

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: **Jolanta Skorecka** uganthro@ucl.ac.uk
 Postgraduate Taught Programmes Officer: **Samantha Webb** anthro-masters@ucl.ac.uk
 Film Admin for All Film courses/MA Creative and Collaborative Enterprise: **Angela O'Regan** a.o'regan@ucl.ac.uk

E.g. ANTH0077-A5**U**-T1 The Social Forms of Revolution Level 5 Undergraduate
 ANTH0077-A7**P**-T1 The Social Forms of Revolution Level 7 Postgraduate
U is Undergraduate courses
P is Postgraduate courses

- (2) Each year your **Student Candidate Number** changes.
 Have you checked your **Candidate Number for 2018/19 Academic year** on **PORTICO**?
 This will be a combination of four letters plus a number.

E.g. ABCD9

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:

- Please state **UG** if you are undergraduate students and **PG** if you are postgraduate students after your module course code, the same as you are subscribe at your Moodle page. This is very important point because UCL has changed all module codes this year in which are the same module code numbers between UG and PGT courses.

Candidate Number- Course Code-UG or PG- Essay No.-Official Deadline-Tutor's Name - Your Word Count

E.g. ABCD9 – ANTH0003 **UG** – Term1 Essay1 – 12/11/2018, 13:00 – Joseph Bristley – 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 relevant Moodle page. (**UG** or **PG**) 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. '_') and followed by your essay title.

E.g. ABCD9_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. **UG:** uganthro@ucl.ac.uk , **PGT:** anthro-masters@ucl.ac.uk, **Film/CCE:** a.o'regan@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 (please confirm).

- (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 admin team know by email. **UG:** uganthro@ucl.ac.uk **PGT:** anthro-masters@ucl.ac.uk **Film/CCE:** a.o'regan@ucl.ac.uk

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

LATE_ANTH****[Your course code]_[UG or PG]_[Your name]_[Your candidate number]
 e.g.: LATE_ANTH0001_UG_Keiko Homewood_ABCD9

- (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.