



## **Guidelines for the Presentation and Marking of Student Work**

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

Unless otherwise specified, for all assessed work, one copy should be submitted.

### **Page layout**

- The first page of the document must include a heading that states the assessment/modular block name and number, student ID and the title of the assignment or the assignment question.
- 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.
- The document must be word-processed or typed (unless otherwise indicated) with either 1.5 or double line spacing.
- The font type should be plain and 'sans serif', for example 'Arial' or 'Calibri'
- Font size must be 12 point.
- All page margins must be 2.5 cm on all sides
- 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
- Pages must be numbered consecutively.
- The total word count must be given. Any queries as to what goes into the word count must be referred to the module tutor.

### **Presentation**

- Any diagrams, figures, tables or graphs should be clearly labelled.
- References must be in accordance with the Harvard (author/date in the text) citation system (unless you have been advised differently by your programme lead) and must be listed alphabetically at the end of the document.
- Appendices, if included, should come after the reference list and be clearly identified as such.
- Unless otherwise specified, an electronic copy of the whole document should be uploaded onto the VLE (Wiseflow) for coursework submission.
- If submitting hard (paper) copy, unless instructed differently in the coursework specifications
  - 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.

- the document should be presented on A4 size paper, printed/typed on one side of the paper only.

### **Word Limits**

The word limit set for the assessment is a **MAXIMUM**. Markers will only mark up to the word limit and not beyond this, to ensure parity for all students. 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.

Work that is significantly below the word limit may not gain maximum marks as the question might not be covered in sufficient depth.

Module leads will advise whether figures legends, tables, references etc are included in the word count.

### **Submission**

- All coursework must be submitted by the set deadline (see Coursework Submission Policy for additional detail)
- Any specific requirements for submission will be provided in the published assessment guidelines for the specific assessment and modular blocks.
- For electronic submission on Wiseflow, you must check that that the correct version of your work is being used, that it is readable, and that it has been properly submitted.
- If submitted as paper copy, all coursework submissions must have a completed Coursework Cover Sheet.