



Student Assignment Submission Guidelines

Assessment sessions 2019-2020

Submission Guidelines for all hard copy and electronic assignments

For all assignments on Levels 3, 4, 6 and 7 (except the Marketing Leadership Programme)

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Assignment information

1. General Principles

Candidates must have registered for CIM membership and the relevant assessment/session before assignments are submitted.

Tutors may give general feedback on **ONE draft** of an assignment but are not able to answer specific comments/questions on how a candidate may achieve a higher grade. Tutors are advised by CIM not to express an opinion on the assignment or information about the possible grade that could be achieved. Candidates must declare that the assignment they are submitting is entirely their own work.

Referencing and professionalism

A professional approach is expected. Candidates must:

- identify and acknowledge **ALL** sources/methodologies/applications used
- use the Harvard referencing system (notes on Harvard referencing are on MyCIM)
- express work in plain business English. Marks are not awarded for use of English, but a good standard of English will help candidates to express their understanding more effectively
- produce a full bibliography using the Harvard referencing system.

All work that candidates submit as part of the CIM requirements must be expressed in their own words and incorporate their own judgements. Direct quotations from the published or unpublished work of others, including that of tutors or employers, must be appropriately referenced. Authors of images used in reports and audio-visual presentations must be acknowledged.

Plagiarism and collusion

Academic offences, including plagiarism and collusion, are treated seriously. Plagiarism involves presenting work, excerpts, ideas or passages of another author without appropriate referencing and attribution. Collusion occurs when two or more candidates submit work which is so alike in ideas, content, wording and/or structure that the similarity goes beyond what might have been mere coincidence.

It is a candidate's responsibility to understand what constitutes an academic offence, and, in particular, what plagiarism and collusion are and how to avoid them. Useful guidance materials and CIM policies are available on MyCIM for candidates.

In submitting each assignment, the candidate needs to complete the CIM declaration statement. In doing this, the candidate is confirming that all the work submitted is their own and does not contravene CIM policies.

For the Digital Marketing, Marketing in Action, Digital Strategy, Mastering Digital Channels and Driving Digital Experience assignments, the CIM Declaration Statement is part of the submission process online and does not need to be added to the beginning of the electronic documents.

Plagiarism and collusion are serious offences and any candidates found to be sharing their own work, copying another candidate's work, quoting work from another source without recognising and disclosing that source, or using agencies that provide assessment writing services will be reviewed by the Reasonable Adjustment, Malpractice and Irregularities Committee (RAMIC) and may result in the assignment submission being declared null and void.

Where a candidate is found to have breached CIM regulations, the candidate and the Accredited Study Centre (ASC) will be informed of the outcome of the review at the time of the release of the results.

2. Maximum Word Count Policy

The CIM Maximum Word Count Policy relates to assignment modules within the following CIM qualifications:

- Level 3 Foundation Certificate in Marketing
- Level 3 Foundation Certificate in Professional Marketing
- Level 3 Foundation Certificate in Professional Digital Marketing
- Level 4 Certificate in Professional Marketing
- Level 4 Certificate in Professional Digital Marketing
- Level 6 Diploma in Professional Marketing
- Level 6 Digital Diploma in Professional Marketing
- Level 6 Diploma in Professional Digital Marketing
- Level 7 Postgraduate Diploma in Professional Marketing

Guidance on word count

- Areas **included** in the maximum word count are as follows:
 - **All** materials **after** any Title Page and/or Table of Contents and **before** Reference list and/or Bibliography and/or Appendices. (*All materials including the words in candidate generated content such as: infographics, tables, graphs, charts, diagrams, illustrations*).
 - In-text citations, paraphrasing, and direct quotations are all **included** in the maximum word count.
- Areas **excluded** from the maximum word count are as follows:
 - *diagrams of academic models, screenshots of third-party material (eg, websites and Google analytics) and images (including captions).*
 - Title Page, Table of Contents, Reference list, Bibliography and Appendices.

