

STUDENT GUIDE TO USING ATS2

Introduction

University Centre Colchester has a comprehensive system for receiving and marking student work called ATS2. It is also used by students to upload and submit coursework, and where students will be able to collect assignment grades and feedback.

The system incorporates plagiarism detection processes and allows students to request extensions for eligible assignments through a self-certification process.

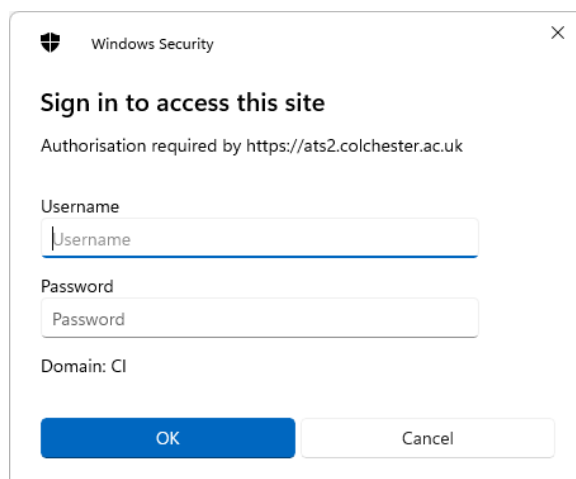
Accessing ATS2

There are two ways to access ATS2.

The first is to log into Moodle and click on **UCC Assignment Submissions**, where you will find your own personal ATS2 screen embedded into the page.

If this does not automatically load for you can also go to www.ats2.colchester.ac.uk

When accessing from home you will be required to enter your college username (not email address) and password on the log-in page below:

A Windows Security dialog box titled "Sign in to access this site". It indicates that "Authorisation required by https://ats2.colchester.ac.uk". The dialog contains two input fields: "Username" and "Password". The "Username" field has a blue underline and contains the text "Username". The "Password" field contains the text "Password". Below the fields, it says "Domain: CI". At the bottom, there are two buttons: "OK" (blue) and "Cancel" (white).

Please be aware you may first have to gain access to the college network through the Microsoft Authenticator, prior to completing the above log-in page.

We are aware that some students encounter difficulties accessing ATS2 for the first time from home due to their browser defaulting to their personal or work Microsoft accounts, and associated Microsoft Authenticators. It is recommended if you

encounter issues, you first attempt to log-in using a In-Private or Incognito tab on your browser.









If issues persist, please contact our ILT department on iltservicedesk@colchester.ac.uk who can confirm your college account is set up correctly.

Your personal ATS2 screen

Once logged in you should see your personal ATS2 screen. This will present all modules which you are enrolled on and the associated assessments set up for the year. This information should match the details in your module guides.

An example of the ATS2 screen can be seen below:

Self-Certification of extenuating circumstances 2






- ZU2BACPF01 (HE23/24) BA (HONS) COUNSELLING AND PSYCHOTHERAPY FT YR1 OF 3 : Progress
 - + 2023/24
- ZU2BACPF02 (HE24/25) BA (HONS) COUNSELLING AND PSYCHOTHERAPY FT YR2 OF 3 : Progress
 - + 2024/25
- ZU2BACPF03 (HE25/26) BA (HONS) COUNSELLING AND PSYCHOTHERAPY FT YR3 OF 3
 - 2025/26
 - DU2BACP06B (HE25/26) PROFESSIONAL DEVELOPMENT THROUGH RESEARCH 1: INTRO TO RESEARCH METHODOLOGY & DESIGN 20 CREDITS
 -  Research Proposal 2500 words or presentation VIVA (Coursework) : 16/01/2026
 -  Ethics Application (Coursework) : 16/01/2026
 - DU2BACP06E (HE25/26) WORKING WITH CHILDREN AND YOUNG PEOPLE 20 CREDITS
 -  Task 2: 20 minute recorded session and Viva Voce (Coursework) : 22/05/2026
 -  Task 1: Case Study, Written Essay 2000 words (Coursework) : 29/05/2026
 - DU2BACP06F (HE25/26) PROFESSIONAL DEVELOPMENT THROUGH RESEARCH 2: RESEARCH PROJECT 40 CREDITS
 -  Primary Research Project - Systematic Case Study, 7000 words (Coursework) : 29/05/2026
 -  Evidence of Minimum of 100 Client Hours (Placement) : 29/05/2026 (Extension)
 - DU2BACP06H (HE25/26) LOSS AND BEREAVEMENT 20 CREDITS
 -  Reflective Essay - 3500 Words (Coursework) : 16/01/2026
 - DU2BACP06I (HE25/26) PROFESSIONAL PRACTICE 3: CONTEMPORARY APPROACHES 20 CREDITS
 -  Reflective Case Study, 3500 words (Coursework) : 09/01/2026

Once you have reviewed your ATS2 screen, and if you believe your ATS2 screen to be inaccurate, or the assignment information differs from your module guide please contact UCC Academic services either by emailing uccacademicservices@colchester.ac.uk or calling (01206) 712613. You can also visit the Academic Services Office in room HE103.


