

## How to submit your coursework

During this academic year the University is changing the way that coursework is submitted. Over the next academic year we will phase out paper copy so that all appropriate coursework will be submitted and graded electronically.

The project has become known as SaGE (Submitting and Grading Electronically).

### Types of Assessment

Generally speaking there are three types of assessment:

- Text based coursework.
- Non-text based coursework
- Examinations.

Text based coursework consists of essays, reports and written assignments.

Non text based coursework includes exhibitions, presentations and paintings.

Formal Examinations are arranged and managed by the Exams Office.

### **It is only text based assignments that will be submitted electronically.**

Most students will be expected to submit 2 copies of their assignments, paper and electronic and if you are in any doubt make sure you submit both copies.

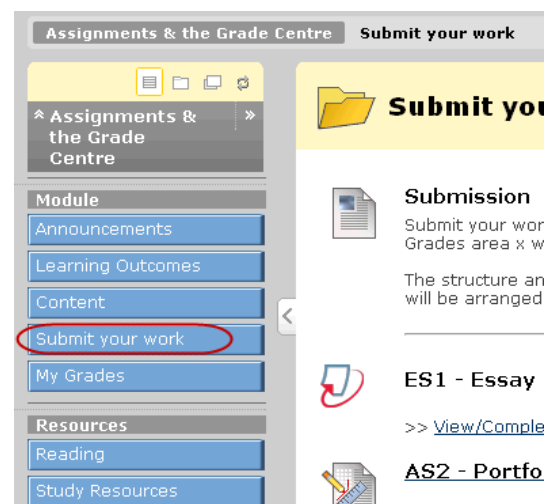
Some tutors that have already been working hard on SaGE may tell that you don't need to submit a paper copy. Do as you are instructed by your tutor and if in any doubt, submit both.

### How to submit electronically

This is a step-by-step guide which you should keep safe and refer to when submitting assignments.


In order to submit your assignment electronically, you must:

1. Go to the module site on NILE
2. Click on "Submit your work"
3. Find the submission point with the correct assessment code (ES1, AS2 etc)
4. Check the details (e.g. specific instructions)





**Submit your work**

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 **Submission**  
 Submit your work here. You can submit multiple files as well as all file formats. For Grades area x weeks after the submission deadline.  
 The structure and format of each of the assignments will be discussed in class and will be arranged for support with this work.

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 **ES1 - Essay about Student Life**  
 >> [View/Complete](#)

 **AS2 - Portfolio of evidence of learning (2000 words)**  
 This assessment is worth **40%** of the final module grade. **2 Units**  
**Portfolio of evidence of learning**  
 In this portfolio you will have the opportunity to demonstrate development of reflection. The assignment will be based on the your personal development plan portfolio sites.

5. Click the title or 'view/complete' (depending on the options that you see)

Your tutor will have set their assignment area in one of two ways.

How they have set it up will depend upon whether your assignment is made up of one submission (eg an essay) or whether there is a need for several uploads within the one assignment item. An example of this might be a report which must have raw data and graphs attached.

Whichever setting your tutor has used, makes very little difference to the way you submit work. One or both of the following icons will be displayed.



**If you see this icon you need to:**

1. Click "Submit"
2. Choose "single file upload"
3. Fill in submission title, starting with code (AS1, ES2)
4. Scroll down and read the declaration
5. Browse/Choose File to upload your paper
6. Click 'upload'
7. Confirm the paper is correct on the next screen
8. Click 'Submit'



**If you see this icon you need to:**

- 1 Click the title of the assessment
- 2 Attach File: 'Browse for Local File' to upload your paper
- 3 Click 'Submit'

## Submitting your assignment more than once

Once you have submitted your work you will be able to resubmit it should you wish to, PROVIDED IT IS BEFORE THE DEADLINE. When the deadline is reached you will no longer be able submit.

## Late submissions

You will be able to submit after the deadline if you haven't yet submitted. It will be dated as late and will be treated as a late assignment.

## How to submit in hard copy

1. Check with your tutor if a front cover is required. If it is, attach it to the front of your work.
2. If you have been granted an extension attach the authorised extension form to the assignment prior to handing in. Without it the assignment will be recorded as late.
3. Attach a fully completed receipt form to the assignment. Do not separate the copies of the receipt. Assignments will not be accepted without fully completed receipt forms.

Insert surname/family name here

THE UNIVERSITY OF NORTHAMPTON		ASSIGNMENT RECEIPT	
Please complete in BLOCK CAPITALS			
STUDENT I.D. NUMBER:	SURNAME/FAMILY NAME:	FORENAME:	
Insert student number here	Insert surname/family name here	Insert forename/ first name here	
GROUP ASSIGNMENT - ALL DETAILS REQUIRED			
STUDENT I.D. NUMBERS:	SURNAME/FAMILY NAME:	FORENAME:	
Complete for group assignments only. State all student numbers and names			
SUBJECT OR MODULE TITLE:		YEAR:	COHORT:
Insert Module Title here		Insert 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> year	Only complete if applicable
MODULE CODE:		ORIGINAL ASSIGNMENT DEADLINE:	
*Insert Module Number here		Insert deadline date here	
RESUBMISSION:	YES	NO	RESIT DEADLINE:
If resit? insert v in Yes or No box			Insert re-sit/deferral insert date here
MARKING TUTOR:		OFFICIAL STAMP:	
Insert marking tutors name here		<b>The Assignment Office will date stamp your receipt here.</b>	
<small>Student Declaration: By submitting this work the person(s) listed above confirms that the work attached to this receipt is their own work and does not contain any unacknowledged work from another source. The University reserves the right to submit any assignment to an external plagiarism detection service.</small>			

**\*\*You can find your module codes on your APS form, the module catalogue on the web or on the notice boards outside the assignment handling offices.**