

Guidance for Students on the Procedures for Coursework Submission and Return 2015/16

1. Scope

This document covers the submission and return of summatively-assessed coursework **only**, i.e. coursework that is required to be submitted for assessment, with the outcome contributing to the students' module and degree results. This process is managed through the Learning and Teaching Hubs, submission being in the Hub supporting the module.

For formative assessment (where students are asked to undertake assessment which is not marked to contribute to their degree result), it is expected that the majority of formative work will be submitted electronically via Blackboard or eVision or directly in class and will not be channelled through the Hubs. You will be advised of the deadlines for submission of formative work from your Module Organiser and/or your module outlines. This process is not covered by this procedure.

2. Deadlines

3.1 All summative coursework deadlines will be available for students to view through eVision.

3.2 The deadline for submission of coursework is 15.00 (3pm) on the submission day. This is for both electronic submission and paper submission.

3.3 There is a University requirement that for standard coursework assignments, there must be a maximum of a 20 working-day turnaround between the coursework submission deadline and return of feedback/marks. Wherever possible, Module Organisers will stagger deadlines to help with students' management of their workload.

3.4 In the event that students are sending coursework by post (please note that submission by post is only available for certain designated modules, for example some distance learning modules), they should plan for it to arrive at the Hub by the deadline day. Students should retain receipts/records of postage.

3. Submission

This will be managed via the Hub delivering the module. Electronic submission of assignments will be set up for all assignments except those that need to be handed in in hard copy, such as portfolios or worksheets. Further details are given below. In addition, there is a document covering instructions and technical aspects of submission, 'Submission of Assessed work using eVision', which is available through a link on the Assessment and Awards box of the students' eVision page.

Submission details is displayed for students on their eVision page, in 'Assessment and Awards'. This will show all assessments for all modules the student is enrolled on for the current academic year, and will give further details for those items which require submission including type of submission (hard copy or electronic), links to electronic submission (where appropriate) and the ability to print a coversheet for hard-copy submissions.

3.1 Electronic submission

The majority of assignments will be submitted electronically via eVision. For identified modules, students will be able to submit coursework electronically from **one** week before the deadline, using a link from the eVision page. If your assignment is set up for electronic submission, you **must** submit electronically; **there will not be an option to submit a hard copy instead of electronic submission.** Even late assignments, or those that have extensions, should be submitted electronically rather than in paper format. Work uploaded after 3pm on the specified deadline day will incur a late penalty unless there is an approved extension. Students are advised not to leave it to the last few minutes before 3pm to upload work, just in case they encounter any upload problems.

4.2 Requirements for e-submission

Electronic submission will be by PDF. The work will be printed out for the marker, and printing will be in black and white unless your Module Organiser has indicated otherwise.

4.2.1 Coversheets

As part of the upload process, a coversheet will be automatically attached to your work before the work is printed out. The coversheet will auto-populate with a barcode (unique to the module assignment and student number) and delivery point (ie the Hub managing the module), plus Section A fields: Student registration number, Module Organiser, Module Code, Module Title, Assignment Due Date and Assignment Title.

What students need to fill in on the e-coversheet:

1. Students should add in the marker's name where they have been asked by their lecturer to do so. Please can you ensure that you add your Seminar Leader name, if you are submitting a module in the Arts and Humanities faculty, as they will be marking your work, and it speeds up getting the script to the correct person.
2. Students should add in the Word Count for their piece of work, including the footnotes and endnotes, references (in the main text), tables and illustrations and if applicable the abstract, title page and contents page. Any appendicised material and the bibliography or reference list should not be included in the word count.
3. Students should also apply their Specific Learning Difficulty (SpLD) e-sticker, if appropriate (See below for details)

