

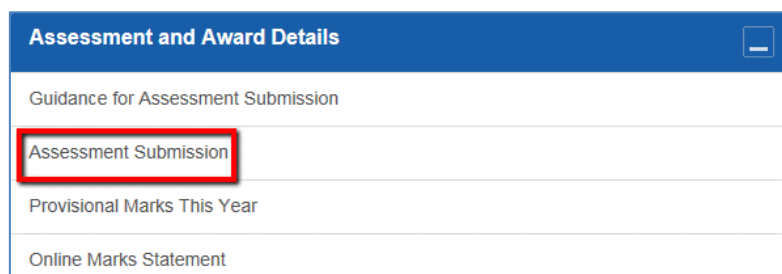
Submission of Work for Assessment using e:Vision

This helpsheet is intended for University of East Anglia students and explains the following processes:

- How to view a list of all assessment items due in this academic year
- How to print a coversheet for an assessment item that will be submitted in hard copy via the drop boxes in your Learning and Teaching Hub
- How to submit a written assessment item electronically using e:Vision

1 View a list of all assessments due this year

1. Log in to your Student View of e:Vision and click on the **Assessment Submission** link in the **Assessment and Award Details** box as shown below.



2. This will take you to the Assessment Status Summary screen which lists all the assessments for the modules you are taking this year.

Assessment Status Summary								
Your Module Assessments for academic year 2016/7 are as follows :								
Module Name and Code (Assessment Number)	Assessment Name	Due Date	Extension Date	Projected Return Date (only applies to assessments submitted on-time)	Type	Submission Status	Print Cover Sheet?	Marking Status
MODERN GERMANY, 1914-1990 HIS-5018A(001)	Essay (3,000 words)	21/Sep/16			Electronic	Submitted on 21/Sep/2016 at 11:35 Submitted ON TIME View Assessment		
MODERN GERMANY, 1914-1990 HIS-5018A(FM1)	Source Commentary	29/Sep/16			Paper	Submit Paper Copy	Print cover sheet	
THE HISTORY OF NORWICH HIS-5040A(001)	Essay (3,000 words)	29/Sep/16			Electronic	Submit now		
THE HISTORY OF NORWICH HIS-5040A(002)	Source Analysis (1,000 words)	01/Oct/16			Electronic	Submission opens on 24/Sep/2016.		
THE HISTORY OF NORWICH HIS-5040A(FM1)	Presentation (5 minutes)	03/Oct/16			Electronic	Submission opens on 26/Sep/2016.		
Human Rights: The history of an Idea HIS-5043A(001)	Essay (3000 words)	16/Oct/16			Electronic	Submission opens on 09/Oct/2016 in Blackboard.		
Human Rights: The history of an Idea HIS-5043A(002)	Textual Commentary (2 x 500 words)	20/Oct/16			Electronic	Submission opens on 13/Oct/2016 in Blackboard.		
Human Rights: The history of an Idea HIS-5043A(FM1)	Textual Commentary (1 x 500 words)	22/Sep/16			Electronic	Submitted on 20/Sep/2016 at 11:37 Submitted ON TIME View Assessment Re-submit		

3. Please note that if an assessment should be submitted online using Blackboard this will be clearly indicated against the assessment item as shown in the previous screenshot.
4. Once your work has been submitted you can check the *Marking Status* column to see if your work has been marked. Please see the key in Section 6 for more information about the *Marking Status* column.
5. If you think an assessment is missing or incorrect from your Assessment Status Summary screen, contact your Learning and Teaching Hub.



Assessments which do not require submission of an assignment will have a submission type 'Other'; these may include examinations, presentations and assessment of practice, for example.

