



Online Submission of Assessed Work Expectations and Guidance

- 1.4 All identifiable information beyond that which is requested on the cover sheet should be removed, e.g. names or student ID in a header/footer, to permit anonymous marking. Personal, identifying metadata is often added to documents automatically and should be removed. A link to a web page outlining how to remove metadata is available [here](#).
- 1.5 All assessed work must be submitted before the time and date stated within Moodle module materials unless you have a Learning Support Agreement or an extension has been granted prior to the deadline. Please see the [Extenuating Circumstances Policy](#) for further details.
- 1.6 Additional, specific submission instructions may be provided within Moodle module materials.

2. STUDENT RESPONSIBILITIES

- 2.1 Students must ensure that all general and any specific submission instructions are followed. Failure to do so may result in work not being marked. It is responsibility to contact their module team, to clarify anything they are unsure about, prior to the deadline.
- 2.2 **Students must submit work before the assessment deadline.** Any submissions made after the deadline will be clearly marked as late and subject to penalty unless an extension has been granted in line with the [Extenuating Circumstances Policy](#).
- 2.3 Students must ensure that the correct work is submitted. The file(s) submitted by the deadline will be taken as final and complete. No amendments or additions will be accepted after the deadline unless an extension has been in line with the [Extenuating Circumstances Policy](#).
- 2.4 Students must ensure that submitted electronic files are valid and not corrupted. Files can be opened and checked within Moodle. Instructions for doing so are available in each module alongside the assignment submission point.
- 2.5 If a submission consists of multiple documents, students must ensure that all components have been included in the upload and submitted together.
- 2.6 Students must leave sufficient time in advance of a deadline to both submit an assessment and ensure that the submission process has completed successfully and without error. The respective Programme Administrator should be contacted immediately in the event of a problem with submission.
- 2.7 To promote and maintain fairness in marking, the School operates an anonymous marking policy for most assessed work. Students must take responsibility for removing any personal, identifying information from their work to maintain their anonymity.

3. DRAFT AND FINAL SUBMISSIONS

- 3.1 Students may be able to submit work multiple times up until the assessment deadline. However, unless otherwise stated, only the copy in place at the time of the deadline will be accepted and marked.

4. TECHNICAL PROBLEMS AND SYSTEM FAILURES

- 4.1 Technical failures of personal computers, mobile devices, or internet connections are not valid reasons for late submission of work.
- 4.2 Technical problems arising from a School or University of London Computer Centre (ULCC) IT systems failure within 3 hours of the deadline constitute acceptable grounds for failure to submit work online via Moodle. Submission deadlines will be extended upon reinstatement of service and at the discretion of the Extenuating Circumstances Committee.
- 4.3 In the event of an outage to School or ULCC systems, near an assessment deadline, please check your School email account or contact the module team directly.

5. ACADEMIC INTEGRITY

- 5.1