4.2.2 SpLD Stickers

If you have a Specific Learning Difficulty you must have had an assessment by the Dean of Students' Office and have been told that you can use a sticker. This notifies the marker that the script has been written by a student with a SpLD and it should be marked in accordance with guidelines approved by the University. The DOS office will update the Student Information System with your details, and when you upload your work you will be given the option of attaching a sticker. There may be a delay between you having your DOS assessment and the system being updated. If you think you are entitled to a sticker but it is not appearing on the system when you upload, please go to your Hub for advice. More details are available at <https://portal.uea.ac.uk/dos/wellbeing>

4.3 Exceptions to standard electronic submission

There may be one or two exceptions to this standard method of electronic submission, for example computer coding, where there has to be non-pdf electronic submission to test the coding, and some instances of postal submission from Distance Learning students. Students doing any such assignments will be notified of this in good time.

4.4 Paper submission

For a small number of specific modules, hard copy paper submission will still be the only suitable method of submission. If this is the case for any of your modules, this will be clearly stated on your eVision record. You must print off a coversheet to accompany your piece of work, and then submit it to your Hub by the deadline. Please note that the coversheets are both assignment and student specific, so you must print one off for each different assignment which requires paper submission. As with the electronic submission, most of the form is pre-populated, with the student registration number and module details, along with a barcode for easy logging by LTS staff. The only additional information that you have to add is the Marker's Name (mainly in use for some HUM modules, where marking will be organised directly with the marker), and the application of a Specific Learning Difficulty sticker, if appropriate. The coversheet should be **stapled** to your work and submitted in the Hub coursework drop box or the Reception desk, as appropriate, from a week before the deadline day. 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 Dean of Students' office and attach a sticker to the top left hand corner of the coursework coversheet as indicated.

4.5 Electronic copies of paper submissions for Plagiarism and Collusion investigation

Students are reminded that, in the event of a suspicion of plagiarism or collusion, they are obliged to submit an electronic version of their work. This is irrespective of whether the original piece of work was submitted electronically or in paper format. This is in accordance with the University's Plagiarism and Collusion Policy, and failure to do so will result in the work receiving an automatic mark of zero. Where the electronic copy is corrupted or is different from the original submission, a mark of zero will be recorded for the assessed work in question:

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Plagiarism+and+Collusion.pdf>

5. Feedback sheet

There will be no change to feedback sheets this year, so Faculties/Schools will continue with local practice, to ensure speedy feedback tailored to the particular assessment. Feedback sheets should be securely attached to the **back** of the coursework by the marker for return to the student.

6. Return of Coursework

There are two main methods of return for coursework/feedback. Work will be returned either in module-specific coursework boxes in the Hub, or via the Module Organiser/marker. The method for your assignment will be available on your eVision page. The eVision page will also detail when your work is ready to be collected. Please note that work 'ready to be collected' will mean either that it is ready to be collected by the student or that it will be ready for the Module Organiser to collect in order to return it to students at their next class.

6.1 Return of feedback and work via the Hub

For feedback and marked coursework that is to be returned via the Hub, students will be notified when it is ready to collect from the Hub. Please note that due to limited space, coursework will only be available to collect from the Hub **for five working days**, so please pick up your coursework as soon as it is available.

In some areas, it has been practice to only return the feedback and not the coursework itself. This practice will continue in those areas where this has been the custom.

6.2 Uncollected feedback and work

Any work not collected in the week that it is available in the Hub will be sent to the student's adviser; you should contact your adviser if you haven't been able to collect your work from the Hub on time. The Module Organiser will also be notified that you have not picked up your work.

Where there has been past practice to return coursework by post, for example for Distance Learners, the Hubs will continue to do this.

7. Word limits

7.1 Information on the word limit of each item of coursework shall be published to students. The word limit will be clearly stated in the title of the written assignment, project, report and dissertation. For example, an essay may have the title ' Essay 1 (2500 words), where the number in brackets indicates the word limit. (There will be obvious exceptions, for example, where the assignment requires formulae or computer code rather than text).