Uploading work to ATS2

Most assignments will require you to upload work to ATS2, and this should be indicated by your module.

The different icons displayed to the left of the assignments reflect the type of assignment and the status of the submission.

-  - This assignment does not allow electronic submission of work.
-  - Once a non-electronically submitted assignment has been marked and verified you can view details about it.
-  - This assignment requires electronic submission of work and you can upload work. **Click on this icon to submit work**
-  - Work is already uploaded but you can still upload more.
-  - You can no longer upload work but you can view any work uploaded. Once the assignment has been marked and verified you will be able to see information including your mark and feedback from your Tutor.

To upload a document, click on the green arrow next to the relevant assignment to begin submitting your work. This will open a pop-up screen as seen below.


DU3BACG6E (HE22/23) INDUSTRY DEVELOPMENT PROJECTS 3 40 CREDITS
 Game (Coursework)
 Due Date: 11/08/2023 12:00 Time Left: 2 Days 23:27:56

Latest Attempt | 1st Attempt

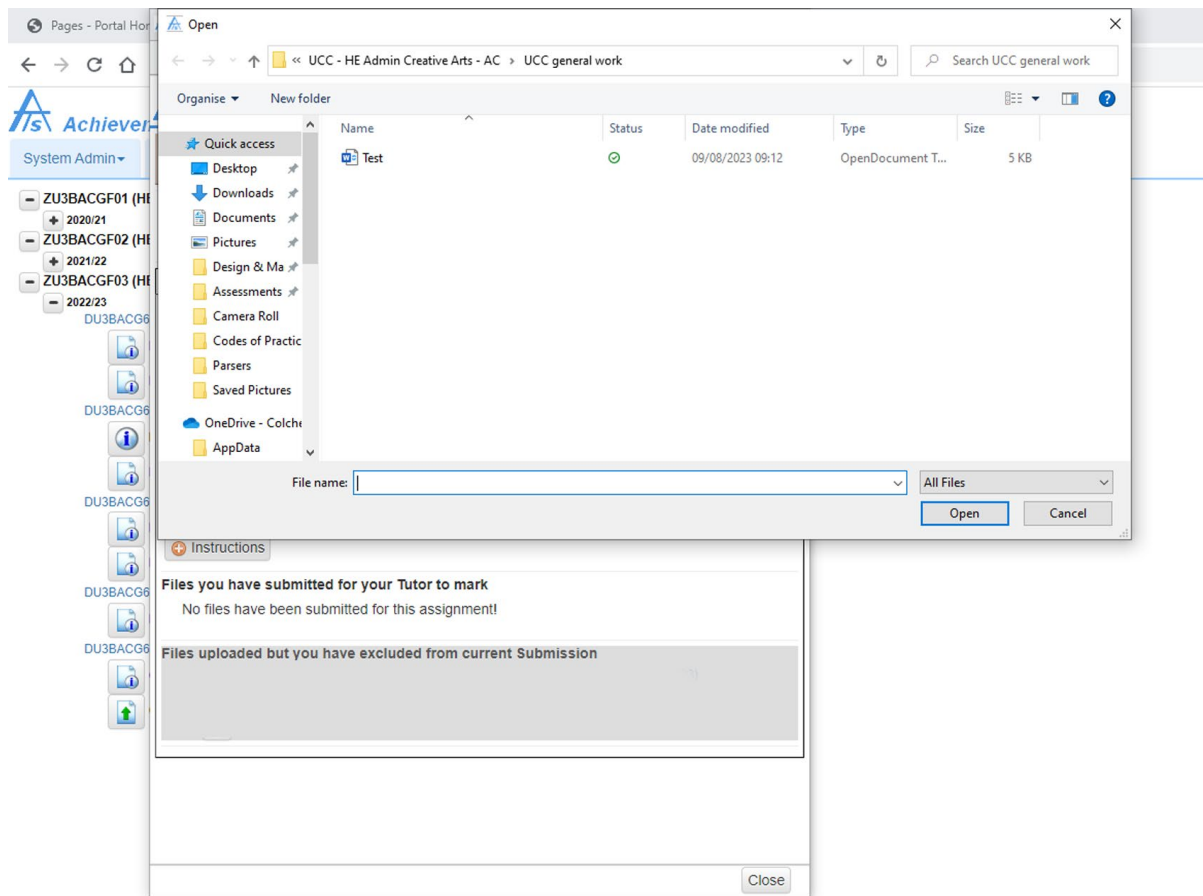
Select Files for Submission:
 1. No file chosen

I understand that the piece of work submitted will be considered as the final and complete version of my assignment of which I am the sole author. Where applicable, I have accurately stated the word count. I understand both the meaning and consequences of plagiarism and that my work has been appropriately attributed unless otherwise stated. I have not knowingly allowed another to copy my work.

