

## **Guidelines for the Presentation / Submission of Student Work**

Unless otherwise stated, these guidelines identify the basic **presentation requirements** for coursework submitted for assessment taken on programmes in the CHMLS. **Specific assessment** and modular block requirements **may vary** from this, but block leaders will advise where this is the case.

Unless otherwise specified, all assessed work will be submitted through Wiseflow.

### **Page Layout**

1. The first page of the document must **include a heading** that states the **assessment/modular block name and number**, and the **title of the assignment** or the **assignment question**, and your **Student ID (but do not include your name)**.
2. Individual assessment guidelines may further specify the use of headings or a required format for assignment, and these are to be adhered to when required.
3. The document **must be word-processed or typed** (unless otherwise indicated) with **double line** spacing.
4. The **font type** should be **plain**, for example 'Arial' or 'Calibri'
5. Font size must be **12 point**.
6. All page margins must be 2.5 cm on all sides
7. The student registration number must be printed on the right hand corner of each page, not the student name. All **coursework must be submitted anonymously**
8. **Pages** must be **numbered** consecutively.
9. The total **word count** must be given. Any queries as to what goes into the word count must be referred to the module tutor.

### **Word Limit**

The **word limit** set for the assessment is a **MAXIMUM**. Content is evaluated on the basis of the extent to which the learning outcomes and other requirements of the assessment have been met, **within the maximum stated word limit**, therefore **penalties do not apply** on the basis of **work being less than** the word limit. However, markers **will only mark up to the word limit** and not beyond this, to ensure parity for all students.

Guidance as to what is or is not included in the word limits will be provided for each assessment by the programme teams.

### **Submission**

1. All coursework must be submitted by the set deadline which is 12 midday / pm on any given week day. On-time will be regarded as the work having been uploaded and submitted **before 12:00:00. The latest acceptable submission time is 11:59:59. Exactly 12 or after is late**
2. Students must **allow sufficient time** for the upload process to take place. The **upload AND submission** must be **completed before the deadline**. It is your (the student's) responsibility to allow time for the upload and submission
3. If submitted as paper copy, all coursework submissions must have a completed Coursework Cover Sheet.
4. Any specific requirements for submission will be provided in the published assessment guidelines for specific assessment and modular blocks.

### **Presentation of Work**

1. *If* submitting hard (paper) copy, the whole document (report, essay, portfolio) should be presented in a clear plastic pocket, clip file or similar binding. Pages should not be presented individually in separate sleeves. The front cover sheet should be transparent, such that the coursework submission sheet is clearly visible and all pages are securely held together.
2. The document should be presented on A4 size paper, printed/typed on one side of the paper only.
3. Any diagrams, figures, tables or graphs should be clearly labelled.
4. References must be in accordance with the Harvard System and must be labelled alphabetically at the end of the document.

5. Appendices, if included, should come after the reference list and be clearly identified as such. They should be in the same document as the main report, not in a separate document (please ignore the prompts in Wiseflow which suggest otherwise).
6. Unless otherwise specified, an electronic copy of the whole document should be uploaded onto WISEFLOW
7. Markers have the right to refuse to accept, or to mark, work that is not adequately presented.