

# UCL Anthropology

## Instructions for students to submit coursework 2019-20

### Background information

- You submit written coursework to Moodle. This is a web-based learning system used across UCL.
- You will need to be registered for a given module on Portico in order to submit coursework on the relevant module page on Moodle.
- Submissions open from the 'Start Date'. The 'Due Date' is the deadline by which you must have submitted.
- All deadlines in Anthropology are set at 13.00h for a week day (a clearly nominated day between Monday and Thursday).
- Please use the Anthropology *Cover Sheet 2019-20* to submit any piece of coursework, indicating if the module is UG or PG and filling in all required fields.
- Do not add any identifying information to your work or the file name (i.e. do not include name, nor Student ID). Please use this year's Student Candidate Number you can find on Portico i.e. in the format such as ABCD9. This will ensure your work is anonymous and marked without bias. Your SCN is not your student number which is something like 19123456, or your UPI which is something like AOREG19. Both of these numbers appear on your student card and neither of them is what you need for handing in work.
- If you submit your work late without prior agreement you will be subject to a penalty – please refer to the Student Handbook and UCL Academic Manual for details.
- Prior agreement means either you have an approved extension through a successful Extenuating Circumstances application, or you have an approved SoRA (Statement of Reasonable Adjustments) in cases where you have a learning disability or an ongoing medical condition.

### Coursework submission process

Step 1. Module leader sets submission date (or 'Due Date')

Step 2. Module leader informs students of Due Date in class and on their Module page on Moodle.

Step 3. Student submits coursework before deadline.

Step 4. Student is notified by Moodle to confirm the assessment was received. This is proof of submission.

Step 5. Deadline passes.

Step 6. Academic staff member marks anonymous work.

Step 7. A second academic marks the assessment.

Step 8. Student receives their mark and feedback within 1 calendar month after the Due Date on Moodle. This is called the 'Post Date' on Moodle.

Step 9. Your Teaching and Learning Administrator records this mark on Portico. If you have submitted your coursework late without prior agreement, a penalty may be added at this time.

### Tips

- If you do not have access to a particular module page on Moodle, contact your Teaching and Learning Administrator (UG [uganthro@ucl.ac.uk](mailto:uganthro@ucl.ac.uk) – PGT [anthro-masters@ucl.ac.uk](mailto:anthro-masters@ucl.ac.uk) - CCE and film students [anthro.film-pgt@ucl.ac.uk](mailto:anthro.film-pgt@ucl.ac.uk)).
- Sometimes Moodle runs slowly if many students are submitting simultaneously. Please submit your work in good time to avoid any delays for technical difficulties.
- If you have a SoRA (Statement of Reasonable Adjustments) you can automatically submit at the later time specified in your SoRA.
- To find out more about submitting an Extenuating Circumstances application (this is for unforeseen circumstances that have affected your ability to complete an assessment), see <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances> (UCL page) and the Moodle EC page for Anthropology (Department page).
- Please note that ECs can be approved only by the Departmental / Faculty EC panels and that Programme Directors, Module Leaders, Teaching Assistants, and Teaching and Learning Administrators cannot approve extensions.