

Guidelines for all submitted assessment work

The following is what is deemed as the minimum requirement for any submitted assessed work. This includes both electronic and physical submissions.

All Submissions must include:

Contents page and page numbering.

A cover sheet which includes:

Course title, module code & title, name & student number, assignment title/name and date

Arial, font size 12 has been used (or similar).

It is expected that spell checking has taken place and proof reading.

Reference list and Bibliography using Harvard referencing.

In addition for electronic Submissions:

Electronic submissions that comprise of several files need to be zipped before uploading. Please do not use RAR.

Filenames of submitted work must include the module code, assignment name and your name e.g.

unit2_assignment1_Jarod_Locke.zip

The zip file must contain an electronically completed assignment hand in form.

In addition for physical submissions:

Work needs to be bound together.

Do not submit pages in individual polly pockets.