

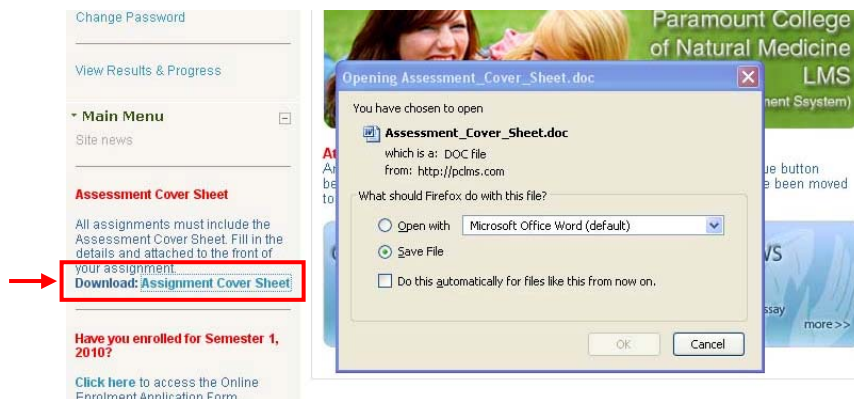
How to Copy & Paste the Assessment Cover Sheet to the front of your assignment

In this example, we will go through the steps on copying and pasting the Assessment Cover Sheet to the front of your assignment using Microsoft Word. Paramount College strongly recommends that all the assignments to be typed using Word or format which can be opened in Microsoft Word unless the specific submission format is stated on the Assessment Criteria and Module Outline.

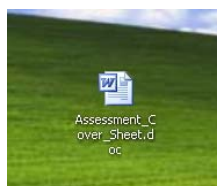
Please note that the assignments submitted without Assessment Cover Sheet will not be accepted.

Note: Microsoft Office 2003 Word is used in this instruction. You may see the different layout or navigation settings if using Microsoft Office 2007.


1. Download the Assessment Cover Sheet from LMS




2. Double click on the file to open



- Open the Assessment Cover Sheet file. Click on the left side of “ASSESSMENT COVER SHEET” text.

Note: When you move your cursor on the left side of the page, cursor changes from “ I “ to the arrow pointing to the right (). When the cursor changes to this arrow, click on the left white area next to the “ASSESSMENT COVER SHEET” text. It will highlight the first row of the texts. (see below)

| ASSESSMENT COVER SHEET | | Paramount College of Natural Medicine  |
|--|---|--|
| MODULE | NAME OF STUDENT (PRINT CLEARLY) <i>SURNAME</i> <i>FIRST NAME</i> | STUDENT ID. NO. |
| COURSE CO-ORDINATOR | | DUE DATE |
| Topic of Assessment | | |
| Course | | |
| I certify that the attached assessment is my own work and that any material drawn from other sources has been acknowledged | | |
| Signature of student | | Date handed in |

POLICY ON PROCEDURES AND PENALTIES ON LATE ASSESSMENTS

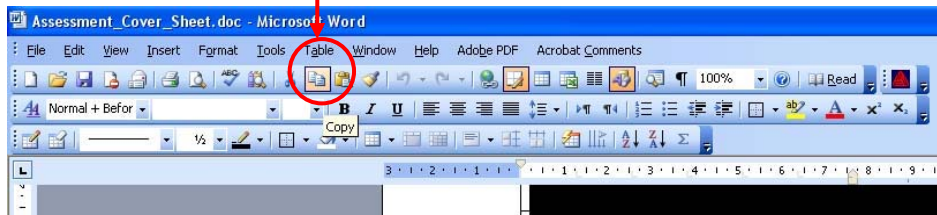
- Students who wish to defer assessments must make application in writing for an extension of the date of submission no later than one week prior to the due date.
- Assessments submitted after the normal or extended date without approval

