

Assignment Front Sheet



NOTES FOR STUDENTS:

- Before completing this form you are advised to read the information on the reverse of the attached STUDENT RECEIPT copy.
- You should complete this form using black or blue biro and pressing firmly against a solid surface.
- Boxes marked with a ✓ **must** be completed; those marked with a ? are **optional**.
- **School is that delivering the module.** This may not be the school offering your programme/course.
- **You must retain a copy (paper and/or electronic) of the assignment submitted.**

School:	✓
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↙ You must complete EITHER the THREE boxes headed A OR the TWO boxes headed B ↘

A
Surname:
Forename(s):
Student Number:

B
Anonymous Marking Identification Number:
Student Number:

Programme/Course:	✓
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Field (SOH&SC only):	?
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Year/Cohort:	✓
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Module Title:	✓
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Module Leader:	✓
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Module Code:	?
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Assignment Title:	✓
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Submission Date:	✓
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Attempt (1st or 2nd):	✓
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The assignment will NOT be accepted if this section is not completed

STUDENT DECLARATION:

- I am aware of the University's Regulations on Academic Misconduct and confirm that this work is my own and does not contain any unacknowledged material from other sources.
- This work has not been submitted in full or in part towards the assessment requirements of another module or course.

Student Signature: OR Anonymous Marking Identification Number:	✓
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Date:	✓
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RECEIVED BY

Signature:
Print Name:

Date:

ASSIGNMENT FRONT SHEET – INFORMATION

DELIVERY

Module Leaders (and Tutors) will hand out assignments and Assignment Front Sheets or will advise you of an alternative process. Included in this information will be submission dates and submission arrangements.

ON-TIME SUBMISSION ARRANGEMENTS

This assignment must be handed to the University's Assignment Office (M208 – second floor of Middlesbrough Tower), or some other location as advised by the Module Leader (or Tutor). **It is your responsibility to ensure that its receipt is recorded and that you obtain and retain a receipt.**

APPLYING FOR AN EXTENSION OF YOUR ASSESSMENT ASSIGNMENT

If you cannot meet an assessment deadline you are strongly advised to seek advice from a member of academic staff, as soon as possible. When discussing the extension(s), students and staff are asked to refer to the detailed guidance on selecting the appropriate extension length, which is available from the University's website. You must complete the correct Assignment Extension form (Short Extension, Long Extension, Deferred Submission) and obtain authorisation from the Module Leader or other nominated member of academic staff. Where possible, you should supply evidence with the form. The form should then be submitted to the nominated person or location within the School. **It is your responsibility to ensure that its receipt is recorded and that you obtain and retain a receipt.**

PENALTY FOR LATE SUBMISSION

An assignment received within the seven-day period from the (approved extended) submission date will receive a mark up to a **maximum of 40%** (undergraduate work) or **50%** (postgraduate work). An assignment received after the seven-day period from the (approved extended) submission date will not be marked and you will be deemed to have failed the assessment.

FEEDBACK

Feedback will be provided by the Module Leader (or Tutor) using an Assignment Feedback Sheet or via an alternative feedback form or procedure. This feedback is given for purposes of advice and guidance and to assist your learning and development in the module. References to standards or marks are entirely provisional and subject to confirmation following University procedures. Only University Assessment Boards are able to issue confirmed, definite marks.