

Guidance for submitting work through turnitin and moodle.

All written assignments are usually submitted via turnitin on moodle. Most aspects of a verbal presentation are also submitted via turnitin alongside the actual presentation delivery itself. For example, your PowerPoint slides, your cue cards/scripts or notes and your references must be submitted for similarity checking.

Turnitin will accept Microsoft Word and PowerPoint, but it will not accept Microsoft Publisher, therefore please **do not** submit work in this format.

In addition, you may be asked to record yourself during a presentation, or to produce an informational video. These files are too large for turnitin, therefore they must be uploaded onto OneDrive and the link shared via email with the relevant tutor. Your scripts/notes and written content must still be submitted onto turnitin for similarity checking.

Each assignment will have two turnitin portals for submission. A **draft portal**, for you to check your similarity score, which you can submit your work up to three times prior to the submission deadline. These submissions are not viewed by teaching staff and will not be marked. The **final portal** is for your final piece of work that is to be marked. You may only submit to this portal **once**. It is your responsibility to ensure that you submit to the correct portal for the relevant piece of work.

Usually, the deadline for assessments is **23.59pm** of the due date. The exceptions to this are when the work is to be presented in-class, where the deadline then becomes 23.59pm of the day before the assessment is due.

Work submitted **up to seven days** after the deadline will be capped at **40**. Work submitted after this time will receive a mark of **0**, unless you have applied for extenuating circumstances. Requests for extensions are not permitted by lecturing staff; if you have a genuine reason for non-submission of work, you should follow the extenuating circumstances route.

Turnitin is a similarity checker that is used to ensure that students submit their own work for assessment. Therefore it is essential that you become familiar with the APA referencing system as soon as possible, in order for you to provide full and accurate references for the sources of your information within your work. It is also advisable that you do not share your work with other students, or work together submitting the same content. This can result in an allegation of academic misconduct, an offence that all Universities take seriously; therefore you should avoid this unless a specific assessment requires that you work in a group and allows you to pool your resources.

Finally, it all may sound a little overwhelming, but submitting your work is usually straightforward provided that you plan and utilise your time effectively!

Good luck!!!