4. Hold down the mouse and move your cursor to the bottom of the page so that all texts will be highlighted.

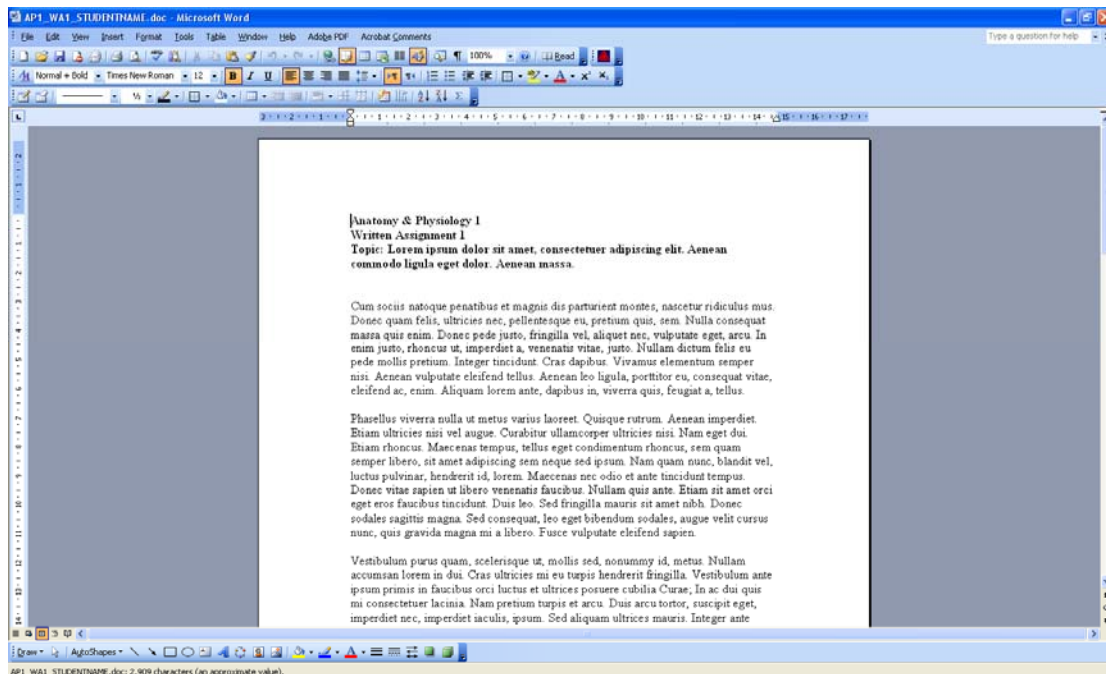
| ASSESSMENT COVER SHEET | | Paramount College of Natural Medicine |
|--|--|--|
| MODULE | NAME OF STUDENT (PRINT CLEARLY) | STUDENT ID. NO. |
| | <i>SURNAME</i> <i>FIRST NAME</i> | |
| COURSE CO-ORDINATOR | | DUE DATE |
| Topic of Assessment | | |
| Course | | |
| I certify that the attached assessment is my own work and that any material drawn from other sources has been acknowledged | | |
| Signature of student | | Date handed in |
| POLICY ON PROCEDURES AND PENALTIES ON LATE ASSESSMENTS | | |
| 1. | Students who wish to defer assessments must make application in writing for an extension of the date of submission no later than one week prior to the due date. | |
| 2. | Assessments submitted after the normal or extended date without approval shall incur a penalty of loss of marks. | |
| ASSESSMENT RECEIPT | | |
| To be completed by the student | | |
| MODULE | NAME OF STUDENT | STUDENT ID. NO. |
| | | |
| COURSE CO-ORDINATOR | | RECEIVED BY |
| | | |
| Topic of Assessment | | DATE RECEIVED |
| | | |