6. The key below gives an explanation of each of the column headers.

Key		
Module Name and Code (Assessment Number)	Module Title and Code, and assignment assessment item number.	
Assessment Name	Title of assignment.	
Due Date	The date set for submission of the assignment. The deadline is 3pm UK time (GMT/BST) on the due date.	
Extension Date	The date of any authorised individual extension. The deadline is 3pm UK time (GMT/BST) on this extension date.	
Projected Return Date	The projected date for your marked assignment to be returned to you. This only applies to assignments submitted on-time.	
Type	The method of submission – Electronic via eVision, Paper via the Hub, or *other* such as paper in your seminar or lab class.	
Submission Status	Submitted at 14.56 on 12/Nov/2012	Date and time of submission (electronic submissions).
	Submitted on 12/Nov/2012	Date the submission was scanned by the Hub (paper submissions only). This is normally the original due date, not the date of submission.
	Submitted ON TIME	Confirmation that submission was before the deadline, or within an agreed extension, and will not be subject to a late penalty.
	Submitted Late	Confirmation that the submission was after either the deadline or agreed extension, and will be subject to a late penalty.
	View Assessment	For electronic submission, link to view the assessment you have uploaded (if you have uploaded more than once, it will be the most recent upload).
Print Cover Sheet?	For paper submissions, link to print off your unique coversheet for the assignment, to be handed in with your work.	
Marking Status	Available to Collect in Hub	The marked work and/or feedback is ready for collection in the Hub. It will be in the Hub supporting the School which has delivered the module.
	With Module Organiser/Marker for return to students	The marked work and/or feedback has been picked up by the module organiser or seminar leader to return to the students, normally in the following class.
	Available to view on Blackboard	The marked work and/or feedback is available to view from the module Blackboard site.

7. From the Assessment Status Summary screen you will be able to do the following tasks:
 - Print a coversheet for assessments that will be submitted in hard copy via drop boxes in the Hub delivering the module.
 - Submit an assignment electronically for an assignment with Submission Type set to *Electronic* by clicking the **Submit Now** link.
 - Replace an assignment submitted electronically with a new version by clicking the **Re-Submit** link (up to 3pm UK time on the due date)
 - View your electronically submitted assessments for the current academic year if the work was submitted in e:Vision.

2 Print a coversheet for hard copy submissions

A coversheet is required for all assessments that are submitted in hard copy. Students must print off a coversheet from their *Assessment Status Summary* e:Vision page adding the word count to the appropriate box, attach it to their work and submit it within the week before and including the deadline day. **Please note that the deadline time is always 3pm (GMT/BST) UK time on the due date.**

Note: Students will not be able to print a coversheet for any assessments that are set up for electronic submission.

1. From the **Assessment Status Summary** screen, click on the **Print Cover Sheet** link as shown below.

MODERN GERMANY, 1914-1990 HIS-5018A(FM1)	Source Commentary	29/Sep/16			Paper	Submit Paper Copy	Print cover sheet
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2. This will display a coversheet with your name, assignment and other relevant details automatically completed (*a screenshot of the coversheet is shown on the next page*).
3. Print out the coversheet on any printer.
4. Add in your Word Count in the box provided. **If you fail to add your word count for an assignment with a stated word limit, your mark will be penalized. Further details are available at <https://portal.uea.ac.uk/learning-and-teaching/students/assessment/coursework/submission>** If you have been asked to do so, please add your marker's name in the box provided. This is typically for students studying Arts and Humanities modules.
5. Staple the coversheet to your assignment that will be submitted in hard copy via drop boxes in the Hub delivering the module. This is the Delivery point indicated below the barcode on the coversheet.

Note: If students are entitled to use stickers on their assignments to identify to markers that they have a Specific Learning Difficulty, they should collect their stickers from the Student Support Service office in the normal way and attach a sticker to the top left hand corner of the coursework coversheet in the space provided.

