

Online Submission of Summative Assessments – Student Information

Online submission of Summative Assessments will take place using the facilities available in the Colchester Institute Virtual Learning Environment (Moodle).

Submitting your Assessment

1) You will upload your work via the Moodle Assignment facility in an area dedicated to your course. You will be shown where this is by your tutor.

2) Acceptable file format(s) for your particular submission are normally those that can be opened on Colchester Institute networked machines. For example:

- MS Word Document 2003 or 2007(.doc or .docx)
- MS Office spreadsheet 2003 or 2007(.xls or .xlsx)
- MS Powerpoint presentation 2003 or 2007 (.ppt or .pptx)
- PDF document (.pdf)
- JPEG image (.jpg)
- Gif image (.gif)
- Zip archive (.zip)

You will have been told if there are any exceptions to this for your particular module.

3) All filenames should be kept as simple as possible using only alphabetic characters and numbers in the filenames. If the file fails to upload, check that you do not have more than one full stop in the filename or any non-alphanumeric characters.

4) The maximum size of file that can be uploaded will be 50Mb unless special arrangements have been made. You will be able to upload up to 3 files only. However, with the permission of the tutor, you are allowed to use zip files to overcome this limitation.

5) Submissions must be uploaded before the due date and time.

6) If you edit a submission after the due date and time it will be marked as a late submission.

- 7) You will be informed when grades and feedback are available.
- 8) It is your responsibility to ensure that the submission is uploaded to the correct location. (Separate instructions covering how to submit correctly are available and should be followed and will also be available within the submission area).
- 9) When you complete a submission you will also be declaring that the work that you are submitting is entirely your own work except where otherwise indicated. You will be sent an email confirming your submission to your college email address.
- 10) Your submission can be uploaded to Moodle from any computer connected to the Internet. Technical reasons for not submitting on time will not be accepted as valid. Computer access is available in the Library if needed.

Further documentation is available on the following topics:

- How to Submit Your Assignment and View Your Feedback
- Urkund (Unoriginal text checker)

Practice Area

In your 'General Information' course there will be an area where you will be able to practice uploading your work. It is strongly recommended that you use this to check you are comfortable with uploading your work. If you are intending to upload your work from another location other than a Colchester Institute networked computer, we strongly recommend that you also practice from this location.