Module handbook guidance 2019-20

To ensure students know what to do when submitting assignments, please use the relevant wording below for consistency across programmes:

1. **Submissions in Turnitin and Blackboard**

You must submit your work using your **student number** to identify yourself, not your name. You must not use your name in the text of the work at any point. When you submit your work in Turnitin you must submit your student number within the assignment document and in the *Submission title* field in Turnitin.

1. **Submissions that are not electronic**

You must submit your work using your **student number** to identify yourself, not your name. You must not use your name in the work at any point. You must clearly indicate your student number both on the work itself where possible (e.g. in a document footer; somewhere on an aretefact), as well as on the hand-in sheet you use when submitting your work.

1. **Submissions that require a name**

This assignment cannot be marked in line with the Anonymous Marking Policy requirements as you are required to be assessed by your name by (XX PSRB etc.). Please ensure that in this assessment you are identified by your **name**.

Where an assessment is not submitted by a student, e.g. a practical activity, there is no opportunity for the student to submit by student number. Student information is not required on this.

# Student Support Guidance – including what to do in the event of technical difficulties

Study Support The library offers a variety of skills support and training covering academic essentials like research, citing and referencing, academic writing skills, and practical software training on Word, Excel and the Microsoft Office suite.

**Assignment Query**

If you have a question specific to the assignment, please contact your tutor for guidance.

**Technical Issue approaching the deadline time**

If you experience a technical issue when uploading to Course Resources or Turnitin and you feel you are likely to be late submitting the work as a result, please do the following:

Email your College email address and also ITS to report the issue and to make sure you send your work on time. This must only be used in the case of a technical issue preventing you from uploading your assignment on time; late submissions due to large file sizes, which can take longer to upload, or leaving submission until very close to the deadline time, will not be accepted via this system.

You should email:

[itservicecentre@derby.ac.uk](mailto:itservicecentre@derby.ac.uk) **AND** your College email address:

* [AHE@derby.ac.uk](mailto:AHE@derby.ac.uk)
* [BLSS@derby.ac.uk](mailto:BLSS@derby.ac.uk)
* [Studentcentrebuxton@derby.ac.uk](mailto:Studentcentrebuxton@derby.ac.uk)
* [CLANS@derby.ac.uk](mailto:CLANS@derby.ac.uk)
* [EandT@derby.ac.uk](mailto:EandT@derby.ac.uk)
* [HSC@derby.ac.uk](mailto:HSC@derby.ac.uk)
* [jhs@derby.ac.uk](mailto:jhs@derby.ac.uk)

In your communication, you must include **all** of the following:

* Student ID
* Programme name, Module Code and Title
* Name of the submission point you are submitting to (Turnitin, Blackboard, Pebblepad)
* Module tutor name
* Copy of your submission
* Screenshot/Details of the error message – this MUST be included to support your claim that a technical issue has prevented you from submitting to the deadline.

This will help to identify your issue.

A submission by email will generate an auto reply with a date stamp, which can be used to evidence technical problems if the deadline is missed. Your College Registry teams will ensure the work is sent to the appropriate tutor. They will also monitor if there are multiple submissions from individual students via this channel on different dates; the system creates additional work for staff and must only be used in an emergency when technical issues only are preventing you from meeting the submission deadline.