- Candidates must indicate the total number of words (those included in the maximum word count limit) used for the whole submission and for each individual task on the front cover of the assignment.
- For some tasks, eg, presentations, a maximum number of slides is given along with a maximum word count for the speaker notes.
- Where page counts apply, eg, organisation summary, a page is a single side of A4 paper.
- Please note all maximum word counts **must** be adhered to, as there is **not** a +/- 10% allowance on word count.
- Please ensure that you have a clear understanding of the word count allocation for each task/sub-task and if unsure discuss this with your tutor.

Exceeding the maximum word count

Examiners **will** stop marking a task when the maximum word count for that task has been reached. Therefore, marks will **not** be awarded for any work beyond the maximum word count. Please ensure that the word count shown is accurate and is the actual word count of the submission.

3. Good Practice Guidelines for Assessment Production

Maximum word count

The maximum word count is intended to assist candidates in producing a professional document of an appropriate length that can be used in the workplace. The submission should be written in a professional tone (unless otherwise instructed) and should only contain relevant material that directly contributes towards answering the task.

Page numbers

Candidates **must** number each page for ease of reference. Each task must be started on a new page.

Presentations/slides

Candidates should remember that the content of the slides should simply summarise the points that they make in the accompanying speaker notes. This could be achieved, for example, by using bullet points or visuals that illustrate the contents of the speaker notes. The slide must be a half a page of A4 paper. The allocation of words available for the speaker notes, as stated in the assignment brief, should be determined on a slide by slide basis by candidates.

Tables and diagrams

Candidates may use legible tables and diagrams to support and/or illustrate the text. Unless tables and diagrams are specified as a requirement of a task, they can be included in either the appendix or the main body of the text. If tables are included as appendices, the findings must be summarised or referenced within the main body of the text for marks to be awarded.

Appendices

Appendices should only be included where necessary and should be used to accommodate tables and diagrams to support/illustrate the main body of the text. Marks **are not**

awarded for work included in the appendices, and these should not be used as alternative locations for work that should appear in the main text. Appendices **should not** include published secondary information, such as annual reports or company literature.

Typographic guidance for all CIM assignments

- **Body text**
 - Font: Arial, Times New Roman or Calibri
 - Font Size: 11 point minimum
 - Text Style: Normal
- **Headings**
 - Font: Arial, Times New Roman or Calibri
 - Font size: 11 point minimum
 - Text style: Bold
- **Page setup**
 - Top: 2.54 cm
 - Bottom: 2.54 cm
 - Left: 2.54 cm
 - Right: 2.54 cm
 - Header: 1.25 cm
 - Footer: 1.25 cm
 - Single line spacing
- **Tables**
 - Font and font size: Arial, Times New Roman or Calibri 9 point minimum.
 - Tables, diagrams and charts must not be further compressed.
- **Header:** Candidates **MUST** insert the module name and their CIM Membership Number, 9pt
- **Footer:** Insert page numbers, 9pt.
- **Font Colour:** CIM do not specify what colour font is best to use in your assessments. All work should be produced and presented in a professional manner according to the work and subject matter being produced.

4. Formatting of assignments

Candidates are advised that there is not a prescriptive approach to producing documents for assessment. The content and structure of the document depends upon the audience addressed and the subject matter.

Candidates can undertake research on different types of documents by looking at what is available on the internet. For example, putting in the words 'discussion papers for conferences' brings up a wide variety of discussion papers for a conference audience.

The following examples are intended as illustrative examples that could be adopted by candidates when presenting their work. It is not meant to be a prescriptive guide that must always be followed and it is not guaranteed to gain a candidate full marks – it is, as stated, a guide only of a possible design structure.

Reports

When producing the report, candidates should adopt a formal style by writing in the third person. The document needs to be well structured, accurate, concise and clear. The following format provides one suggested approach for compiling the report, although an alternative approach is acceptable if it results in a systematic, well organised document.

