

 <small>Learning Resource Centres</small>	<b>Procedure No.</b>	15.2
	<b>Procedure</b>	Guidance for assignment presentation
	<b>Date</b>	June 2018
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This Guidance should be read in conjunction with the Student Handbook, the Mitigating Circumstances Procedure and the college's Policy for Academic Offences.

### General Presentation

- All assessed work should be submitted using: standard English; appropriate conventions; accurate spelling, grammar and accurate citations.
- All work must be submitted in Arial 12.
- All work must be double line spaced.
- Pages (other than the title page) must be numbered – bottom, centre.
- Tables and graphs referred to should ideally be presented in the body of the text rather than as appendices.
- The use of numbered paragraphs (report format) is not recommended unless it is a specific requirement of that assignment.
- Work that does not comply with this requirement may not be marked. Students who may have additional learning need adjustments in this area, e.g. because of dyslexia or visual impairment and who are registered with Learning Support and have been issued a yellow stamp should discuss the submission criteria with their tutor.

### Referencing

- The assignment must be referenced using the Harvard method as set out in the college's *Guide to the Harvard System of Referencing*.
- Use in-text citations, not footnotes nor end notes.
- Citations are included in the word count.
- Citations should be in plain text, not italicised nor emboldened.
- Direct citations should use double quotation marks ["..."].
- A bibliography must be included, a separate reference list is not required.

### Word count

The word limits for assessments must be strictly adhered to. Where a range is given, e.g. 3000 – 3500 words, the assessments must be within the range.

Where a single figure is given, e.g. 2000 words, the assessments must be within 10% of the figure, i.e. between 1800 and 2200 words.

Appendices should only be used where relevant and kept to the minimum necessary. They should be appropriately referred to in the text of the assessments. They are not included in the word count.

## Confidential Marking

- Each student's college ID number must appear on the front page and in the header of every page of the work.
- The student's name must not appear anywhere on the work, including in any appendices.

## Title Page

What information goes on this:

- Title
- Student ID number
- Date
- Word count (see above)

## Order

The assignment should follow the format below. It may be necessary to include additional sections.

- Title page
- The use of a contents page is strongly recommended where appropriate
- Introduction
- Methodology
- Conclusions and recommendations
- Bibliography
- Appendices (e.g. information sheet, sample consent form, sample questionnaires).

## Submission

- Students are responsible for submitting assessments in accordance with the specified and published submission deadlines and formats.
- All written assessments must be submitted via Turnitin unless instructed otherwise by the tutor.
- The Turnitin submission should include the assessment front cover sheet for Pearson's validated courses e.g. HNC/HND and the work, including the bibliography etc. OU validated programmes e.g. BA/BSc/MA **do not** require a separate assessment front cover,
- **Note: The deadline for submission of all HE assessments is 5:00pm on the date published.**

## Assessment

Students submit their assignment via Turnitin unless instructed otherwise by their tutor. Work which is in other formats e.g. audio visual, sculpture, mechanical etc. should be submitted to curriculum teams.

Assessment Boards are normally held three times a year. Boards are usually held in late January/early February to process assessments from Semester 1; and in late June/early July to process assessments submitted in Semester 2.

A third Board is held in early September to process re-assessments that have been marked during the summer.

### **Assessment Feedback**

Written feedback and a provisional grade will be received within 3 weeks. This is college policy. All grades are provisional until they have been ratified at an assessment board. After the assessment board has taken place all grades will be confirmed.

### **Return of Assessments**

Your work will be returned to you after the assessment cycle has been completed. Provisional marks are agreed by first and second markers from the Programme Team.