See over page for a screenshot of the coversheet

Application of SpLD Sticker

This candidate has a SpLD.
Please mark in accordance with
Learning and Teaching
Committee guidance



101-ENV-2A47K-02-003

Deliver to:**3, Arts Building (ARTS)****Section A: Student and Module Details**

Student Registration Number 101	Module Organiser DR A NAME	
Module Code ENV-2A47K	Module Title MARINE SCIENCES FIELD COURSE	
Assignment Due Date 17/10/2012	Assignment Title Individual report	
Word Count 2000	Adviser DR B NAME	Adviser's School ENV
(Block Capitals)	Marker's Name - to be completed by the Student when your lecturer has asked you to (for example, add your Seminar Leader's name for HUM modules)	
Marker's Name	DR C NAME	

By submitting this assignment you are confirming that you have read and understood the University's policy on plagiarism and collusion and that the attached assignment is your own work

Section B: Mark Details (to be completed by MARKER)

Mark:	Marker's Name (Block Capitals):	Date:
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Section C: Adjusted Mark Details (to be completed by LTS ADMIN STAFF)

Adjusted Mark:	An Adjusted Mark will be recorded by LTS Admin staff in the event of unauthorised late submission of work, or for exceeding the word limit. This will be the mark recorded on the Student Record System for this assignment and will contribute to the overall module mark and student award.
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Students should check their marks on eVision and inform the LTS Office immediately if they believe there is an error. All marks are provisional until confirmed by the Board of Examiners


FOR LTS OFFICE USE ONLY WORD COUNT, LATE SUBMISSION AND EXTENSION MANAGEMENT

Date Submitted	Name of LTS Staff	
Extension Applied For?	YES / NO	
Extension Approved/Not approved	APPROVED / NOT APPROVED	
Extension Details (if approved)		
Penalty Deduction Applied (if extension not approved): (From 3pm deadline, excluding weekends and bank holidays)		
Up to 10 Marks (24 hrs) <input type="checkbox"/>	Up to 20 Marks (72 hours) <input type="checkbox"/>	All Marks (Over 72 hrs) <input type="checkbox"/> Late Pass/Fail <input type="checkbox"/>
Penalty for exceeding Word Limit: 10 Marks deduction <input type="checkbox"/>	Pass/Fail modules (fail) <input type="checkbox"/>	Capped Mark <input type="checkbox"/>

3 What you need to know prior to submitting an assessment electronically

1. **Assessment work must be submitted by 3pm UK time (GMT/BST) on the deadline day** but you are advised not to leave submission until the last minute. Technical help is available during office hours via the IT Service Desk <https://itsupport.uea.ac.uk/CherwellPortal/IT> (01603 59 2345) but please note that allowance will not be made for problems with your own Internet Service Provider (ISP) service.
2. Only assessments saved as PDF files can be submitted electronically. Read the **Converting Your Assessment into a PDF Document** section for instructions on converting documents to PDF format.
3. Please ensure your saved PDF filename contains letters and numbers only. It is recommended that you do not include special characters in your filename eg eg () : ' , ? .
4. The file size of your submission must not exceed **5mb** in size.
5. There is an option of re-submitting your assignment electronically by clicking the *Re-submit* link as shown below.

Human Rights: The history of an Idea HIS-5043A(FM1)	Textual Commentary (1 x 500 words)	22/Sep/16				Electronic	Submitted on 20/Sep/2016 at 11:37 Submitted ON TIME View Assessment Re-submit
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6. You can only re-submit assignments that were electronically submitted in the first place. You can re-submit a document as many times as you choose **prior to the 3pm deadline**
7. All assessments that are submitted electronically will be given to the marker in black and white unless the colour print flag has been set by the Hub. If this is the case your assessment will be submitted in colour.
8. If you submit a document electronically after the deadline and do not have an extension, your work will be marked as 'late'. If you submit work after the deadline you will not have the opportunity to re-submit electronically.
9. If you have an agreed extension and submit your work after the original deadline you will not receive a late flag. Please note that work submitted after the original deadline can only be submitted once. If you need to make a re-submission please contact your Hub.
10. If you have submitted your assignment electronically, you cannot submit a paper copy and vice versa.