- **Title page:** the title of the report, who the report is written for, who it is written by in terms of job role eg, Marketing Executive and the date
- **Terms of reference:** the purpose of the report
- **Procedure:** the process followed
- **Executive summary:** the main points of an in-depth report enabling the reader to understand the report without the need to read it in full
- **Findings:** main findings of research. This section needs to be clearly structured and should show evidence of presentation of facts, not opinions. There also needs to be evidence of analysis and application of the research findings. Charts and diagrams should be included in the appendix and referred to in the findings. It is important that conclusions and recommendations are separated out and not included in this section
- **Conclusion:** summary of findings and the implications of these findings to the organisation(s). It is important that new information is not introduced in this section. The emphasis should be on drawing together what was presented under findings in a well-structured summary
- **Recommendations:** provide informed recommendations based on findings.

Discussion papers

A discussion paper is a document created as a basis for discussion rather than as an authoritative statement or report. It can take different forms. However, the following examples illustrate possible approaches:

Example One

- Clear, succinct title
- Author job role eg, Marketing Executive and date
- Terms of reference
- Abstract (short explanation on motive, method, key results, conclusions)
- Introduction (motive of undertaking the research)
- Introduction including suggested approach
- Statement of main findings
- Explanation/implications of the findings
- Alternative approaches
- Implications of alternative approaches
- Summary
- Recommendations

- Bibliography
- References.

Example Two

- Clear, succinct title
- Author job role eg, Marketing Executive and date
- Abstract
- Method (outline what was done, what theories were used)
- Results (outline of results)
- Discussion of conclusions from research results
- Conclusions (draw together most important research results and their consequences)
- Bibliography
- References.

Example Three

- Date
- Author job role eg, Marketing Executive The audience
- The purpose
- Executive summary
- Background information (how does the problem/issue arise)
- The main points of discussion, the contentious points/pros and cons, opportunities and threats
- Summary
- Next steps
- References
- Bibliography.

Briefing paper

A briefing paper includes relevant information about and analysis of a particular subject. The following examples are possible formats:

- Example One
 - Clear, succinct title
 - Author job role eg, Marketing Executive and date
 - Subject matter
 - Background information
 - Analysis
 - Summary
 - Recommendations
 - Bibliography
 - References.
- Example Two
 - Clear, succinct title
 - Author job role eg, Marketing Executive and date
 - Subject matter
 - Abstract
 - Rationale
 - Evidence

- Research findings
- Conclusions
- Bibliography
- References.

White papers

A white paper is a referenced document that explores research, arguments or schools of thought on a specific issue. The white paper usually identifies the problem, proposes solutions and looks at the benefits. It should also include a plan of action. A useful reference source is Michael Stelzner, How to Write a White Paper – A White Paper on White Paper.

The following example illustrates one possible approach to producing a white paper:

- Clear, succinct title
- Author job role eg, Marketing Executive and date
- Subject matter
- Outline of problem/issue/area for investigation
- Evaluate the context/background to the problem
- Propose solutions to resolve the problem including the benefits derived
- Propose a course of action
- Bibliography
- References

Articles

Articles are designed to appeal to a wider audience and therefore a balance needs to be achieved in producing a document that is both interesting to the reader as well as being academically robust and appropriately referenced.

The following example illustrates one approach to writing an article:

- Title
- Summary
- Introduction
- Body with supporting facts
- Ending/closing.

When writing online bullet points, numbered lists and subheadings should be used to break up text.

5. Assignment submission to your Accredited Study Centre

This section excludes submissions for the Digital Marketing, Marketing in Action, Digital Strategy, Driving Digital Experience and Mastering Digital Channels modules. Details for submitting these assessments can be found in Appendix One.

Deadline dates for submission of assignments

All dates are published on MyCIM, under Dashboard > Studying > Important dates and are also available through your Accredited Study Centre (ASC).

CIM reserves the right not to accept late submissions from your ASC.

CIM **will not** accept or mark any assignments that are sent to CIM directly by individual candidates. All submissions must **only** be made by an Accredited Study Centre.

Hard copy assignments must be held together by a treasury tag in the top left-hand corner, and not bound or put in wallets of any kind.

