

University of South Wales

Centre for Excellence in Learning & Teaching

Assignment Submission Required Process

The University has a policy of online submission for all assessments whereby all assignments should be submitted online and feedback and marks provided within 20 days using Gradecentre.

NB - Currently, any marks provided through the learning environment are not automatically transferred to the Student Record System, Quercus. It is therefore important, for the purposes of processing of marks, and publishing of these marks in the formal "Results Service" and for the purposes of running Assessment Boards, that the marks are also entered into Quercus. Student Administration staff can advise on this.

Module leaders must make submission arrangements for each assessment clear to students at the beginning of the academic year through UniLearn.

TEACH has a section providing further information and guides on tools to support online assessment and feedback

<http://teach.southwales.ac.uk/assessment/>

Arrangements for Physical Submissions

It is recognised that there are exceptions where online submission is not possible. Exceptions should be notified and agreed by academic managers at the beginning of the academic year and the Deputy Dean informed. The Deputy Dean will ensure that the Director of Student Administration Services is provided with the exceptions for the Faculty by the end of the first week of the Autumn term.

There will be a central point of submission at the Advice Zone on each campus. Drop boxes should not be used.

Details of Advice Zones location are available on UniLife

<http://unilife.southwales.ac.uk/pages/3024-advice-zones>

In situ submission can be arranged where this is more appropriate (for heavy/large submissions). Module tutors should liaise with their local Student Administration Manager who will advise on the appropriate arrangements.

All physical submissions must include the Assessment Front Cover Sheet.

Submission Deadlines

Please note that that unless you are advised of a specific hand-in time, the following deadline times will apply:-

Online submissions – 11.59pm (23.59)

Physical submissions at Advice Zones – 4pm (16.00)

In Situ submissions – as advised by module tutor.