



# 8

## How to Submit an Assignment:

### Carey Requirements and using Turnitin:

#### Requirements:

##### 1. General

- Unless otherwise stated in course requirements, assignments should be typed on **A4 pages** (with 2cm margins and 1 1/2 line spacing) in a clear 11 or 12 point font, with 10 point footnote font.<sup>1</sup>
- Assignments should include a **Cover Page** with the following details:
  - The Course name
  - Your name
  - Your lecturer's name
  - The number and title of the assignment (E.g. "Assignment 2: Exegesis of Mark 6 verses 1 – 6")
  - The due date for the assignment
  - The word count (excluding Footnotes / Bibliography)
  - A Declaration in the *following form* (copied and pasted from this page):

#### DECLARATION OF ORIGINALITY

By submitting this assignment for assessment, I acknowledge and agree that:

- This assignment is submitted in accordance with Carey's Academic Regulations, Academic Policies and Plagiarism requirements.
- No part of this assignment has been copied from any other source without acknowledgement of the source.
- No part of this assignment has been written by any other person.
- This assignment does not include material that is substantially the same as work I have completed previously and which has been submitted as part of the assessment in any other Carey course.

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<sup>1</sup> Times New Roman, Cambria, Calibri or Arial are all good.

- All assignments are compulsory and should be presented and referenced according to the information in **10 Essentials for Assignments** (found on CareyOnline) **and** submitted by the due date.
- Assignments must normally be completed and submitted in the sequence specified unless the course includes an examination as part of the assessment programme, in which case the time deadlines for that examination must be observed. Assignments will only be marked in the sequence specified; you will not receive a mark for a later assignment until all earlier assignments have been submitted.
- Assignments are normally to be submitted through CareyOnline as a **Word** document.

## 2. Word-counts for assignments

Where a word count has been set for any particular assignment:

- The word count *does not include* footnotes or bibliography
- Footnotes must not exceed in total more than 20% of the total word count
- Any student whose submitted assignment exceeds or is less than the required word count by more than 10% will receive an academic penalty:
  - If the total word count is marginally over or under the 10% margin, the penalty will be the deduction of one sub-grade;
  - if the total word count is significantly over or under the 10% margin (i.e. between 15% and 20% of the required word count) the penalty will be the deduction of one full grade;
  - if the total word count exceeds or is less than the required word count by more than 20%, the assignment will be returned to the student unmarked, but an opportunity will be given to resubmit the assignment within word count requirements and it will be marked on a Pass / Fail basis only (i.e. no specified grade will be awarded)

## 3. Extensions

A student may apply for an extension to the due date for an assignment within a course only where the student believes that, due to sickness or other unforeseen and exceptional compassionate reasons, he or she will be unable to submit the assignment on the due date.

The application for an extension must be made in writing on the prescribed form<sup>2</sup> and lodged with the Academic Registrar no later than the original due date for the assignment together with full supporting evidence of the circumstances. Each application will be considered on its own merits. An extension may be granted up to a maximum of two weeks.

#### 4. Late submission of assignments

(From the Academic Regulations):

- An assignment submitted up to one week after the due date without a formal extension will incur an academic penalty equivalent to a 10% reduction in marks (normally equivalent to two Grade steps). An assignment submitted more than one week after the due date will be marked, but will not be graded and will receive only a “Pass” or “Fail” grade.
- For semester length courses, no assignment submitted after the last day of the semester will be marked. For full-year courses, no assignment submitted after the last day of the second semester will be marked.

#### 5. Failed Assignments

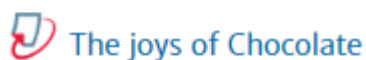
A student who fails to achieve the standards required for a pass grade in a particular assignment in a course may resubmit that assignment by arrangement with the course lecturer. The assignment must be resubmitted within two weeks of the date of its original return to the student and will be marked on a Pass/Fail basis only. A student can only resubmit a particular assignment once.

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<sup>2</sup> The Extensions form is on Carey online under “Forms for Student use”.

## Turnitin: How to Submit an Assignment

Go to CareyOnline and sign in, click on “my courses”, then on the course you need to submit an assignment. On the page for that course – the course I am using is GCFR (Getting Chocolate From the Registrar) – find the symbol below, which will have the assignment number or name next to it.



Click on this and the screen below will appear:<sup>3</sup>

HOME > MOODLE TRAINING > GCFR > TURNITIN ASSIGNMENTS > THE JOYS OF CHOCOLATE

Summary **My Submissions**

**Turnitin Assignment Name** The joys of Chocolate  
**Summary**

Assignment Part	Start Date	Due Date	Post Date	Max Marks
Part 1	13/02/17, 11:15	20/02/17, 11:15	20/12/17, 11:15	100

Click on “my submissions”, and you will see the screen below:

HOME > MOODLE TRAINING > GCFR > TURNITIN ASSIGNMENTS > THE JOYS OF CHOCOLATE

Summary **My Submissions**

No submissions have been made  
[Submitted to Turnitin? Click here to retrieve.]

