

After completing an assessed piece of work, students must export a file using the submission guidelines given to them in the assessment brief for each individual course (by either the course tutor or the technical team).

Before the specified course submission deadline, students must do the following:

1. Export their work, in the specified format, using the naming template [COURSE NUMBER]_[CANDIDATE NUMBER]_[YEAR].mov – For example, 2nd year Cinematography would be named MA2012_180999_2018.mov. Work in other digital forms, such as still images and sound files, need to be specified and students instructed accordingly, adopting a similar naming format.
2. Check the playback of the Submission file to ensure there are no errors or technical issues. It is the Students' responsibility to ensure their file functions correctly and they should test playback on a machine other than their own prior to submission.
3. Copy the Submission file to their own physical storage device, such as a memory stick, SD Card or portable drive to retain as their own back up copy.
4. Copy the Submission file to the *Submissions* folder within the course unit's Shared space. The file will automatically be moved out of this folder into a secure location, so it is imperative that they check the file works before submitting it.
5. Go to Williams Wo-16 to obtain a receipt from Neil Smith or other designated technician to signify that the work has been uploaded correctly.

Individual staff members will have a portable drive for marking. They must bring this drive to the Media Arts Centre for one of the technicians to copy submitted work onto as soon as possible after the hand-in deadline. Please be aware that, at busy periods, this may not be able to be done as a while-you-wait service and the drive may need to be left for a short while.

If there is a problem with the submitted file, e.g. the file is in the incorrect format, marks may be deducted. If the file is unreadable, a zero mark will be given.

January 2018