

PRESENTING AND SUBMITTING YOUR WORK

Presentation

Structure

Your assignment must be well structured. Please see 'Assessment' section for further guidance.

Word count policy

Learners must adhere to the word count specified for the assignment within a margin of plus or minus 10% of the total word count.

Font

Please use the Arial font. Text must be no smaller than font 11.

Spacing

A minimum of 1.5 spacing must be used.

Page numbering

All pages of written work should be numbered

Submitting

Method

Please check with your tutor as to whether you should be submitting via Turnitin or via gwlad@uwtsd.ac.uk If it is via the email address, please ensure that you also submit a submission form.

Time

Work should be submitted by midnight on the agreed submission date. However, it is advisable to submit by 5.00pm on the submission date, as, like all organisations, the University sometimes experiences technical problems which could result in your submission being delayed beyond the deadline date.

Feedback

For undergraduate programmes/modules, you will be given provisional feedback on your work no later than 20 clear term-time days after submission. Provisional marks will be confirmed and notified to you following consideration by the earliest sitting Exam Board