**PDA Submission Guidelines 2019/20**

**Submission of summative assessments**

All undergraduate coursework for assessment(summative coursework) should be submitted electronically to Turnitin on Moodle (<http://moodle.rhul.ac.uk/>) via the appropriate course page submission folder, by the set deadline. The assessment file should be titled to include your *candidate number, module code* and *assessment item*, in the format **20XXXXX\_MA1234\_Assessment X**. The assessment should be submitted with the appropriate cover-sheet attached as the first page of the assessment document. Assessment cover-sheets can be downloaded from:

DRAMA, THEATRE AND DANCE – Moodle page “Information for Students: Department of Drama, Theatre and Dance” – (critical or creative cover sheet) <https://moodle.royalholloway.ac.uk/course/view.php?id=4192>

MEDIA ARTS – Department website (Please ensure you add **‘Green Sticker’** after your candidate number **if required.**

[http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/home.aspx#](http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/home.aspx)

**PLEASE NOTE –** If you are a screenwriting student using software such as *Final Draft*, or another similar software that is different to word. Please include the information collated from the Media Arts Cover Sheet (Module Code, Candidate number, Assessment Title & Tutor, Submission Date and Word Count) on the title page of your submission document.

MUSIC - Department website <http://www.rhul.ac.uk/music/informationforcurrentstudents/home.aspx>.

The assessment cover-sheet should bear your seven digit **candidate number** for the current year and **NOT** your name or Student ID number; this helps to safeguard your anonymity during the marking process. For 2019-20 all candidate numbers will follow the format: **20xxxxx.** Submissions not supplied with a cover-sheet will be deemed as a non-submission. To ensure your anonymity summative assessments should **not** be handed to the course tutor or left in staff pigeonholes.

**Alternative submission arrangements**

‘Some assessments require a physical submission to the school office (e.g., media storage of compositions, model theatre sets, etc.), or submission to a departmental server (e.g., film recordings to the Media Arts server), or take the form of live performances (e.g. dance solos or music recitals). Except for these special cases, everything must be submitted by student via Turnitin. The submission of coursework in person, by post, email attachment or fax is not permitted except in very exceptional circumstances and by special prior arrangement with the School Student and Programme Manager (PDA-school@rhul.ac.uk). In all circumstances, marks and feedback for summative assessments will be returned via Turnitin.’

**Late work**

The school adheres to strict deadlines: this ensures fairness to all students. Work submitted within 24 hours of the deadline will receive a 10% mark penalty, work received later than 24hrs of the deadline will receive a mark of zero. Any failure to submit assessed work will be monitored and repeated failures to submit will be dealt with via the formal warning process. Late work or approved extensions should be submitted to the **late/extensions** submission folder on the course Moodle page.

**‘Green Sticker’ work**

Students with specific learning disabilities as registered with the college’s Disability and Dyslexia Service (DDS) are entitled to marking with due consideration to their disability. All assessed coursework and examination scripts produced by such students have been traditionally flagged by means of a green sticker and hence for the purposes of online submission of work please add the words ‘**Green Sticker’** after your candidate number, this will be checked against the list of individuals registered with the DDS.

**Liberal Arts, Film Studies, Joint Honours and DMCT student submissions of Media Arts assessments**

On the advice of your course tutor, you may be required to submit your assessment to a separate “Film Students” submissions folder.

**Submission deadlines**

You course tutors should advise you in class or via Moodle, which deadline date you are expected to submit by for each of your courses. There may be further assignments within a course (formative coursework); such coursework should be submitted directly to the course tutor, as the course tutor directs **Please ensure you check Moodle regularly.**

**Return of work**

No later than **20 working days** after the submission date, your feedback and mark will be available to view on the submitted assessment in the Moodle submission folder. You can view (or print) the marking criteria for coursework on your department’s website or on the general information page on Moodle. Formative coursework will be returned as directed (in class or via Moodle) by the course tutor.

**Special studies/dissertations**

Larger final year assessments such as special studies and dissertations may also require submission of additional hardcopies to the school office, this will be advised by your course tutor.

**Extenuating circumstances – information** <https://intranet.royalholloway.ac.uk/ecampus/documents/pdf/exams/extenuatingcircumstances-guidanceforstudents.pdf>

Deadline for submitting extenuating circumstances are outlined in the document above.  Your request for extenuating circumstance should be submitted as soon as possible even if you are not sure whether or not your studies were affected.

**Undergraduate deadlines: 2019/20:**

**Term 1** courses and January departmental exams or in class tests – **12:00 midday Friday 31 January 2020**

**Final deadline** **– 12:00 midday on Tuesday 2 June 2020**.

**Postgraduate deadlines for standard programmes**

**Term 1** Courses and January examinations – **12:00 midday Friday 31 January 2020**

**Term 2 and Term 3** assessments and exams completed during the formal exam period in April and May – **12:00 Midday Friday 26 June 2020**.

**Final deadline** for assessments completed after the end of Term 3 – For example Summer vacation assessment period and dissertations **12:00 Midday – Friday 18 September 2020.**

Any further information about EC’s please contact ECs@royalholloway.ac.uk