5. Release your mouse.

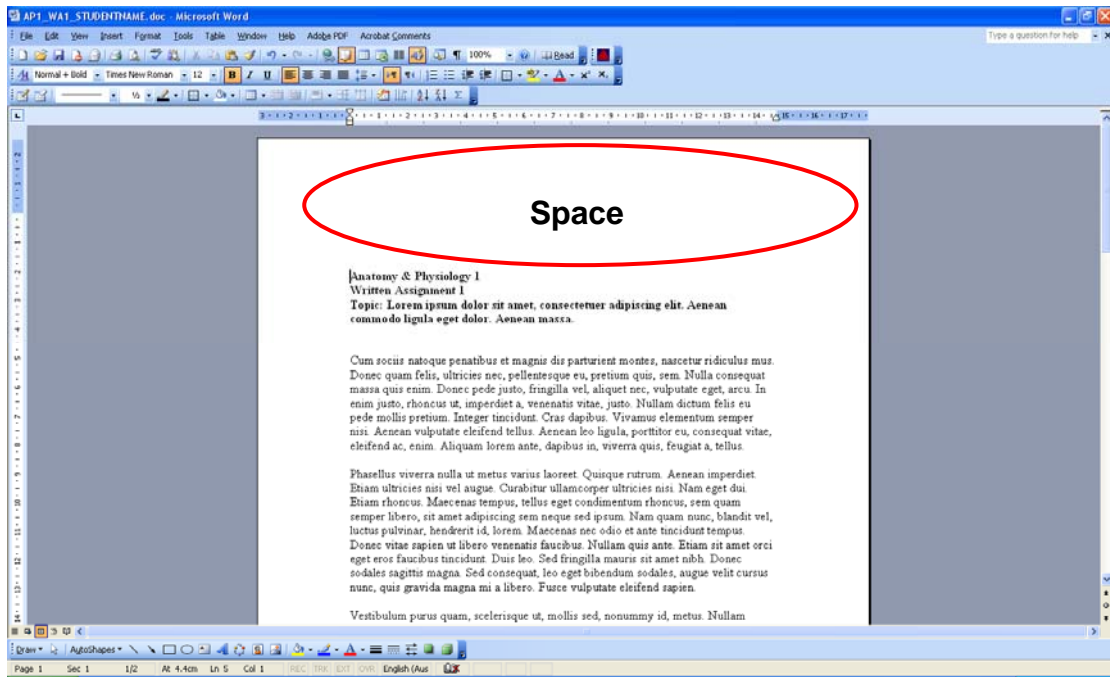
6. Click on the copy  button from the toolbar.



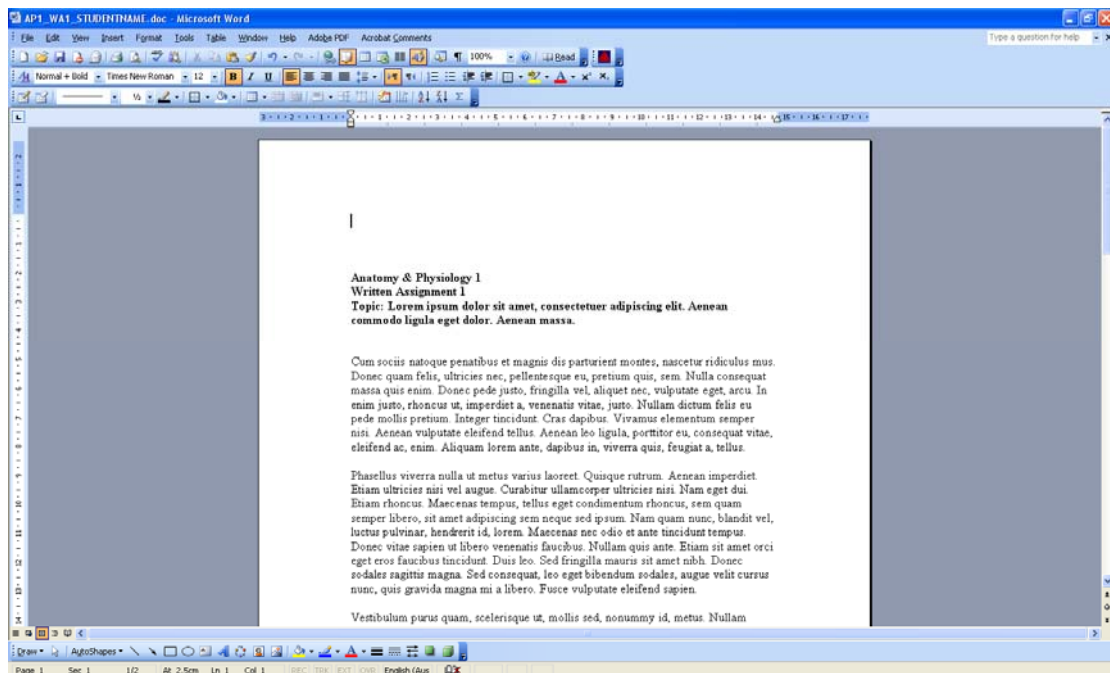
7. Open up your assignment file.