7.2 The word count for coursework, written assignments, projects, reports and dissertations shall include: Footnotes and endnotes, references (in the main text), tables and illustrations and if applicable the abstract, title page and contents page. Any appendicised material and the bibliography or reference list shall be excluded from the word count. Where it is agreed that bibliographic referencing will take the form of footnotes and/or endnotes this will not be included in the word count - any additional notes within the body of the text will be counted.

7.3 Students should declare the word count of the text of their assignment on the coversheet (electronic or hard copy) submitted with their piece of work.

7.4 Markers who suspect an assignment is over the word limit should assign it an unpenalised mark, and return it to the Learning and Teaching Hub, flagged appropriately, for investigation and application of any resulting penalty. Penalties will be applied if work exceeds the word limit, with a 10% tolerance allowance.

7.5 Students are required to submit an electronic version of the originally-submitted work in a format which can be checked for word count (for example Word or Excel) when requested by Learning and Teaching Service staff to do so, when the marker has raised a suspicion that the student has exceeded the word count.

7.6 Failure to submit an electronic version of the work for checking will result in the mark for the assignment being capped at the pass mark. Cases of intentional misrepresentation of the word

count will result in the mark being capped at the pass mark.

7.7 When an assignment is excessively over the word limit, the marker is obliged to read up to the limit but is not obliged to read beyond it. It is recommended that a 10% allowance is made in determining the cut-off point, which should be clearly identified on the script by the marker. The awarded mark will reflect the assignment content up to that cut-off point. In addition, this awarded mark will have a 10 mark deduction penalty applied by Learning and Teaching Service staff. For Pass/Fail assignments where the word count is found to exceed the word limit plus 10%, the judgement on whether the grade is a pass or a fail should be made only on the text up to the word limit plus 10%.

7.8 The penalties for exceeding the word limit are:

| | |
|---|---|
| Up to 10% over word limit | No Penalty |
| 10% or more over the word limit | Deduction of 10 marks off original mark |
| Failure to provide an electronic copy when requested | Mark capped to the pass mark |
| Intentional misrepresentation of the word count on the coversheet | Mark capped to the pass mark |
| NOTE: 1. When the original mark is within 10 marks of the pass mark, the penalty will be capped at the pass mark 2. Original marks below the pass mark will not be penalised | |

8. Extensions

8.1 A request for an extension to a deadline for the submission of work for assessment should be submitted by the student in accordance with the regulations covering Extenuating Circumstances

Please read guidelines at:

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Extenuating+Circumstances+-+Taught+Programmes.pdf>

If the medical or other circumstances are severe and/or ongoing, the student should make this known to their Adviser, the School's Senior Adviser or the Learning and Teaching Hub, in order to discuss alternative options.

8.2 For late submission without an agreed extension, the penalties are as follows:

| <i>Work submitted</i> | <i>Marks deducted</i> |
|--|--|
| After 15:00 on the due date and before 15:00 on the day following the due date | 10 marks |
| After 15:00 on the second day after the due date and before 15:00 on the third day after the due date | 20 marks |
| After 15:00 on the third day after the due date and before 15:00 on the 20 th day after the due date. | All the marks the work merits if submitted on time (i.e. no marks awarded) |
| After 20 working days | work will not be marked and a mark of zero will be entered. |

Late submission of **pass/fail** marked work for assessment in the absence of acceptable extenuating circumstances will be awarded a **fail** mark.

9. Retention of Coursework

Electronic copies of coursework submitted via eVision will be destroyed at the end of the academic year in which they were submitted. For submissions following the standard academic year, in practice this will be in the October immediately following the year in which they were submitted.

Paper copies of coursework which students have failed to collect will be destroyed to the same timescale.

A sample of student work may be kept for a period of up to 6 years, for quality assurance purposes.

Students should note that they are responsible for keeping copies of their work, for production in the event of an appeal or a plagiarism and collusion investigation.