DO NOT take the risk of submitting just before the deadline - the submission system may run slowly, and this is NOT considered a legitimate mitigating circumstance sufficient for an extension.

Check List for Essay Submission:

(1) Have you registered for your modules on PORTICO?
   If your registrations are incorrect, please contact the admin team immediately.
   Undergraduate Coordinator: Joseph Bristley  uganthro@ucl.ac.uk
   Postgraduate Taught Programmes Officer: Claudia Amphlett  anthro-masters@ucl.ac.uk

   E.g. ANTH1005C = C is for Term1 Affiliate students, not for subsidiary students from other UCL Departments
   ANTH1005A = A is for only Term1 course
   ANTH1005B = B is for only Term2 course
   ANTHG .... = G is for all modules for Postgraduate courses

(2) Each year your Student Candidate Number changes.
   Have you checked your Candidate Number for 2016/17 Academic year on PORTICO?
   This will be a combination of four letters plus a number.

   E.g. KTJA9

   Please note, the Candidate Number is NOT the same as your student number(8digit) which you can find printed on your UCL ID card. Find your SCN in your PORTICO account, under “My Studies” then the “Examinations” container.(N.B. you will be given a different candidate number for each year of study, so check again for this years one!)

(3) Have you set up a “Header” and “Footer” on your essay?
   The “Footer” should show the page number.
   The “Header” should be set out as follows:-

   E.g. KTJA9 – ANTH1005B – Term2 Essay1 – 21/02/2017, 23:59 – Ashraf Hoque – 1,495 words(actual word count)

   Please also indicate if you receive special provisions for dyslexia or any other learning difficulty on an additional line in the header. E.g [Registered as dyslexic with UCL]

(4) Submit your essay to the relevant TURNITIN submission slot on Moodle page. When you upload your file on the 'My Submissions' page, you will be asked to enter your ‘Submission Title’. It is very important that you enter your candidate number, followed by an underscore (i.e. ‘_’), followed by your essay title.

   E.g. KTJA9_What makes us different from other animals?

(5) Have you checked the submission inbox for confirmation that your essay has been submitted?
   If not, please email admin team immediately.
   Coursework Administrator: Keiko Homewood  keiko.homewood@ucl.ac.uk
   Any technical issues on Moodle = Moodle Administrator: Man Yang  m.yang@ucl.ac.uk

   Once your submission has been accepted you will return to the 'My Submissions' tab where you will be able to see the details of your submission.

(6) At the end of Term or final coursework submission deadline, please complete the OPINIO survey for the course module.

(7) If you submit your essay late after the deadline(even if you have been given an extension), please let Keiko know by email.

   In order to make e-mails easier to reply to, please type in the subject header:

   LATE_ANTH****[Your course code]_[Your name]_[Your candidate number]
   e.g.: LATE_ANTH3004_Keiko Homewood_KTJA9

(8) Have you checked your coursework submission deadline? You can check it on the Moodle/Turnitin Assignment Summary Page. NB the submission system can run slowly, this is not considered a mitigating circumstance sufficient for an extension.

   Start Date: TURNITIN is open from this date to receive your essay.
   Due Date: This is your coursework deadline. Please note the TIME as well.
   Post Date: You can access your provisional marks and comments.
   This is usually set up for approximately four weeks after the submission deadline.