



Online Submission of Assessed Work – Expectations and Guidance

Document Type	Guidance
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Review date	February 2020
Related Policies & Procedures	General Academic Regulations

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1. SUBMISSION GUIDELINES

1.1 Work must be submitted in a standard file type, e.g. Microsoft Word (.doc or .docx), Microsoft Excel (.xls or .xlsx), Microsoft PowerPoint (.ppt or .pptx), or similar open formats, e.g. OpenOffice, unless an alternative submission format is outlined within Moodle module materials.

1.2 File sizes should not exceed **40MB** as this is the maximum file size Turnitin allows. Students should consult their module team before a deadline if a submission file is larger than this. Compressing images and pictures often resolves this issue.

[How do I determine the size of a file or folder?](#)

[How do I reduce the size of images in Microsoft Office?](#)

1.3 All submissions must include the completed assignment cover sheet as the first page of the document. The cover sheet should be available on the module's Moodle page along with instructions around how to merge. Contact your module team prior to deadline if unsure about this. A short video explaining how to merge your assignment and coversheet is available [here](#).

- 1.4 All identifiable information beyond that which is requested on the cover sheet should be removed, e.g. names or student ID in a header/footer, to permit anonymous marking. Personal, identifying metadata is often added to documents automatically and should be removed. A link to a web page outlining how to remove metadata is available [here](#).
- 1.5 All assessed work must be submitted before the time and date stated within Moodle module materials unless you have a Learning Support Agreement or an extension has been granted prior to the deadline. Please see the [Extenuating Circumstances Policy](#) for further details.
- 1.6 Additional, specific submission instructions may be provided within Moodle module materials.

2. STUDENT RESPONSIBILITIES

- 2.1 Students must ensure that all general and any specific submission instructions are followed. Failure to do so may result in work not being marked. It is the students' responsibility to contact their module team, to clarify anything they are unsure about, prior to the deadline.
- 2.2 **Students must submit work before the assessment deadline.** Any submissions made after the deadline will be clearly marked as late and subject to penalty unless an extension has been granted in line with the [Extenuating Circumstances Policy](#).
- 2.3 Students must ensure that the correct work is submitted. The file(s) submitted by the deadline will be taken as final and complete. No amendments or additions will be accepted after the deadline unless an extension has been in line with the [Extenuating Circumstances Policy](#).
- 2.4 Students must ensure that submitted electronic files are valid and not corrupted. Files can be opened and checked within Moodle. Instructions for doing so are available in each module alongside the assignment submission point.
- 2.5 If a submission consists of multiple documents, students must ensure that all components have been included in the upload and submitted together.
- 2.6 Students must leave sufficient time in advance of a deadline to both submit an assessment and ensure that the submission process has completed successfully and without error. The respective Programme Administrator should be contacted immediately in the event of a problem with submission.
- 2.7 To promote and maintain fairness in marking, the School operates an anonymous marking policy for most assessed work. Students must take responsibility for removing any personal, identifying information from their work to maintain their anonymity.

3. DRAFT AND FINAL SUBMISSIONS

- 3.1 Students may be able to submit work multiple times up until the assessment deadline. However, unless otherwise stated, only the copy in place at the time of the deadline will be accepted and marked.

4. TECHNICAL PROBLEMS AND SYSTEM FAILURES

- 4.1 Technical failures of personal computers, mobile devices, or internet connections are not valid reasons for late submission of work.
- 4.2 Technical problems arising from a School or University of London Computer Centre (ULCC) IT systems failure within 3 hours of the deadline constitute acceptable grounds for failure to submit work online via Moodle. Submission deadlines will be extended upon reinstatement of service and at the discretion of the Extenuating Circumstances Committee.
- 4.3 In the event of an outage to School or ULCC systems, near an assessment deadline, please check your School email account or contact the module team directly.

5. ACADEMIC INTEGRITY

- 5.1 Work submitted online via Moodle is often submitted to Turnitin, a text matching service used in support of academic integrity and plagiarism detection. Support relating to academic writing is provided within each programme.
- 5.2 By submitting work for assessment, you are declaring this as your own work, which has been referenced in accordance with the School's [Assessment Irregularities and Plagiarism Policy](#).