- **Assignment submission for all CIM modules (not online)**

Candidates must submit a **hard copy** AND an **electronic copy of their assignment** to their ASC by the ASC deadline. It is the candidate's responsibility to check that the work they submit will print off without any adjustment to the print settings. The assessment booking confirmation should be included with the hard copy assignment. CIM reserves the right to return any unregistered assignments to the ASC, unmarked.

It is the ASC's responsibility to ensure that the assignments are submitted to CIM by the published submission CIM deadline date.

- **Electronic copy of assignment submission instructions**

Key Information of files and file types include:

- The maximum number of files that a candidate can submit is restricted to **ONE**, multiple files cannot be accepted by your study centre. Should a candidate need to submit more than one file they will have to combine them into one .pdf for the purposes of the submission.
- The only file types that will be allowed as part of the submission are as follows:
 - .doc
 - .docm
 - .docx
 - .rtf
 - .pdf
 - .ppt
- Maximum file size per individual submission (assignment) is limited to a maximum of **4mb**.
- All electronic submissions should be labelled clearly with the module name, CIM Membership Number, session date e.g.

Customer Communications – 12345678 – April 2019

The candidate's name must **not** appear anywhere on the electronic submission or file name.

6. Grading

All assignments will be graded according to the mark achieved. The grading criteria are as follows:

Level 3, 4, 6, 7 grading

- | | |
|-----------|-------------|
| • 70-100% | Distinction |
| • 60-69% | Merit |
| • 50-59% | Pass |
| • 1-49% | Fail |
| • 0 | N |

7. Results

Results will be emailed to candidates by the deadline for the release of results and will be available to view online from midnight on the day of release. Details are on MyCIM.

Note: Examination scripts, and any other assessment work produced for and held by CIM, are expressly exempt from the normal data subject access rules set by the Data Protection Act 2018. It is CIM's policy not to return either original scripts or copies of to either Accredited Study Centres or candidates, following submission to CIM for marking.

APPENDIX ONE

i. **CIM Online Submission Platform instructions**

These instructions only apply to the following modules:

- **Level 4**
 - Digital Marketing
 - Marketing in Action
- **Level 6**
 - Digital Strategy
 - Mastering Digital Channels
 - Driving Digital Experience

Candidates doing these assessments must submit electronic versions of their assignments **only** (hard copies are not needed) via the online submission platform by following the instructions given in this document; CIM Submission Platform Guidance for Level 4 Digital Marketing and Marketing in Action and Level 6 Digital Strategy, Mastering Digital Channels and Driving Digital Experience.

For these assessments the CIM Declaration Statement is part of the electronic submission process and a separate document is not needed.

Audio/Video files

- All tasks that require an audio/video format **must** be uploaded separately and not embedded or linked within another file.
- If a file has been created on an external website this should be downloaded and submitted directly to the platform. Web links contained within documents will not be accessed
- Where audio/video files are submitted candidates need to be aware of the file size and quality they are submitting. Full HD/4k video file types are **not** needed and candidates must try to limit the file size as much as possible. As a guide these should be no more than 40mb.

Written tasks

- Candidates should, where possible, submit their digital versions of the written tasks for each module as one file and in a word-processed format. Combining all written tasks into one file means the candidate is less likely to lose or forget to upload tasks - missing work cannot be submitted after the deadline.
- Where different versions of software are used (e.g. PowerPoint, Word, etc.) these should be converted to pdf and combined if possible into one file. When a file is converted to pdf it retains the file information and prevents format change. However, if not possible to combine then a maximum of eight pieces of work can be uploaded with a submission.
- Where appendices relate to the actual task these should be incorporated within the task document itself.

(NB: For PowerPoint files you will need to include the speaker notes to ensure these are marked)

File types that are widely acceptable are as follows:

1. Digital file types – e.g., .avi ; .mov ; .wav ; .mp3 ; .mp4
2. Word processing file types – e.g., .doc ; .docx ; .rtf ; .pdf ; .ppt

Candidates should make every effort to reduce the size of the files submitted to CIM through the online submission platform.

