



ASSESSMENT BOX REQUEST

UNIT & ASSESSMENT DETAILS

Unit Code

Type of Assessment *(Please tick one box)*

Assignment

Tutorial

Other

(Please specify).....

ASSESSMENT BOX DETAILS

Number of boxes required

Latest closing times for assessment boxes:

During semester: 1900 (Mon-Thurs) and 1630 (Fri)

Out of semester: 1630 (Mon-Fri)

Do you want the assessment box(es) to be opened: *(Please tick one box, and complete the details on that line only)*

Once	Close box	(date)	(time)#
Weekly*	Close box	(day)	(time)#
* Weekly boxes will be closed for 2 days and re-opened 3 days prior to next closure		* For weekly boxes, please specify weeks, eg weeks 2-12 OR weeks 3, 5, 7, 9, 11 ⇒	(weeks)

Do you have any special instructions? *(Please indicate here and continue overleaf if you need more space)*

ASSESSMENT HANDLING DETAILS

Name of contact person

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All late assessments will be stamped and dated in ERIC and placed in the contact person's pigeon hole.

If you **do not want** late assessments to be placed in the contact person's pigeon hole, then please indicate how you want late assessments to be actioned:

NOTE: Any marked assessments returned to ERIC and not collected by students by the subsequent Semester / Trimester will be stored in accessible Divisional storage facilities for a period of at least six months and then security destroyed.

ERIC USE ONLY

Date Received	Received By (initial)	Entered in diary <i>Please tick</i>	Opening Date	Closing Date	Filed <i>Please tick</i>
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