



**THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA**  
**OFFICE OF ASSESSMENT AND EXAMINATION**  
**SERVICES**

**ASSIGNMENT COVER SHEET**

<b>COLLEGE:</b>		<b>CAMPUS:</b>	
<b>STUDENT NAME:</b>			
<b>STUDENT ID NUMBER:</b>			
<b>PROGRAMME:</b>			
<b>COURSE:</b>			
<b>LECTURER:</b>			
<b>TYPE OF ASSESSMENT:</b>			
<b>DUE DATE:</b>	Click or tap to enter a date.	<b>DATE SUBMITTED:</b>	Click or tap to enter a date.

## STUDENT AUTHORSHIP & SIMILARITY REPORT DECLARATION

This declaration sets out the requirements, procedures and protections for the submission of an authorship declaration and an academic similarity report from Turnitin with every assessed coursework or research submission. It is designed to uphold academic integrity, protect students' data, and provide clear and fair procedures for students and staff.

It applies to all students submitting coursework, essays, dissertations, and research projects for credits across CCCJ's member and affiliate institutions for all assessment/examination periods. It covers individual and group submissions, formative and summative assessments, and any drafts where a similarity report is required by the unit tutor.

Therefore, each student should:

1. attach the completed and signed **authorship & similarity declaration** form.
2. attach the **Similarity Report** generated by Turnitin or an approved open-source similarity checker (hereafter "the Similarity Tool").
3. attach the **digital receipt / submission confirmation** produced by the Similarity Tool.
4. ensure file formats are acceptable (PDF, DOCX) and that the submission respects the module's stated submission method and naming convention.

**NB:** *A similarity index greater than 20% on the official Similarity Report will not be assessed for grading. This is a threshold set to protect academic standards and to encourage rigorous academic writing and acknowledgement of sources.*

The CCCJ is committed to lawful, fair and secure handling of students' personal data in line with the Data Protection Act, 2020 and guidance from the Office of the Information Commissioner.

**STUDENT DECLARATION**  
**(TO BE COMPLETED AND ATTACHED TO EACH SUBMISSION)**

By signing below, I confirm that:

1. the work submitted is my own (or each named group member's own work, where applicable).
2. I have attached a Similarity Report from Turnitin and the digital receipt of upload.
3. I understand that a Similarity Report above **20%** will not be graded.
4. I consent to the processing and retention of my submission and the associated Similarity Report for assessment, quality assurance and appeals in accordance with CCCJ's Examination and Assessment Policy and the Data Protection Act, 2020.
5. I understand the CCCJ procedures for resubmission, appeal and sanctions in the event of an academic integrity breach.

Student name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course name: \_\_\_\_\_

Submission date/time: \_\_\_\_\_

Student signature: \_\_\_\_\_

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