EMA eSubmission - Programme handbook and briefcase guidance

Information to include for students about the electronic submission of coursework

The following guidance provides prompts to include School or Department level information in handbooks and briefcases for students about how to submit work electronically and receive feedback online. The checklist is followed by sample text that can be adapted for your purposes.

Please see: [Policy: Section 6: Conduct of Assessment – Examinations and coursework](http://www.reading.ac.uk/web/files/qualitysupport/6_Conduct_of_Assessment_withannexes.pdf) – Online submission protocols, Annex 3, p37.

# Information checklist

The following is a list of generic information that should be included to cover the requirements of e-submission in the handbook and / or briefcase. Please take into consideration any variations in local assessment practice within your School or Department.

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| **Topic** | **Detail the following information, as required:** |
| **Introduction / Overview** | * All summative coursework is submitted electronically to Blackboard unless otherwise stated. * Indicate exceptions and when assignments are not submitted electronically. * Where students find the assignment submission instructions in a Blackboard course for each assignment. * Which submission tools will be used, either Turnitin and / or the Blackboard Assignment tool, and for which types of assessment. * The default submission deadline. |
| **Submission options** | How submission points are set up.   * When submission points are made available to allow students to submit. * When and if submission points are hidden following the due date. * If there is a single submission point or two separate submission points for on-time and post deadline submissions. * If students can submit drafts. * If students are allowed to re-submit work before the deadline or if they only allowed a single final submission. * When and why post deadline submission points appear and disappear for Blackboard assignments. (Only relevant when using two submission points for on-time and post deadline to control access.) |
| **Similarity reports (Turnitin)** | * What the Turnitin similarity report is. * When a similarity report is generated and what is it used for. * When students are able to view the similarity report. (Never, before or after the submission deadline.) * Support guides:   + [Turnitin Similarity Reports](https://sites.reading.ac.uk/tel-support-for-students/category/similarity-report/) |
| **Academic integrity** | * A student agrees that their work abides by the statement of original authorship, the University definition of plagiarism and other policies when submitting work for online assessment. |
| **Anonymous marking**  **(Where relevant)** | * If coursework is marked anonymously e.g. by default. * What types of assignment are not marked anonymously. |
| **Electronic cover sheets** | * When and for what is a coversheet required. * Where to find the cover sheet. * If the cover sheet is needed for all assignments or only some kinds of assignment (e.g. a digital submission sheet for a physical entity.) * How to add it to their assignment. * What happens if the coversheet is not completed correctly. |
| **File formats** | * Which file formats are accepted for assignments and if specific file formats are required for certain assignments. * Which file formats are generally accepted by Turnitin and / or Blackboard assignment tools. * Support guides:   + [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/)   + [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/) |
| **Document formatting** | * If there is a default font size and line spacing * If it needs titles, paragraphs. * Information in the header or footer and page numbers (e.g. a student number). |
| **File naming conventions** | * Details of any standard file naming convention that students should follow. * What happens if students do not follow the naming convention. |
| **Submission email receipts** | * When students receive an email receipt for submitting work. * Email receipts are sent when a file/s is successfully submitted. * Students should retain the email receipt as proof of submission. * The receipt only indicates that the student has made a submission on the date and time shown. It is not confirmation that the file submitted is correct or has uploaded properly. * What to do if a student does not receive an email receipt * Support guides:   + [Turnitin – has my submission been successful?](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/turnitin-has-my-submission-been-successful/)   + [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/)   + [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/) |
| **Good practice guidance** | * See suggested good practice for students on submitting electronically in the ‘Sample statements and wording’ section below. * Support guides:   + [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/)   + [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/) |
| **Technical submission issues** | * Who students contact if they are having technical difficulties submitting? * What students need to do in the event of a University system failure. * Where to find student support for submitting online. * Support guides: [How to submit work online.](https://sites.reading.ac.uk/tel-support-for-students/category/online-submission/) |
| **Late submissions** | * Where should students submit late work.   (This is dependent on whether the School as a single submission point or a separate post-deadline submission point.)   * How and when are ‘non-submitting’ students contacted. |
| **Special Learning Difficulties (SpLD) / Green stickers** | * What is a green sticker and who receives them. * How students include an electronic green sticker to their assignment. * Support guides: [Student green sticker instructions.](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/) |
| **Extenuating circumstances** | * How and where students submit work online with an ECF   (This is dependent on whether the School as a single submission point or a separate post-deadline submission point.) |
| **Access and retention to work** | * Students retain access to their submitted work on Blackboard for as long as they are a student with the University. * Previously submitted and marked work can be viewed online or downloaded at any time. * Students should download a copy of their work before they leave the University, if needed, for their own records. * The University reserves the right to retain coursework for the purposes of review. * Work is held online securely and confidentiality is observed. |
| **Marks and feedback** | * Marks and feedback are made available within 15 working days after the due date. (Indicate any exceptions to the TAT.) * Marks and feedback can be accessed from within a course using the ‘My Grades’ link. * The mark is provisional and subject to change due to moderation, including the application of late penalties. * Marks shown in Blackboard may be different to those shown in RISIS. Marks in RISIS include the application of late penalties (and changes following moderation, if done after 15 days). * If the Support Centre notifies students when marks and feedback are ready, (e.g. send an email). * Blackboard notifies students automatically when marks and feedback is available under My Grades in the Global Navigation. * Access marks and feedback by going to your module on Blackboard and click My Grades. * Exam marks are not shown in Blackboard and can be found in RISIS * Support guides:   + [Turnitin: View marks and feedback](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/turnitin-view-marks-and-feedback/)   + [Blackboard Assignment: View marks and feedback](https://sites.reading.ac.uk/tel-support-for-students/2018/08/29/blackboard-assignment-viewing-your-marks-and-feedback/) |

