



## **Quality Code for Higher Education**

## **Assessment Submission Process for Students**

The Assignment Submission Receipt (ASR) is designed for students to submit work that cannot normally be submitted via Turnitin. Examples of this include artworks/sculptures, clothing and textiles, CD & DVD recordings and any other tangible evidence that a student is required to submit. In addition it will be used to evidence participation in any live performances that you have undertaken.

1

- On completion of your work fill in the Asssignment Submission Receipt form as proof of meeting your set deadline.
- Please note this is only for the type of work that cannot be submitted in the normal way using Turnitin.

2

 Submit the Assessment Submission Receipt form via Turnitin in the same way as you would submit any written work. Your tutor will advise you when this is on Moodle or Blackboard.

3

Your tutor will check that your submission has met the deadline.
If for any reason your submission is missing the tutor will contact the tutor to see if there are any Mitigating Circumstances or any other reason for late submission.

4

 Your work will then be assessed as normal and feedback given via the normal channels.