Submissions size limit

- Candidates must be made aware that the overall size of their submission must not exceed **250mb in total**.
- Candidates should make every effort to reduce the size of the files submitted to CIM through the online submission platform.

Acceptable file types

File types that are acceptable are as follows:

Application / Type

Extension

Audio/Video

○ Audio AAC	.aac
○ Audio AIF/AIFF	.aif
○ Audio MP3	.mp3
○ Audio OGA	.oga
○ Audio OGG	.ogg
○ Audio WAV	.wav
○ Video MOV	.mov
○ Video MP4	.mp4
○ Video MPEG	.mpeg
○ Video MPG	.mpg
○ Video W4V	.w4v
○ Video AVI	.avi

Written Tasks/images

○ Microsoft Excel	.xls
○ Microsoft Excel	.xlsx
○ Microsoft PowerPoint	.ppt /.pptx
○ Microsoft Word	.doc /.docx
○ PDF	.pdf
○ PNG Image	.png
○ TIFF Image	.tif
○ TIFF Image	.tiff
○ GIF Image	.gif
○ JPG Image	.jpg

ii. **CIM Submission Platform Guidance for Digital Marketing, Marketing in Action, Digital Strategy, Mastering Digital Channels and Driving Digital Experience.**

a. **Registration and Login page**

The link that should be used to access the Submission Platform is as follows:

<https://cimsubmissions.awardsplatform.com>

The screenshot shows the CIM Submission Platform interface. At the top is a dark blue header with the CIM logo. Below the header, the page is divided into two main sections: 'Register' and 'Log in'. The 'Register' section on the left includes a 'Start here' guide with four steps: 1. Register an account (noting that a CIM Membership Number is required and separate from MyCIM), 2. Start your submission by following instructions, 3. Add attachments, and 4. Submit to your Study Centre. It also includes a 'Please note' about the December 2017 session deadline (25th September) and a reminder to submit by the deadline (1st December 2017). The registration form fields are: First name, Last name, Email, Mobile (optional), Password, and Confirm password. There is a checkbox for 'I'm not a robot' and a 'Register' button. The 'Log in' section on the right has fields for 'Email or mobile' and 'Password', a 'Remember me' checkbox, and 'Log in' and 'Reset password' buttons.

The above image is a generic view of the registration and login page of the CIM Online Submission Platform. Registering for an account ***is*** required to begin the submission process, once you have an account any further visits to the Submission Platform only require you to login.

Please register for an account on this page or login if you have previously registered. You will need your CIM Membership number - this account is separate and ***not*** linked to your MyCIM account/login.

b. My Submissions

The screenshot shows the 'CIM Student submissions' page. On the left is a sidebar with 'Submissions' and 'My submissions' links. The main content area is titled 'Submission guidelines and support information'. It includes a 'Submission support' section with contact information and a 'Submission guidelines' section with a list of rules. At the bottom, there is a 'My submissions' section with a 'Start submission' button and 'Copy', 'Delete', and 'Download' links.

CIM Student submissions

Submission guidelines and support information

Submission support

Please submit only **ONCE** - If you are having difficulty with the submission process, please get in touch with your Study Centre or contact Customer Services at CIM +44 (0)1628 427120 or email qualifications@cim.co.uk

- Your assignment should be submitted by the deadline communicated to you by your study centre or no later than 1st December 2017.
- Please submit only **ONCE**, you can revisit your submission to add/delete attachments by logging back in, up until the submission deadline.
- The submission date is final and there will be no extensions provided. The system will automatically prevent entry registration and module submission after this date.
- Check 'myCIM' for the results release date.
- Certificates will be sent out 8 weeks following the release of results.

Submission guidelines

You may edit your submitted assignment/documents up until the submission deadline set by your study centre. To access the documents within your submission, log in to the platform and click to open the files via the 'Attachments' tab. Please delete any earlier/unwanted versions of your work to prevent any confusion during the marking process.

