**Doctor in Education (EdD)**

### Online Final Assignment Cover Sheet

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| PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITAL LETTERS |
| **Course Title:** |  |
| **Assignment Title:** |  |
| **Total word count** exclusive of bibliography and appendices but including footnotes): |  (5,000 is maximum)\* |
| **Due date:** |  |
| **Full name:** |  |
| **Address:** |  |
| **Initial registration date:** |  |
| **Your signature:** | I confirm that I have read and understood the Institute’s Code on Citing Sources and Avoidance of Plagiarism. I confirm that this assignment is all my own work and conforms to this Code. |

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| **PREPARING FOR THE PORTFOLIO – a key part of the portfolio is to reflect on the feedback you have received on the assignments** |
| Thinking about the feedback on your draft of this essay, please indicate what the key points were and what action you took to respond to this feedback to help you prepare for and write this essay: |
| What did you do well in this assignment? What could be improved? |
| If you would like feedback on any particular aspects of your final essay, please make a note of what you would like the feedback to address: |

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| **Date submitted online to the Course Tutor via Moodle:** |  |
| **FOR OFFICE USE ONLY** |
| **Date received by Doctoral School:** |  |

**NOTE:**

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| 1. Please submit the **final** version of your assignment online together with this **cover sheet** to your Course Tutor via Moodle by the official deadline as indicated in the **EdD Student Handbook** unless instructed otherwise.
2. If you do not submit your assignment by the due date, you will be regarded as “not up” (absent) and this will count as one of your attempts by the internal examiners unless, prior to the agreed deadline, you seek and obtain written approval from the Senior Administrator (EdD) for a short extension or a deferment due to extenuating circumstances. [Please read the note overleaf.]
3. **If you submit work which is more than plus or minus 10% of the permitted word length, the assignment will not be examined and you will be regarded as “not up” in the assignment**
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**FEEDBACK:** You will receive brief feedback and a grade for this assignment when you are informed whether it is satisfactory for inclusion in your portfolio. More detailed comments will be supplied if the assignment has been referred back for further revision prior to inclusion in the portfolio. Please bear in mind that the grade is a recommendation to the EdD Board of Examiners and you will receive formal notification of the grade you have been allocated after their meeting

**Requests for Extension to Final Coursework Submission Dates**

If you are unable to meet the set deadline for the submission of a final assignment, you may request an extension or seek permission to defer submission (see **section 5.12** of the **EdD Student Handbook** for full procedures).