



UNIVERSITY OF WALES LAMPETER

Electronic Submission of Assignments

Assignment Preparation

Please prepare your assignment before submission by following these steps:

1. Save your assignment as a Microsoft Word Document (.doc or .docx). If your computer does not support Microsoft Word, please use Rich Text Format (.rtf).
2. Please name your file so it contains the following items:

Surname_Identifier_ModuleCode_AssignmentNumber
(An example would be Williams_pf000_ MASS0320_1)

Your identifier (eg. ph000) is your University logon, or the first part of your University email address.

The module code (eg. MASS0320) can be found in the module information provided by your department or in the module catalogue issued at the beginning of the year.

The assignment number is to confirm if this is the first, second or third assignment for the module.

3. Download and open the coursework coversheet which can be found at www.lamp.ac.uk/schooloffice
4. Select all of the text in the coversheet, and copy it.
5. Paste the text into your document at the beginning. Fill in the coversheet.
6. Save your file.

Assignment Submission

Please submit your assignment by using the following steps:

1. Go to www.lamp.ac.uk/assignments/postgraduate or follow the link from the Current Students or School Office pages of the University website.
Here you will find the electronic submission form (copied overleaf):

2. Enter your details on the electronic form. You will need the following information to hand:
 - i) Your student number (this can be found on your smart card or the blue certificate of registration you were given at the start of the year).
 - ii) Your University email address.
 - iii) The module code for the work you are submitting.

Please note that all of the fields on the electronic form need to be completed before you can submit your work. If you have any questions about the process of submission, please consult the FAQ on the assignment submission page.

3. Read the plagiarism declaration, and check the box. If you do not check the box, you will not be able to submit your assignment.
4. Submit your assignment by clicking 'Submit'.
5. A confirmation message will appear and an email confirming the successful submission of your assignment will be sent to your University email address. You may wish to print this out, or save it for your records.

Assignment Return

Your assignment should be returned to you with feedback and a provisional mark within a maximum 5 weeks (although we aim for 3 weeks or less).

Your assignment will be returned to you electronically or via post. Your module tutor will confirm the method of return.

Electronic Submission Form

The screenshot shows a web browser window titled "University of Wales Lampeter - Submission of Assignments". The address bar shows the URL "http://www.lamp.ac.uk/assignments/". The page content includes a header with "University of Wales Lampeter..." and a "FAQ's" link. The main form area is titled "Submission of Assignments" and contains the following fields and sections:

- A text input field for "Select File *" with a "Browse..." button.
- A text input field for "Name *".
- A text input field for "Student number *".
- A text input field for "University email address *".
- A text input field for "Module code *".
- A "Declaration *" section with a checkbox and the text: "I confirm the work contained in this assignment submission is my own. The work of others is fully referenced within the text and detailed within a bibliography as appropriate. I give my consent for this assignment to be checked using plagiarism detection software."
- A "Submit" button.

At the bottom of the form, it says "Powered by HachForm". The browser window also shows a status bar at the bottom with "Done", "Internet", and "100%" zoom level.