

## Electronic Submission of Assessments

Most assignments for PHY modules are submitted electronically via the relevant course in *Canvas*. For written reports constituting a substantial proportion of the module mark (a few assessments at levels 3 and 4), submission will be through *Turnitin* which has software which automatically checks the work for plagiarism. In either case students will be required to submit an electronic pdf of their assignment work.

### Rationale For Electronic Submission

- Electronic Submission is Popular with Students
  - Students do not have to be physically present at the University to submit
  - Assignments can be submitted outside office hours
- Access to Assignment Marks and Feedback
  - Feedback on individual assignments will either be marked-up on the submitted pdfs and re-uploaded, or typed up and uploaded in a separate document
  - The mark for each assignment will be entered on *Canvas*
  - Students will be able to review their submitted work at a later date as a revision aid or as an indicator of their progress
- There is a Record of Students' Submission
  - As assignments have become a larger component of module marks, external examiners (and external auditors) will be able to review students' coursework.
  - This record can be used as evidence for panels set up to investigate student appeals or suspected academic offences

### Challenges of Electronic Submission

- Challenges for Students
  - If the work is completed by hand, it needs to be scanned with a high quality
  - The submitted pdf needs to be in the correct format (see submission protocols below)
- Challenges for Staff
  - Marking assignments and providing timely feedback is already immensely challenging for staff when sometimes 80 or more scripts have to be marked. Electronic marking increases this workload as the pdfs have to be downloaded and re-uploaded with comments.
  - Not all staff are lucky enough to have access to the high-end tablet or hybrid laptop needed for effective marking with an electronic pen. Some will be typing in comments onto the pdf or via a separate feedback document.
  - Students sometimes submit poorly scanned work, multiple files, or pages with a variety of orientations

### Protocols For Electronic Submission in 2019/20

- The deadline for electronic submission is **normally 10 pm** on the specified date
  - Any submissions on the specified date but after 10pm will incur a 5% penalty
  - The submission time is defined by that registered on QoL
  - For assignments worth less than 10% of a full module, late submissions will receive a 5% penalty per working day after the deadline up to a maximum of 2 working days, after which the assessment will receive zero.
  - If a feedback class has been scheduled less than 2 full days after the deadline, any submission after this time receive zero.
  - For assignments worth 10% or more of a full module, late submissions will receive a 5% penalty per working day after the deadline up to a maximum of 5 working days, after which the assessment will receive zero.
  - Loss of internet connection cannot be used as an excuse for late submission. Students submitting from off campus or close to the deadline do so at their own risk.

- Special dispensation for late submission will only be applied if there is a major failure of the University's online systems.
- Electronic Submission Formatting (see advice below on the best practice for scanning work)
  - All assessments must be submitted as a single pdf file.
  - Submission of other formats or multiple files will result in a mark of zero.
  - Any parts of scanned handwritten work which are not easily readable will receive zero marks.
  - Any work on pages which are incorrectly orientated will receive zero.
- Marking and Feedback
  - Marks and feedback will be returned to students within reasonable timescales
  - Students should expect individual feedback on their work but must realize the amount/detail provided may be limited for large classes.
  - Additional, general feedback will normally be given during a specified lecture slot, but this may not be practical for some assignments with deadlines towards the end of the semester.

### **Advice on Submitting Assignments Electronically**

#### RECOMMENDED

##### Either

- Complete the assignment using a word processor with mathematical equation capability, e.g. MS Word, OpenOffice. This is essential for lab/project reports and strongly recommended for essay type assessments
- Save work as pdf file named *LastNameFirstName\_ModuleCode\_AssignmentNumber.pdf*  
Eg. *BloggsJoe\_PHY9999\_Assignment3.pdf*
- Submit to QoL

##### Or

- Complete the assignment on single sides of reasonable quality A4 paper
- The student's name and number MUST be written prominently on the first page of the work
- Scan your work with a colour photocopier in the Library. Place the handwritten A4 sheets into the automatic page feeder. Be careful that all pages are in order, facing the right way, and orientated correctly.
- Select the "Scan to Email" option on the photocopier. The student's QUB Email address is entered as the recipient for the scan. Press start to scan the documents.
- Logon to a Library computer, open Email, and save the pdf file as *LastNameFirstName\_ModuleCode\_AssignmentNumber.pdf*  
Eg. *BloggsJoe\_PHY9999\_Assignment3.pdf*
- Open the pdf and check that all pages are present, legible, and correctly orientated.
- Submit to *Canvas*

#### What if I have word processed some work but handwritten other parts?

- You still need to submit one pdf file.
- Generate pdfs for the word processed section and scanned section as normal.
- Merge the two files into one pdf. This can be easily done online using a site such as [www.pdfmerge.com](http://www.pdfmerge.com)

#### RISKY

- Off-campus submission
- Using other methods for electronically capturing handwritten assignments
- Not being able to orientate and order individual pages or merging them into a single pdf file.

## Submission to Turnitin

Turnitin.com is an online plagiarism-checking website which is extensively used by universities worldwide to assess the originality of students' work and to protect this work from being plagiarised by anyone else. When students submit electronic reports/dissertations to Turnitin the text is compared to a vast database of published work including books, journals, webpages, along with previous student reports and dissertations. Turnitin produces a report on the student's submission highlighting similarities with other sources and the percentage of the submission which has been duplicated.

### How Turnitin will be used

- Turnitin will be used for submission of some components of assessment in PHY modules. If a piece of coursework needs to be submitted to Turnitin, this will be made clear to students. Otherwise normal submission to *Canvas* will apply.
- Students will be given login details for Turnitin and instructions on how to submit a report.
- Students must generate the report using a word processor, save it and submit it as a pdf file. Submitted reports which are images of text or have been scanned will not be accepted.
- The Turnitin software will produce an originality report which will be considered by staff marking the students' work.
- Students should review the originality report but should realise that some duplication with other sources is inevitable, particularly for references, generic terminology, section titles etc.
- What is not acceptable are large sections of text which have been directly cut and pasted from another source or have been minimally re-worded. Such a submission will be reported to the Head of School as a suspected academic offence and will be subsequently investigated.
- Definitions of, and procedures for the investigation of academic offences are detailed in the University's Study regulations which can be found at <http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/AppealsComplaintsandMiscellaneous/AcademicOffences/>
- Students will be informed when their project mark and feedback are available. These will be recorded in the *Canvas* module page.