1. Students must make sure that their submission is complete with all required attachments and clearly identified with their CIM Membership number.
2. Students must confirm that their submission is their own work by ticking the confirmation box on the declaration page. Failure to do this will prevent a submission from being processed.
3. Maximum file size is 40MB per piece.
4. Students are advised, where possible, to submit their written work as one pdf file (for example Task 2 - Task 5 in one document). However a **maximum** of eight pieces of work can be uploaded with a submission.
5. Electronic files for audio/video tasks that require it, must be submitted separately as attachment(s).

My submissions Active season (December 2017) All but deleted

Start submission Copy Delete Download

Once you have logged in you will be taken to the 'Submissions' page. Please read the key dates and submission guidelines ***before*** selecting "Start submission" in the blue box.

c. Completing the 'Details' page

The screenshot shows the 'My submissions > Start submission' page. It has a sidebar with 'Submissions' and 'My submissions' links. The main content area has tabs for 'Details', 'Attachments', and 'Declaration'. The 'Details' tab is active, showing fields for 'Study centre', 'Module', and 'CIM membership number'. To the right, there is a section for 'Digital Marketing Level 4' with a list of instructions. At the bottom, there are 'Save + next' and 'Cancel' buttons.

CIM Student submissions

My submissions > Start submission

All questions must be answered, unless marked optional.

Details Attachments Declaration

Study centre

Module

CIM membership number

Digital Marketing Level 4

1. Complete the details required - Study Centre, Module, CIM membership number.
You must make sure that you select your correct Study Centre to ensure that your submission is correctly received
2. Select 'Save and next' - this will take you to the 'Attachments' tab to upload attachments, follow the guidelines.
3. Select 'Save and next' - this will take you to the declaration tab, read and tick the boxes - this is a requirement to complete the submission process.
4. Select 'Submit submission'.

Save + next **Cancel**

- Select your ASC from the drop-down list (*you **must** make sure that you have selected the correct ASC to ensure that your submission is processed correctly.*)
- Select the module name you are submitting for from the drop-down list
- Type in your CIM Membership Number
- Click on 'Save + next' to be automatically taken to the 'Attachments' page.

d. The 'Attachments' page

CIM Student submissions

My submissions > Edit submission

All questions must be answered, unless marked optional.

Details Attachments Declaration

Attachments information

Material may be supplied as follows:

1. Upload file types from the following list:
Digital file types - .avi .mov .wav .mp3 .mp4
Word processing file types - .doc .docx .rtf .pdf .ppt .txt
2. Maximum file size is 40MB per piece.
3. A **maximum** of 8 pieces of work can be uploaded with your entry.
4. Full HD/4k video file types are **not** needed and students must try to limit the file size as much as possible. As a guide these should be no more than 40mb.
5. Once you have uploaded your attachments select 'Save + next'.

1 Delete

DOCX

Add attachments

Save + next Save + close Preview Submit submission

- To begin adding your attachments select 'Add attachments'.
- Choose a file to upload, making sure that the file type/extension is accepted (See page 13 for a more comprehensive list of file types/extensions.)
- If you are submitting more than one file follow the same process for each file.
- Once your attachments have finished uploading you will be able to open/play your files, we recommend that you check your files are able to be opened/played at this point. If there is an issue with the file delete it and re-upload or replace with a working version.
- Please ensure that the submission contains attachments as your centre will not be able to approve your submission if these have not been submitted.
- Select 'Save + next' which will automatically take you to the 'Declaration' page.

e. The 'Declaration' page

The screenshot shows the 'CIM Student submissions' interface. At the top, there's a header with 'CIM Student submissions' on the left and 'AB Admin (SC)' on the right. Below the header, the main area is titled 'My submissions > Edit submission'. A sidebar on the left contains a 'Submissions' link with a plus icon and a 'My submissions' link. The main content area has three tabs: 'Details', 'Attachments', and 'Declaration'. The 'Declaration' tab is active, showing a section titled 'Declaration' with a dropdown arrow. Below this, there's a text area for the declaration, followed by two checkboxes for confirmation and consent. At the bottom, there are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit submission'.