**Sample statements and wording**

The following are examples taken from existing handbooks / briefcases or suggested wording that can be used as a starting point and adapted, as appropriate, for the local requirements of the School or Department.

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| **Introduction / overview** |
| * All coursework is submitted electronically in Blackboard, unless otherwise stated. Follow the specific instructions for each assessment within your modules on Blackboard and as laid out by your lecturer. Always read the instructions. Some instructions may require you to do different things depending on the type of assignment and online submission tool you need to use. |
| **Submission options** |
| * Once the deadline has passed the submission area will automatically close, even if you have already started your upload, and you will be required to upload your work to the late Submission area * Should you want to practice uploading your assignment all of the submission points are set up so that you can upload your work multiple times before the deadline.  The purpose of this is to allow you to practice the upload and should you wish to do so, to check Similarity reports before the deadline. * When submitting to Turnitin each time you upload, your latest version will replace the previous one, so make sure that you have uploaded the correct and final version before the deadline, as the version that is submitted when the deadline arrives, will be the one that will be marked. You will be unable to upload again once the deadline has passed. * When submission points are made available to allow students to submit. * When and if submission points are hidden following the due date. * If there is a single submission point or two separate submission points for on-time and post deadline submissions. * If students can submit drafts. * If students are allowed to re-submit work before the deadline or if they only allowed a single final submission. * When and why post deadline submission points appear and disappear for Blackboard assignments. (Only relevant when using two submission points for on-time and post deadline to control access.) |
| **Similarity Reporting (Turnitin)** |
| * Turnitin is a tool that can be used to help check students' work for improper citation and potential plagiarism. Work (assignments, reports or essays) entered into it will return a similarity report, a review of textual similarity based on a comparison with online sources, an archive of previous submissions to Turnitin, and anything else in Turnitin's database. The report features a percentage similarity index for the number of matches it has found during the comparison. * The similarity index is only an indication of the quantity of text that matches other sources. It is not expected that this will ever be zero, since cover sheets, assignment titles, direct quotation of passages of text and properly formatted references will all appear to the Turnitin system to be directly reproduced text. * The Similarity Report does not attempt to judge whether plagiarism has occurred. It only highlights text that matches another source. The member of staff marking your work will carefully interpret the report. Any decision of plagiarism remains the academic judgment of your lecturer. |
| **Academic Integrity** |
| Official statements from University policy.   * The University’s 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.   * The following statement (or a statement closely modelled on the following):   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.   * Editorial and proof reading services   The use of any third party proof-reading or editing must be acknowledged in a written statement accompanying the work on submission. |
| **Anonymous marking** |
| * Your coursework will be marked anonymously please remember not to include any identifying details on the file you submit such as your name and student number. * As your work is submitted anonymously * The email receipt you receive for submitting your work to Turnitin includes a unique ID number that can be used to identify a submission but programme administrators and makers cannot see your names at any time until anonymity is lifted at the end of the marking process. |
| **Electronic cover sheets** |
| * All work should include a Cover Sheet, this can be found on [INSERT LOCATION] in Blackboard. Insert the cover sheet as the first page of your assignment. * Where work requires a Cover Sheet, this can be found in the module with the assignment instructions. |
| **File formats** |
| * Unless specified by the module convenor or module handbook, files MUST be uploaded as Microsoft Word (.doc or .docx), Microsoft PowerPoint (.pptx, .ppt, .ppsx and .pps), Microsoft Excel (.xls or .xlsx), Adobe (.pdf). All of these programmes are available on University machines. * It is your responsibility to submit the correct file, including the correct version to the appropriate submission point in Blackboard, in an acceptable format free from any viruses. * Support guides:   + [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/)   + [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/) |
| **Document formatting** |
| * Unless otherwise stated Coursework should be formatted as follows:   Font size no smaller than 11 pt, 1.5 or double-spaced. Pages should carry page numbers and each page should be labelled with your student number (use the Header function in your word processing programme).   * Take care to stay within the specified word-count. Your word-count should include all text, subheadings and in-text references, but not the bibliography. |
| **File naming conventions** |
| * School / Department specific |
| **Submission receipts** |
