EMA eSubmission student instruction templates

Information to include with the assignment submission points in Blackboard

The following are **generic templates** to use and adapt as the instructions to include with the assignment submission points in Blackboard. It includes a statement on original authorship, the University definition of plagiarism and wording on provisional marks.

**How to add the instructions on Blackboard**:

1. [Create an item](https://sites.reading.ac.uk/tel-support/2018/07/17/blackboard-creating-and-editing-an-item/) in Blackboard to show this information in the course alongside the submission point/s and use the in-built text editor to format the text (e.g. bold to highlight, number list of bullet points, etc).
2. You can use the [copy item feature](https://sites.reading.ac.uk/tel-support/2018/07/30/blackboard-how-to-copy-or-move-content-items-in-blackboard/) to copy it into another Blackboard course and then edit it for another assignment.

**Use these templates as a checklist or starting point** for existing text used in your School / Department. **Add, edit or remove text,** **as required,** to meet your requirements.

There is a separate template for both Turnitin and Blackboard submission points to reflect the slight differences in the way they work.

**Turnitin Assignment instructions**

This Submission Point is for [*Draft Submissions/Final Submissions/Post Due Date Submission*]

You can submit your assignment [*only once / multiple times*]

The assignment deadlines is [*Date – Time*]

Leave yourself plenty of time to submit your work before the deadline.

Read the [Preparing for online submission: Turnitin assignment checklist.](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/turnitin-preparing-for-online-submission-turnitin-assignment-checklist/)

Before you submit, please check:

1. You have read the assignment brief and followed all instructions carefully.
2. If the assignment is anonymous that your name or student number is not anywhere in the document.
3. The File you are uploading is a [*Word, PDF, PowerPoint,Excel]* file. ([Turnitin assignment: What file types can I submit?](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/turnitin-what-file-types-can-i-submit/))
4. You have used the file naming convention [*XXX\_XXX.doc*]. OR Keep the file names short and simple, do not use punctuation.
5. You have the correct version of your assignment and the file is not corrupted.
6. You can only submit a single file. You will need to [combine separate files](https://support.office.com/en-gb/article/Combine-documents-f8f07f09-4461-4376-b041-89ad67412cfe) into one.
7. You have [attached an electronic Green Sticker](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/blackboard-learn-spld-how-do-i-download-and-insert-my-electronic-green-sticker/), if the Disability Advisory Service has recommended this for you.

When you submit:

Read [How to submit to Turnitin](https://sites.reading.ac.uk/tel-support-for-students/2018/09/03/turnitin-a-students-guide-to-submitting-a-turnitin-assignment/)

1. When using a naming convention add this to the Submission Title field when submitting.
2. Check a preview of your work after submitting. It is your responsibility to upload the correct file. ([Turnitin – has my submission been successful?](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/turnitin-has-my-submission-been-successful/))
3. When you have submitted your work (i.e. not saved as draft) an email receipt is sent to your reading.ac.uk student email address. If you have not received a receipt, check your submission and contact your Support Centre if there is an issue. ([Finding submission receipts in your University email inbox](https://sites.reading.ac.uk/tel-support-for-students/2018/08/29/finding-submission-receipts-in-your-university-email-inbox/).)

**Blackboard Assignment instructions**

This Submission Point is for [*Draft Submissions/Final Submissions/Post Due Date Submission*]

You can submit your assignment [*only once / You have a maximum of XX attempts*]

The assignment deadlines is [*Date – Time*]

For Group assignments, one person needs to submit the work on behalf of the group.

Leave yourself plenty of time to submit your work before the deadline.

Read the [Preparing for online submission: Blackboard Assignment checklist](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/blackboard-learn-preparing-for-online-submission-a-blackboard-assignment-checklist/)

Before you submit, please check:

1. You have read the assignment brief and followed all instructions carefully.
2. If the assignment is anonymous that your name or student number is not anywhere in the document.
3. The File you are uploading is a [*Word, PDF, PowerPoint,Excel]* file. ([Blackboard assignment: What file types can I submit?](https://sites.reading.ac.uk/tel-support-for-students/2018/08/29/blackboard-assignment-what-file-types-can-i-submit/) )
4. You have used the file naming convention [*XXX\_XXX.doc*] OR Keep the file names short and simple, do not use punctuation.
5. You have the correct version of your assignment and the file is not corrupted.
6. When submitting multiple files, attach them all in the same Attempt.
7. You have [attached an electronic Green Sticker](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/blackboard-learn-spld-how-do-i-download-and-insert-my-electronic-green-sticker/), if the Disability Advisory Service has recommended this for you.

When you submit:

Read [How to submit a Blackboard Assignment](https://sites.reading.ac.uk/tel-support-for-students/2018/08/31/blackboard-learn-a-students-guide-to-submitting-work/).

1. Check a preview of your work after submitting. It is your responsibility to upload the correct file. ([Blackboard Assignment – Has my submission been successful?](https://sites.reading.ac.uk/tel-support-for-students/2018/08/29/blackboard-assignment-has-my-submission-been-successful/))
2. When you have submitted your work (i.e. not saved as draft) an email receipt is sent to your reading.ac.uk student email address. If you have not received a receipt, check your submission and contact your Support Centre if there is an issue. ([Finding submission receipts in your University email inbox](https://sites.reading.ac.uk/tel-support-for-students/2018/08/29/finding-submission-receipts-in-your-university-email-inbox/).)

**Disclaimer statements**

This text should be included within the Assessment section of each Blackboard course, as a minimum, to display alongside the assignment submission point/s.

Schools / Departments may choose to extend the plagiarism definition or remodel the plagiarism statement, as per existing local practice and Support Centre’s should confirm what the exact text should be with their SDTL/DTL, where necessary.

Be aware, Turnitin automatically shows the statement of original authorship when students submit, with a link to the University’s definition of plagiarism.

Where Blackboard Assignments are used, the disclaimer text needs to be added manually as a content item.

For consistency, Support Centre’s may wish to add the statement of original authorship text manually as standard.

### Statement of original authorship

I certify that this is my own work and that use of material from other sources has been properly and fully acknowledged in the text. I have read the University’s definition of plagiarism and the department’s advice on good academic practice. I understand that the consequence of committing plagiarism, if proven and in the absence of mitigating circumstances may include failure in the Year or Part or removal from the membership of the University.

I also certify that neither this piece of work, nor any part of it, has been submitted in connection with another assessment.

### University definition of plagiarism

For the purposes of [the academic misconduct] regulations, plagiarism is defined as the fraudulent representation of another’s work as one’s own. This applies whatever the source of the material (for example, a published source, the web, or the work of another), whether the material is copied word for word or paraphrased, and whatever the extent of the material used. Wilful and deliberate disregard for good academic practice in respect of attribution of material will be construed as plagiarism.

### Editorial and proof reading services

Students are warned that any use of third party proof-reading or editing services must not compromise their authorship of the work submitted, and, in particular, that the substance of work must remain the student’s own. Students are also warned that they will be held responsible for work which they submit, and that the use of third party services will not be accepted in mitigation of any deficiencies in the work.

The use of any third party proof-reading or editing must be acknowledged in a written statement accompanying the work on submission.

### Provisional Marks

The mark shown in Blackboard for your assignment is a provisional mark and may be subject to change. It may still be subject to moderation and/or require the application of penalties. The mark available on the RISIS portal, will have any penalties applied, and will remain provisional until ratified by University Examiners Board.