**Assessment Submission Details**

Please complete a copy of this form for **each Assessment** and return it to your Programme Administrator.

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| Module code | Click or tap here to enter text. |
| Module Convenor | Click or tap here to enter text. |
| Number of Assessments for this module | Click or tap here to enter text. |
| Assessment name | Click or tap here to enter text. |
| Assessment Weighting (%) | Click or tap here to enter text. |
| Will the re-assessment for be the same as the original assessment? | The re-assessment will be:  Choose an item. |

What do the students submit for this assessment?

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| Please select from this drop down menu: | **Select Submission Type** |

* If 1.) **Electronic Document**, 2.) **Presentation** or 3.) **Physical Entity Submission** please complete the relevant table of questions below.
* If Blackboard Journals, Tests, Wiki, Blog or Discussion boards please consult a TEL advisor via [it@reading.ac.uk](mailto:it@reading.ac.uk) if you require any support when setting these functions up on Blackboard.
* If “Other” please contact your programme administrator directly.

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| 1. **Electronic Document** | | | | |
| **1a** | Do the students submit as a group or as individuals? | Choose an item. | ⮱ | If **group** go to **Table Bb** (pg. 2) |
| If i**ndividual** go to **question 1b** |
| **1b** | Are the students required to submit more than one file? | Choose an item. | ⮱ | If **multiple files** go to **Table Bb** (pg. 2) |
| If **one file** go to **question 1c** |
| **1c** | Are the students’ submissions going to be a standard size file or larger than 40MB? | Choose an item. | ⮱ | If **larger file** go to **Table Bb** (pg. 2) |
| If **standard size** go to **Table Tii** (pg. 3) |

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| 1. **Presentation** | | | | |
| **2a** | Do the students submit as a group or as individuals? | Choose an item. | ⮱ | If **group** go to **Table Bb** (pg. 2) |
| If i**ndividual** go to **question 2b** |
| **2b** | Are the students required to submit on the same deadline or staggered deadlines? | Choose an item. | ⮱ | If **staggered** go to **Table Bb** (pg. 2) |
| If **one deadline** go to **Table Tii** (pg.3) |

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| 1. **Physical Entity Submission** | | | | |
| **3a** | Do the students submit as a group or as individuals? | Choose an item. | ⮱ | If **group** go to **Table Bb** (pg. 2) |
| If i**ndividual** go to **question 3b** |
| **3b** | Will the students received feedback online? | Choose an item. | ⮱ | If **attached file** go to **Table Bb** (pg. 2) |
| If **online** go to **Table Tii** (pg.3) |
| If on **Entity** speak to administrator |

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| Table Bb | |
| Please provide the names of all staff marking this assessment | Click or tap here to enter text. |
| Name of internal moderator | Click or tap here to enter text. |
| Assessment deadline DATE | Click or tap to enter a date. |
| Assessment deadline TIME | Choose an item. |
| Please give details of any specific instructions to the students you would like at the point of submission (i.e. a reminder of file naming convention if used).  Also, provide details of any documents you would like added. | Click here to enter text. |
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| Would you like to use a rubric\* to provide feedback to students? | Choose an item. |
| Please give the location of the rubric\* file (a Blackboard Rubric is a zip file) | Click here to enter text. |
| Is this a group, individual or portfolio submission? | Choose an item. |
| If this is a group assessment how would you like the groups to be set up? | Choose an item. |
| If you have selected “randomly selected” groups how many groups would you need or how many people do you want per group?  If individual/portfolio submission leave blank | Click here to enter text. |
| Would you like to allow students to upload their files once or have multiple attempts? | Choose an item. |
| If “Multiple Attempts” please indicate the number of attempts allowed | Click or tap here to enter text. |
| Will this assignment be marked anonymously?    \*please note that Blackboard assignment anonymous marking function is not recommended by the TEL team – only use if completely necessary | Choose an item. |

\*For guidance on creating the Rubric in Blackboard, please see our screencasts:

* [Creating a Blackboard rubric](https://www.youtube.com/watch?v=VMCHp7DoeGI&index=2&list=PLm1wx1JhTd6T53KzROxRCPjKOA1XNaWQa)
* [Managing Blackboard rubrics](https://www.youtube.com/watch?v=s7DLyIxsOsw&list=PLm1wx1JhTd6T53KzROxRCPjKOA1XNaWQa&index=3)

In addition, please see the relevant guides on our Blackboard Help for Staff site:

* [Blackboard Assignment: Create a rubric](https://sites.reading.ac.uk/tel-support/2018/07/02/blackboard-create-a-rubric/)

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| Table Tii | |
| Names of all staff marking this assessment | Click or tap here to enter text. |
| If multiple markers Blackboard Groups will need to be set up. How would you like the groups to be set up? | Choose an item. |
| Name of internal moderator | Click or tap here to enter text. |
| Assessment deadline DATE | Click or tap to enter a date. |
| Assessment deadline TIME | Choose an item. |
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| Please give details of any specific instructions to the students you would like at the point of submission (i.e. a reminder of file naming convention if used). | Click or tap here to enter text. |
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| Do you wish to Generate Similarity Report? | Choose an item. |
| Would you like the Similarity Report to be generated immediately or on due date?  Will the first submission be final or do you wish to allow students to re-submit up to due date? | Choose an item. |
| Would you like the similarity checker to exclude  Bibliographic material? | Choose an item. |
| Quoted materials | Choose an item. |
| Small sources? | Choose an item. |
| If yes, please give the word count or percentage of source exclusion threshold you wish to set. | Choose an item. |
| Do you want to allow students to see the Similarity Report? | Choose an item. |
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| Is this assignment going to be marked anonymously? | Choose an item. |
| Would you like to submit the assignment to the paper repositories?  If yes indicated which standard repositories: | Choose an item. |
| Student paper repository | Choose an item. |
| Current and Archived internet | Choose an item. |
| Periodicals, journal & publications | Choose an item. |
| **Are you using a \*rubric for this submission?** | Choose an item. |
| **Name and location of Rubric to be used** | Click or tap here to enter text. |

For rubric guidance see: [Create and import a qualitative rubric in Turnitin](https://sites.reading.ac.uk/tel-support/2018/06/28/turnitin-create-and-import-a-qualitative-rubric-using-excel/), [Create a grading form](https://sites.reading.ac.uk/tel-support/2018/07/30/turnitin-create-a-grading-form/)

Also, see our screencast [How to create a Turnitin rubric](https://www.youtube.com/watch?v=XTHLS5LZQ6Q&index=2&list=PLm1wx1JhTd6RE9qqyc8OKiD0OvFC5NNtK)