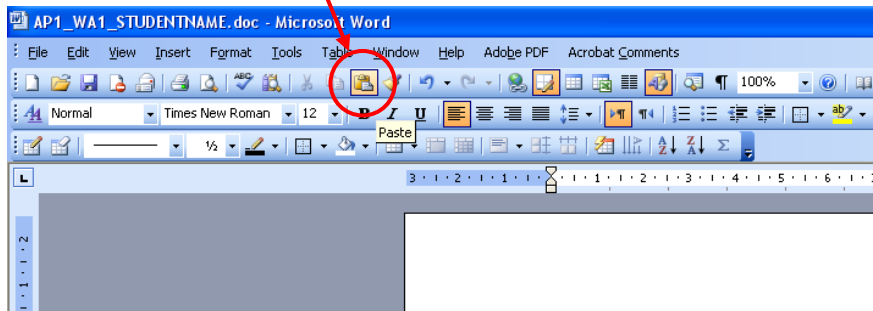
8. Press "Enter" key on your keyboard several times to create a space on the top of the page.




9. Click on the top of the space.



10. Click on the paste  button to paste the cover sheet.



Cover sheet is now pasted on the top of your assignment.

| ASSESSMENT COVER SHEET | | Paramount College of Natural Medicine  |
|--|----------------------------------|--|
| MODULE | NAME OF STUDENT (PRINT CLEARLY) | STUDENT ID. NO. |
| | <i>SURNAME</i> <i>FIRST NAME</i> | |
| COURSE CO-ORDINATOR | | DUE DATE |
| Topic of Assessment | | |
| Course | | |
| I certify that the attached assessment is my own work, and that any material drawn from other sources has been acknowledged | | |
| Signature of student | | Date handed in |
| <p>POLICY ON PROCEDURES AND PENALTIES ON LATE ASSESSMENTS</p> <ol style="list-style-type: none"> Students who wish to defer assessments must make application in writing for an extension of the date of submission no later than one week prior to the due date. Assessments submitted after the normal or extended date without approval shall incur a penalty of loss of marks. | | |
| <p>ASSESSMENT RECEIPT To be completed by the student</p> | | |
| MODULE | NAME OF STUDENT | STUDENT ID. NO. |
| COURSE CO-ORDINATOR | | RECEIVED BY |
| Topic of Assessment | | DATE RECEIVED |
| <p>Anatomy & Physiology 1 Written Assignment 1 Topic: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.</p> <p>Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus.</p> <p>Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus.</p> | | |

11. Fill in the cover sheet section.

12. Save the document.

13. Make sure the file name contains the module code, assignment name or code and your name.

Eg: AP1_WA1_yourname.doc

14. To upload your assignment to LMS, please follow "[How to upload your assignment to LMS](#)" document for more details.

If you have any questions or problems copying and pasting the Assessment Cover Sheet to the front of your assignment, please contact your campus Administrator for more details.