CIM Student submissions AB Admin (SC)

My submissions > Edit submission

All questions must be answered, unless marked optional.

Submissions +

My submissions

Details Attachments Declaration

Declaration

I confirm that I have applied, to all tasks, the CIM policies relating to:

- Page/word count*
- Plagiarism
- Collusion

*dependant on the requirements of the brief.

This assignment/project is the result of my own independent work/investigation except where otherwise stated. All other sources are referenced and a bibliography is appended.

The work submitted has not been previously accepted in substance for any other award and has been submitted in accordance with the set template requirements. I further confirm that I have not shared my work with other candidates.

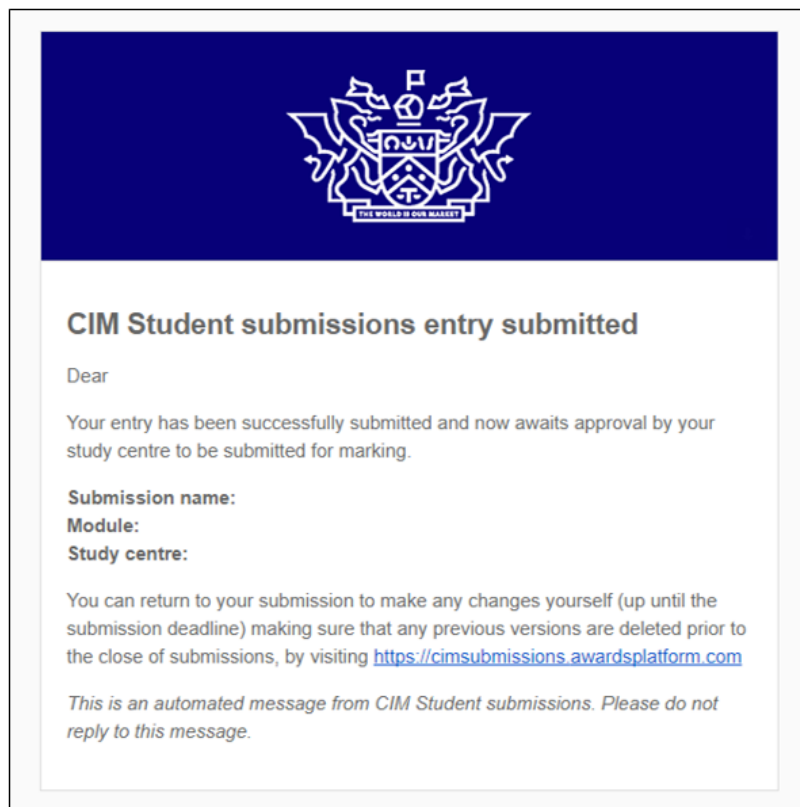
☐ I can confirm that I have read and understood the content of this declaration.

☐ I hereby give consent for this assignment/project, if accepted, to be used by CIM for the dissemination of best practice and/or other appropriate purposes, on the understanding that the assignment/project is anonymised. (optional)

Save + next Save + close Preview Submit submission

- To finalise your submission please read through the Declaration and tick the boxes.
- Select 'Submit submission' to complete the process.

f. Email Confirmation



Once you have successfully submitted the assignment and all attachments you will be sent a confirmation email. This is the final stage of the submission process. Please keep your confirmation email as proof of submission. If you do not receive the confirmation email shortly after fully completing the submission process, please check your spam and junk email inboxes.

We are aware that some email providers like Hotmail and Yahoo accounts may block some emails, so, if possible, add the following email address: no-reply@awardsplatform.com to the approved list which may help. If you have still not received the confirmation email, please contact CIM Customer Experience.

After your submission has been successfully submitted it will be approved and submitted to CIM for marking.

Please note that after the submission deadline has passed you will no longer have access to the submission platform and all assignments submitted for marking will NOT be returned after the marking process has begun.