

Assessment Submission Guidance

All students must submit their assessment work in accordance with the instructions below.

Submission Format

All written work must be submitted as PDF documents. Where specified, work must be combined into ONE single PDF file and uploaded to Moodle.

Key Submission Dates

- 17 February – Practical submission (link submitted via cover page PDF) Live Performances: 16th February
- 20 February – Written portfolio submission (ONE PDF)
- 24 February 2026 – Viva Voce presentation
- 25/26 February - Viva Voce

Written Submission: Complete Portfolio (20 February)

All written components must be submitted as ONE PDF and presented as one complete assessment portfolio.

Dissertation Pathway – Required Structure

1. Official Cover Page

Only one official cover page is permitted. This must appear at the very beginning of the document.

2. Contents Page

The contents page must represent the entire portfolio and include accurate page numbers for all sections, including dissertation sub-sections and the research journal link page.

3. Dissertation

The full dissertation must be presented using appropriate academic headings and sub-sections, for example:

- Introduction
- Literature Review
- Methodology
- Results
- Discussion

- Conclusion

4. Reference List (Dissertation Only)

The reference list must appear immediately at the end of the dissertation and must include only sources cited within the dissertation.

5. Bibliography (Dissertation)

A bibliography must be included and must appear directly after the reference list. This should contain relevant wider reading used to inform the dissertation.

6. Appendices (Dissertation)

Appendices are a formal part of the dissertation and must appear after the bibliography.

All appendices must be clearly labelled (e.g. Appendix A, Appendix B) and referred to within the dissertation text where appropriate.

7. Research Journal Link Page

A clearly labelled page containing a working hyperlink to the online research journal must be included after the dissertation, reference list, bibliography, and appendices.

All references and the bibliography for the research journal must be contained within the online journal itself and not within the PDF.

Practical Assessment Submission (17 February) Students must submit a separate cover page

PDF containing student details, module details, and a working link to the practical submission.

Live performances: 16th February

Viva Voce Presentation (24 February 2026): The Viva Voce presentation must be submitted as a

PDF with a cover page, references, and a bibliography.

clearly labelled with student name, student number, and module code.

Viva Voce: 25/26 February