4 Step-by-step guide to submitting an assessment electronically

1. From the **Assessment Status Summary** screen, click on the **Submit Now** or **Re-Submit** link as shown below.

THE HISTORY OF NORWICH HIS-5040A(001)	Essay (3,000 words)	29/Sep/16			Electronic	Submit now 
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2. This will take you to the Assessment Details screen where you will be able to verify the module and assignment you are submitting. Please ensure you read the information about plagiarism before uploading your document.

Module Details for Assessment Submission

The details of the Assessment document you are about to submit are as follows:



Academic Year:	2016/7
Module Code:	HIS-5040A
Module name:	THE HISTORY OF NORWICH
Module Assessment number:	001
Assessment name:	Essay (3,000 words)
Due Date:	29/Sep/2016



IMPORTANT: PLEASE READ BEFORE SUBMITTING YOUR ASSESSMENT

Your assignments must be saved in PDF format. The filename should contain letters or numbers only. The maximum file upload size is 5MB. If you exceed this size you will receive an error message. Further information on uploading documents is available in the [Guidance for Assessment Submission](#).

By submitting this assignment you are confirming that you have read and understood the University's policy on Plagiarism and Collusion and that your assignment is all your own work. Further information is available at www.uea.ac.uk/plagiarism, including a link to the University's Policy.

If you have questions about submitting your assignment please contact your Learning & Teaching Hub.

Link to plagiarism information

Link to Learning and Teaching Hub website

Back to Assessment Status Summary

Continue to Upload Screen

Return to previous screen

Submit your coursework

Note: You can apply an electronic version of your Specific Learning Difficulties sticker to this assignment by setting the SPLD drop down box to "Yes" as shown below. This will only be available to students who have been assessed by the Student Support Services office as having a Specific Learning Difficulty.

Do you wish to apply your SPLD sticker to this assignment?	Yes <input type="checkbox"/>
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- Click the Continue to Upload Screen button to upload your assessment.
- Click Browse to navigate to and upload your PDF document.

Continue to Upload Screen

Assessment Upload Screen

Please add the name of your seminar leader or marker, if applicable. (This is particularly relevant for schools in the faculty of Arts and Humanities.)

Assessment File Upload

The file you upload must be:

- in PDF format
- less than 5MB
- the file name should contain only letters or numbers

File name (Letters and numbers only)*

Word Count (Please add using number only e.g. 3056)

Assessment Marker (Please add)

Click here to browse and upload your assignment saved as a PDF document.

Enter word count

Marker name if required

- Enter the word count of your document. Failure to include your word count on assignments with word limits will result in a penalised mark. Further information is available at <https://portal.uea.ac.uk/learning-and-teaching/students/assessment/coursework/submission>
- Enter the name of your assessment marker if applicable. This is usually relevant for students taking modules in the Faculty of Arts and Humanities.
- When you are ready click the **Upload File** button. If your assignment is successfully submitted, a confirmation screen will be displayed as shown below.

Assessment Upload Confirmation

Thank you for your assignment! You have successfully submitted a file for the following assessment.

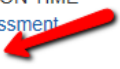
Module Details for Assessment Submission

Student Code:	100125812/1
Academic Year:	2016/7
Module Code:	HIS-5040A
Module name:	THE HISTORY OF NORWICH
Module Assessment number:	001
Assessment name:	Essay (3,000 words)
Submitted Date:	22/Sep/2016
Submitted Time:	12:27
Reference Code:	SRS-STU-100125812-0009
Submitted File:	COURSEWORK 1.pdf

The status of the upload has been recorded on the system. If you wish to have a record of this, please print a confirmation.

Click here to view your submitted file

8. You can choose to print a confirmation slip or click to go back to the **Assessment Status Summary** screen which will display the date of your submission and another link to view the submitted document. You can also view your document from the confirmation screen by clicking the link to the *Submitted File*.
9. If you clicked **Back to Assessment Status Summary**, you will have the opportunity to re-submit your assessment if you need to.

