

4.3 Submission Procedures for Assessed Essays and Dissertations

You must submit **an electronic copy and two hard copies** of all assessed pieces of coursework. Only one bound hard copy of Special Subject dissertations is required, in addition to an electronic copy.

4.3.1 Electronic Submission - submitting your coursework essay and Dissertation to Turnitin

It is compulsory that a full and final version of your coursework essay/dissertation is submitted to Turnitin via the course Moodle page. Failure to submit your work to Turnitin may be treated as non submission, so you must ensure you enrol on Moodle for all History courses you are taking this year. If you are asked for an enrolment key, this will normally be 'pizza' (if not, please contact course teacher). Please note that the enrolment key is case-sensitive.

You must only submit your work to Turnitin once so please ensure you are uploading your complete essay and it is identical to the hardcopy version you submit to the convenor's pigeon hole. Please note that your electronic copy may be used for marking purposes and your electronic submission to Turnitin will be used as a date stamp.

Your name must not appear anywhere on your HIST7xxx coursework essays or coversheet: Please use your **student registration number** found on your student ID card. For dissertations, please use your **examination candidate number** which you can found by logging into your PORTICO account.

For instructions as to how to submit your work to Turnitin via Moodle, please see section 4.3.3.

4.3.2 Hard Copy Submission of coursework essays

It is compulsory to submit your coursework to Turnitin via Moodle prior to the submission of the hard copies. Please read section 4.3.1 carefully.

Two hard copies of each piece of coursework should be placed directly in staff pigeon holes in the Academic Office Reception within 24 hours of the Turnitin submission deadline. A single completed departmental cover sheet must be attached to the two hardcopies. Coversheets can be obtained from Reception or the Undergraduate Common Room throughout the year.

There is a tick box on the front of the coversheet which you must complete in order to confirm the following:

- . That you have read and understood the UCL History Department regulations concerning the submission of assessed work.
- . That the coursework is your own work and that any references made to other authors are properly acknowledged.
- . That the word count stated on the cover sheet is accurate.

. That the main text and footnotes/endnotes of the hard copy of the coursework are identical to those submitted electronically to Turnitin via Moodle.

You must state the precise word count of your essay, **including all the text in your footnotes/endnotes, even if they are just references**. You are not required to include the bibliography, the title of the essay or any headers/footers in the word count. To perform an accurate word count, you should highlight the text of the essay from the first word of the introduction to the last word of the conclusion and ensure that 'Include footnotes/endnotes' is ticked in the word count dialogue box.

Any essay found after submission to have an inaccurate word count stated on the cover sheet and to have exceeded the permitted length will be liable for the penalties for overlength work described in section 4.4.2.

4.3.3 Hard Copy Submission of Dissertation

It is compulsory to submit your dissertation to Turnitin via Moodle prior to the submission of your hardcopy. Please see read section 4.3.1 carefully.

Only **one bound copy** of your hardcopy dissertation is required and should be placed directly in the course convenor's pigeon hole in the Academic Office Reception within 24 hours of the Turnitin submission deadline. A single completed dissertation cover sheet must be attached to the dissertation. Coversheets can be obtained from Reception or the Undergraduate Common Room throughout the year. Please see section 4.3.2 for more information as to how to complete the coversheet.

4.3.4 How to submit your work to Turnitin via Moodle

Electronic submission of work via Moodle is done by uploading a file. The process works in a similar way to sending an attachment by email.

1. Firstly, please ensure your name does not appear anywhere on your coursework essay or dissertation. Reference your SRN for coursework and Exam Candidate number for dissertation.
2. You should upload your entire submission, including bibliography and footnotes onto Turnitin.
3. Log in to Moodle and open the page of the course for which you are going to submit a piece of coursework.
4. On the left-hand side, there will be a box entitled 'Activities'. Click on the 'Turnitin Assignments' link in this box.
5. A table will appear, listing all of the pieces of assessed coursework required for the module.
6. In the 'Name' column, click on the title of the piece of coursework you want to submit.
7. A description of the assignment will appear. Along the top of the screen, there will be two tabs: 'Summary' and 'My Submissions'. Click on 'My Submissions'.
8. You will be asked to enter either your student reference number (SRN) OR candidate number and course code e.g. '12345678 HIST7101A' into the 'Submission Title' box. The Undergraduate team will advise which number to enter, via email and Moodle.

9. Click the 'Browse' button alongside the 'File to Submit' box and select your file from the relevant location on the computer. When you click 'Open', the file name will appear in the empty box.
10. Read the 'Declaration of Ownership' and tick the box to confirm you have read and understood it.
11. Click the 'Add Submission' button at the bottom of the page. You will briefly see a 'Synchronising Data' message.
12. When this message disappears, you should be returned to the 'My Submissions' page. If the screen goes blank, refresh the page by clicking on the 'Summary' tab and then again on the 'My Submissions' tab.
13. On the 'My Submissions' page, in the 'Submission' column, it should say 'Status: Submission successfully uploaded to Turnitin'. **Turn-it-in submission will be considered the definitive 'date stamp' for coursework submission. Your work must be submitted on Turn-it-in by 12.00 noon BST on the day it is due. Turn-it in will not let you submit after this deadline so do not leave submission to the last minute.** Please liaise with the Undergraduate Administrator if you have been granted an extension.
14. You will also receive an email confirmation to your UCL account. You might want to keep this for future reference.

4.3.5 Troubleshooting

Turn-it-in may experience some technical issues when high volumes of work are submitted, so it is important to submit your work well ahead of the deadline. You can check the status of Turn-it-in at: http://submit.ac.uk/en_gb/support-services/system-status

The ISD website also has up-to-date information on Turn-it-in:
<http://www.ucl.ac.uk/isd/>

If there is a known system fault and you are unable to submit your work, please email it to history.office@ucl.ac.uk by the 12 noon deadline. Work not emailed to this address by the deadline will count as late and incur the appropriate penalties.