| * You will receive an automated digital receipt to your University email address when you have successfully submitted to either Turnitin or the Blackboard Assignment tool. You must retain the digital receipt you have received as evidence of your submission. You should receive the email within a few minutes of submitting your work. * A receipt is NOT sent when you produce online assignments using Blackboard blogs, journals, discussion boards and wikis. * Your receipt indicates that you have made a submission on the date and time shown. It is not confirmation that the file submitted is correct or has uploaded properly. It is your responsibility to ensure you have submitted the correct work and the file is viewable. * You must retain the email receipt as proof of submission. * If you do not receive an email receipt for your submission, you can check your submission has been successful.   + Check your University mail inbox; your receipt may not always be immediately visible [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/)   + Return to the submission point and check that the uploaded assignment appears in the preview screen.   + You can also view and download a copy of the email receipt from within Blackboard and Turnitin. Use the following guides:   + [Turnitin – has my submission been successful?](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/turnitin-has-my-submission-been-successful/)   + [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/) * If you are in any doubt as to whether your submission has been successful, then please contact the Support Centre immediately. |
| **Good practice guidance** |
| * Always read the submission instructions for each assignment in case they are different or have specific requirements. * Submit your work well ahead of the deadline and allow sufficient time in anticipation of any technical difficulties. Set yourself your own online hand-in time that is in advance of the final deadline. * Check that you are submitting the correct file to the right submission point. * Check that the file/s you are submitting are not corrupted and in a suitable file format. * If you have converted your file from one type into another e.g. Word into PDF, check that your document formatting has not been affected. * After submitting your work, revisit the submission point to make sure the file is viewable on-screen or opens correctly. * Check you have received an automated digital email receipt to your University email address. * Support guides:   + [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/)   + [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/) |
| **Technical submission issues** |
| * If you encounter difficulty submitting your assignment, check the following common mistakes and fixes:   + When submitting to Turnitin: the file size is under 40MB, it is a single file, and a file format that Turnitin can accept.   + The file name is not too long and avoids non-standard characters, for example: commas, full-stops, semi-colons, brackets, speech marks.   + The file has not corrupted or has a virus.   + There is a good internet connection.   + Try a different Internet browser. (Chrome and Firefox recommended)   + If the preview of your submitted file is blank, check the original file and re-submit your work immediately, where allowed. * It is your responsibility to check that the file you have submitted is viewable and can be opened. * You should inform the Support Centre immediately Centre [INSERT SUPPORT CENTRE EMAIL] if you encounter a technical problem and report it to the University IT Service Desk [it@reading.ac.uk](mailto:it@reading.ac.uk), ext. 6262 * Once the issue has been resolved, you should submit your work as soon as possible. To avoid such problems you should allow plenty of time before the deadline to upload your work. * Remember, personal computer failure which prevents submission of work will not be considered a valid reason for a you not to submit work or to seek an extension to the published submission deadline, in line with existing policy on extenuating circumstances. Students are strongly encouraged to create regular backup copies of their work. * Support guides: [How to submit work online.](https://sites.reading.ac.uk/tel-support-for-students/category/online-submission/) * In the unlikely event that Blackboard or Turnitin is unavailable due to a system fault at the time you need to submit, announcements will be made by IT about the issue and where possible a timescale for the return of the system provided. You will be advised of any changes to deadlines affected, where appropriate. Most system faults are resolved quickly, and you should keep attempting to submit your work. |
| **Late submissions** |
| * Penalties for late submission will be applied to the mark for your assignment in RISIS. The mark you see in Blackboard does not have the late penalty applied. * After the assignment deadline has passed you will not be able to submit work to the on-time submission point. Submit your work to the Post-deadline submission point. |
| **Special Learning Difficulties (SpLD) / Green stickers** |
| * If you are entitled to a special assessment arrangement because of a disability or specific learning difficulty, you will receive an electronic green sticker that you can insert into the assignments you submit online. * Support guide: [Guidance for students entitled to special assessment arrangements](https://blogs.reading.ac.uk/tel-help-for-students/?kbe_knowledgebase=spld-guidance-for-students-entitled-to-special-assessment-arrangements). |
| **Extenuating circumstances** |
| * If you have an ECF, your work should be submitted to the relevant online submission point for the assignment by the agreed extended deadline. |
| **Access and retention to work** |
| * The University reserves the right to retain coursework for the purposes of programme review (both internal and external) although any confidentiality will be observed. The School is currently exploring and developing procedures for making selected pieces of successfully completed coursework available on-line to current and future students. |
| **Marks and feedback** |
| * Your marks and feedback will be made available on Blackboard and can be found by going into the modules and clicking on the ‘My Grades’ link. Remember to click on the title of the assignment to open and view your full feedback. * Provisional Marks statement:   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.   * Support guides:   + [Turnitin: View marks and feedback](https://sites.reading.ac.uk/tel-support-for-students/2018/08/30/turnitin-view-marks-and-feedback/)   + [Blackboard Assignment: View marks and feedback](https://sites.reading.ac.uk/tel-support-for-students/2018/08/29/blackboard-assignment-viewing-your-marks-and-feedback/) |
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