THE HISTORY OF NORWICH HIS-5040A(001)	Essay (3,000 words)	29/Sep/16			Electronic	Submitted on 22/Sep/2016 at 12:27 Submitted ON TIME View Assessment Re-submit 
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10. Please see Section 3 above for more information on re-submission. You will be able to view your submitted assignment from the View Assessment link on your Assessment Status Summary screen in eVision
11. If you selected to apply a Specific Learning Difficulties sticker prior to uploading an additional line will appear on the confirmation screen underneath the link to your submitted work as shown below.

SPLD Sticker applied?	Y
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Checklist

1. Please ensure you leave plenty of time prior to 3pm (UK time) on the due date to submit your work. If you try to submit close to 3pm on a busy submission day you may find the submission process takes longer than usual.
2. Check that you have selected the correct piece of work to submit for the correct module and assessment item.
3. Ensure your work is saved in PDF format and is less than 5MB in size.
4. Ensure your saved PDF filename contains letters and numbers only.
5. Ensure you add the word count
6. Once you have uploaded your file click on one of the links which enables you to view your submitted coursework and double check the intended piece of work has been uploaded to the correct module assessment item.

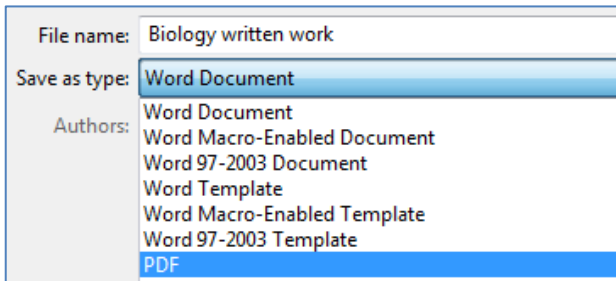
Troubleshooting off-campus issues

If you are submitting work from an off campus location and have issues uploading your file this may be due to slow broadband speed. Please try reducing the size of your file and submitting again. In particular, try reducing the size of images within your file. See the advice below about how to select the minimum size when saving your PDF. Please also check that you do not have any special characters in your filename eg () : ' , ?

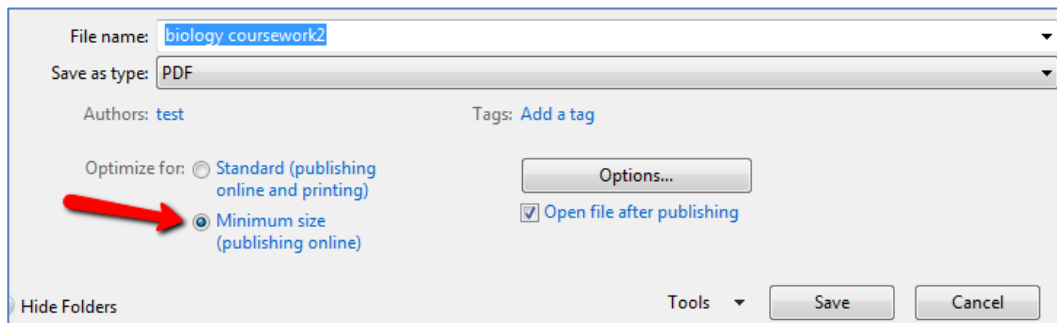
5 Converting your assessment into a PDF document

If you are using Microsoft Word 2013 on a University of East Anglia computer do the following:

1. Open your document and On the **File** menu, click **Save as**.
2. Select **PDF** from the drop down list.



3. Enter a filename if you haven't already done so.
4. In the **Optimize for** area, click **Minimum size** as shown below. This will ensure that all your pictures and tables are compressed therefore reducing the size of the PDF file.



5. Select the **Open file after publishing** check box so that you can check your document once it has been converted to a PDF document.
6. Click **Save**.

If you are not using Microsoft Word 2013 or a University of East Anglia computer, you may find this article helpful.

<http://www.wikihow.com/Convert-a-Microsoft-Word-Documents-to-PDF-Format>