

Assessment submission guidelines

Below are the guidelines used for submission of assessments as part of the PGCE/PCE (PCET) course. Please ensure that you are following these when submitting your work. Please note that all assignments are allocated marks for submission in line with UWTSD guidelines so you should ensure that all work conforms to the below before your final submission.

Submission arrangements

Details of exact submission arrangements will be noted on the GA36 assignment specification form for each individual assessment, please ensure you check carefully to note the required submission protocol for your assignment.

All assignments will have a fixed submission time of 23.59pm, however you are strongly encouraged not to submit right at the deadline in case of any technical issues which may result in a late penalty being applied to your work if these are not UWTSD or Turnitin faults.

Font and layout

Assessments should be 1.5 line spaced and written in either Times New Roman, Arial or Calibri font, size 12.

The total word count for your assignment (excluding direct quotations) should be included on the final page of your assessment before the reference list.

Reference list

All assignments will require a reference list (not a bibliography) that conforms to the UWTSD Harvard referencing system to be included with the final assignment submission.

Naming conventions

You should ensure that your final assessment that is submitted conforms to the naming convention below before submission.

Name_Student number_ Module code_Assignment number_FINAL

Therefore Joe Bloggs with a student number of 12345 undertaking module ECPT6003 and submitting assignment 2 will have the naming convention of:

Joe Bloggs_12345_ECPT6003_A2_FINAL

Note: If you are submitting a draft to Turnitin so that you can check the similarity score then it is recommended you use the naming conventions above but indicate DRAFT rather than FINAL so you can keep track of the different versions of your assignment should you wish to modify them before the final submission point.