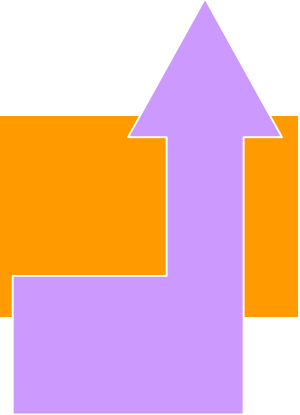


# HEADSTART

*Skills for Study and for Life*



## Assignment Cover Sheet

Student name..... Date.....

Course:

List of modules completed:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

Please read and sign the notice below -

***I certify that the attached work is my own which I have produced without any other help except the support agreed by my tutor.***

Student Signature \_\_\_\_\_

Please follow the instructions overleaf for submission guidelines

## **Submission guidelines**

How to submit your ***Headstart*** assignment

1. Make sure you have completed all tasks in the assignment
2. Organise your answer pages so that the marker can make sense of your answers in relation to the question. Do this by
  - numbering your answers
  - referring to the question
  - using your common sense to make it all readable
3. Hand in your work according to the agreed timescale
4. Complete and attach a cover sheet to each assignment
5. Present each assignment in an envelope or folder.
6. Use tags rather than staples to connect the pages

Good luck with your course!