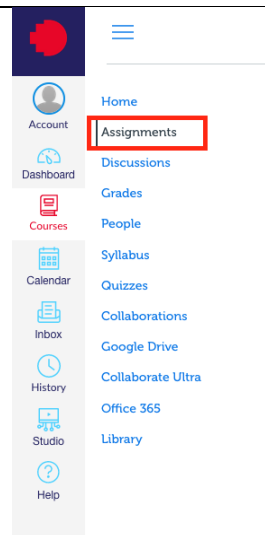# RMIT Student Guide – Assessment Declaration

All assessments should include a completed and signed cover sheet. Some courses may require you to submit a course-specific cover sheet which will be provided by your School.

Downloading, completing, and uploading your coversheet

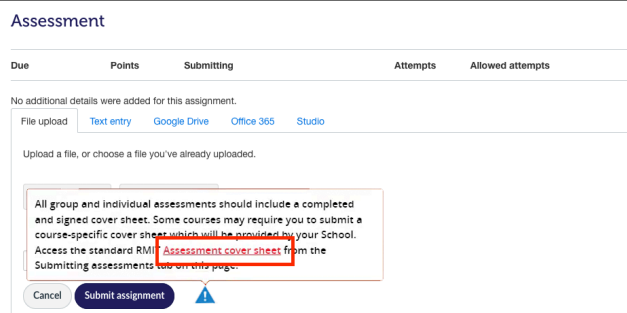1. **Access your assessment in Canvas**

   Navigate to the relevant assessment for your course in Canvas.

2. **Download your coversheet**

   You can download the RMIT coversheet directly through the student website. Alternatively your course coordinator may provide you with a course specific coversheet.

   NOTE: You will see a handy tool-tip that will link you to this page next to your assignment button.

3. Open your coversheet with Adobe Acrobat or you proffered PDF reader.

Fill in all fields of the PDF for yourself. If it's a group assignment capture all group members details too.

4. Sign your coversheet

Sign the coversheet by clicking the signature field. You may need to setup a digital signature to complete this action.

For more detail on how to sign a pdf digitally read Adobe's guide.

Alternatively you can print, fill out a paper copy and scan.

NOTE: If this is a group assignment, all members must sign the document.

5. Upload your assignment and coversheet

Upload both your assignment and coversheet and submit your assignment.

Assessment

Due No due date   Points 100   Submitting a text entry box or a file upload   Attempts 0   Allowed attempts 2

No additional details were added for this assignment.

File upload   Text entry   Google Drive   Office 365   Studio

Upload a file, or choose a file you've already uploaded.

Browse... assignment-cover-sheet-2022.pdf ✕

Browse... studentnumber_assignment01_2022.pdf ✕

+ Add another file

Comments...

Cancel   Submit assignment

Additional notes

Some courses may require you to submit a course-specific cover sheet which will be provided by your School.

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