt

TO BE COMPLETED BY PARTICIPANT:

**This cover sheet must be attached to the front of all work submitted. Students are required to keep a copy of all work submitted.**

FIRST NAME: \_\_\_\_\_

SURNAME NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PPS NUMBER: \_\_\_\_\_

Please ensure that you provide us with your FULL NAME as per birth Certificate or Passport, your correct PPS Number and your Date of Birth as it is a FETAC Requirement in order for us to process your Certificate.

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROGRAMME ATTENDED: \_\_\_\_\_

VENUE: \_\_\_\_\_

What is the assessment criteria are you submitting for this programme?

Place an **X** in the appropriate box:  Assignment  Collection of Work  Examination  Learner Record  
 Project  Skills Demonstration

What is your assessment deadline? \_\_\_\_\_

TUTOR NAME: \_\_\_\_\_

**PARTICIPANTS PLEASE NOTE:** This completed receipt must be placed in front of your assignment and returned directly to your tutor or HCT. Assignments submitted after the agreed deadline will NOT be accepted by HCT for correction, except where the learner has followed the HCT policy on the Submission of Late Assignments. Assignments that are incomplete, falling apart or illegible will not be accepted for submission. Any additional paperwork handed up by participants must be signed, dated and numbered in the correct order. Participants must save and retain a copy of all submitted assignment work. Participants must post in assignments by registered post. Once HCT have received the assessment in their head office they will process it and send an email to the person that has booked or paid for the programme confirming they have received it.

After certification, HCT will keep all assignments for a period of 1 year. Participants may wish to request their assessments to be returned to them and HCT are happy to oblige this request. Please note there is an administration and courier cost of €15 applied to this service. All assessments are securely destroyed 12 months after the certification date. In the case of plagiarism, assessments will not be returned to the participants.

**Participant Declaration:** I declare that all of the work submitted for this assessment is my own and that no part of it has been copied from any source material unless referenced, including any group work undertaken. I also confirm that I have not given anyone my work to submit part or all of the assignment I understand that by doing this could also jeopardise my assessment as will be seen as taking part in plagiarism.

I understand that if any part of the assignment submitted for this assessment is found to be plagiarized, certification will be withheld until an investigation has been carried out.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_