Files you have submitted for your Tutor to mark
 No files have been submitted for this assignment!

Files uploaded but you have excluded from current Submission

Click on **Choose file** to upload your submission and choose the correct file to upload from the folders on your computer or USB drive.



Select your file and click **open**. You can select up to 10 items to upload simultaneously, but these must be done individually.

Once you have finish selecting your files click the **Upload files** button below the file selection area.

Your files will appear below, in the **Files you have submitted for your tutor to mark** area

If you wish to change this file before the submission period has ended, you can move it to the **files uploaded but you have excluded from the current submission** by clicking the down arrow next to the file

You will then need to upload a new file to replace the one you have excluded to be marked by your tutor.

DU3BACG6E (HE22/23) INDUSTRY DEVELOPMENT PROJECTS 3 40 CREDITS
 Game (Coursework)
Due Date: 11/08/2023 12:00 Time Left: 2 Days 02:30:20

Latest Attempt | 1st Attempt

You have 1 file ready to be marked

Select Files for Submission:

I. No file chosen

I understand that the piece of work submitted will be considered as the final and complete version of my assignment of which I am the sole author. Where applicable, I have accurately stated the word count. I understand both the meaning and consequences of plagiarism and that my work has been appropriately attributed unless otherwise stated. I have not knowingly allowed another to copy my work.

Files you have submitted for your Tutor to mark

I.

Files uploaded but you have excluded from current Submission

I.

If you change your mind and wish to submit the file you previously omitted, simply click the up arrow next to the file and it will be moved into the marking area.

Files you have submitted for your Tutor to mark

No files have been submitted for this assignment!

Files uploaded but you have excluded from current Submission

I.

Once you have finished with your upload click **close** on the bottom right-hand corner.

Plagiarism Checks

When you submit your work into ATS2, it automatically completes a plagiarism check and you will see a colour coded number of the % of work considered to be similar to existing work available. If you wish to explore this further, you can click on the number which will share further information.

Submitted Work: Click on the work listed below to open it


22 [42823_Understanding and supporting SEND report .docx](#)


If you are in any doubt, please ask your course tutor.


Accessing Your Grades and Feedback on ATS2


You will receive an email to advise you when your grades have been released with a link.


Alternatively, you can follow the instructions provided at the start of this document to access your personalised ATS2 assessment page which will contain all your assignments for the current and previous years.


 **ZU2BAEPF01 (HE21/22) BA (HONS) IN EARLY YEARS AND PRIMARY STUDIES FT YR1 OF 3 : Progress**


 **2021/22**


DU2BAEPF4A (HE21/22) UNDERSTANDING AND SUPPORTING SEND 20 CREDITS : 62% Upper Second Class
 [Report - 2500 Words \(Coursework\) : 62% Upper Second Class](#)

DU2BAEPF4B (HE21/22) ACADEMIC PRACTICE 20 CREDITS : 65% Upper Second Class
 [Report - 2500 Words \(Coursework\) : 65% Upper Second Class](#)

DU2BAEPF4C (HE21/22) CURRICULUM STUDIES 20 CREDITS : 75% First Class
 [Presentation - 25 Minutes \(Practical\) : 75% First Class](#)

DU2BAEPF4D (HE21/22) WELFARE AND SAFEGUARDING 20 CREDITS : 68% Upper Second Class
 [Mixed Media Presentation - 25 minutes \(Practical\) : 68% Upper Second Class](#)


DU2BAEPF4E (HE21/22) CHILD DEVELOPMENT 20 CREDITS : 58% Lower Second Class
 [Blog - 2500 \(Coursework\) : 58% Lower Second Class](#)

DU2BAEPF4F (HE21/22) PROFESSIONAL PRACTICE: THE PRACTITIONER 20 CREDITS : 65% Upper Second Class
 [Workbook - 2500 Words \(Coursework\) : 65% Upper Second Class](#)

Your assignment grade will now be visible where the submission date previously appeared. You can access your individual feedback files relating to your assignment by clicking on the below icon:



In the below example there is an annotated copy of the work and the grade sheet:





DU2BAEPF4B (HE21/22) ACADEMIC PRACTICE 20 CREDITS
Report - 2500 Words (Coursework)
Due Date: 07/01/2022 12:00

Assignment Mark: 65% Upper Second Class





The mark was: 65% Upper Second Class

Submitted Files:

-  **6**  [Cover Page.docx](#)

Assignment Marked: 21/01/2022
Assignment Verified: 21/01/2022

Feedback:

-   [annotated.docx](#)
-   [65.pdf](#)