Submission Title\*

File to Submit\*

Maximum size for new files: 40MB, maximum attachments: 1

You can drag and drop files here to add them.

By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

**Add Submission**

There are several steps to submitting, a title, upload a file (your completed assignment), and submit. Firstly:

<sup>3</sup> Ignore the “moodle training”, yours will say the type of course you are doing, e.g. Mission, Ministry and Formation.

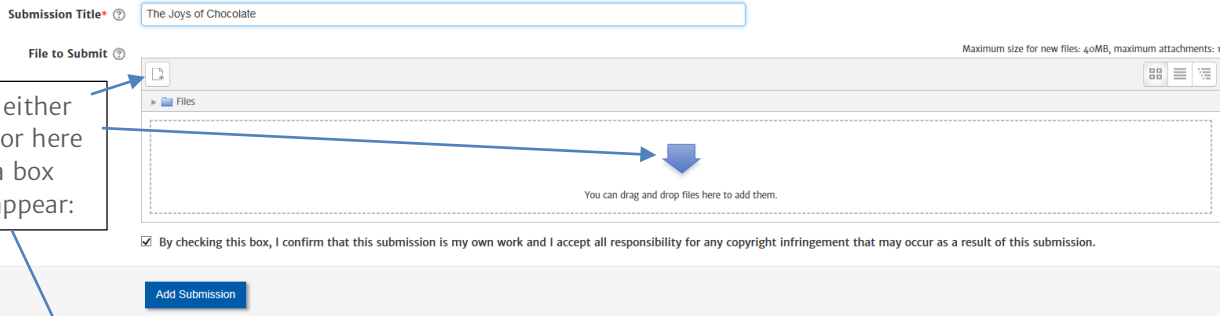
Submission Title\* ⓘ This is where you put the assignment title: The Joys of Chocolate

Secondly:

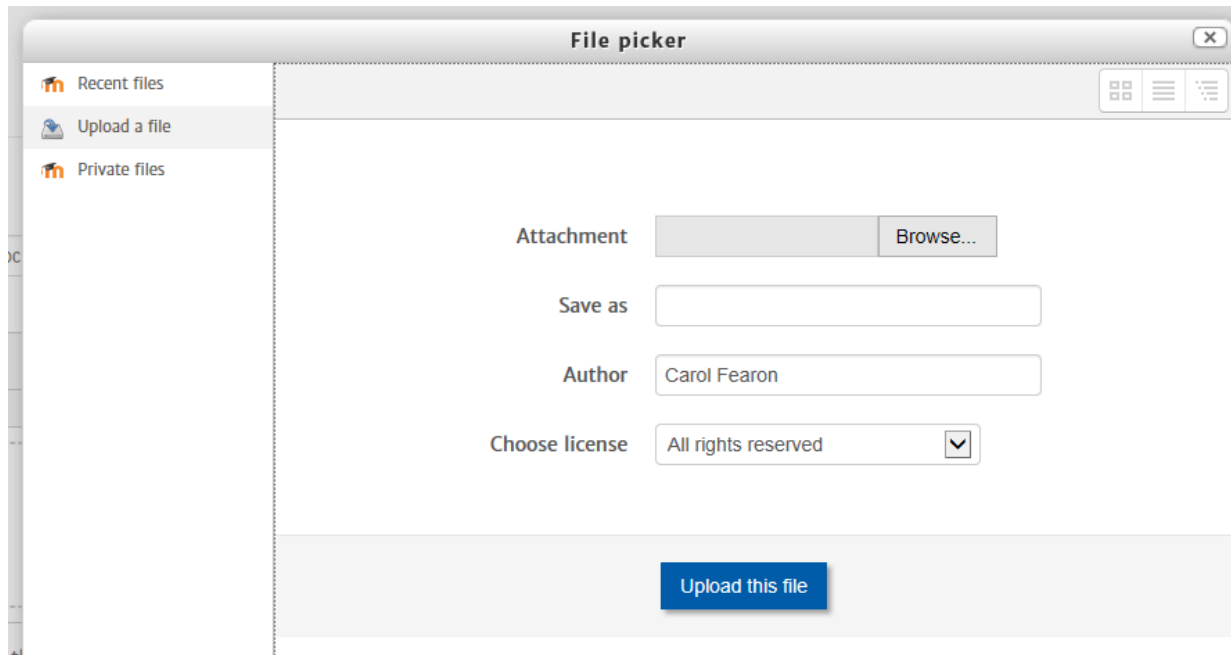
Submission Title\* ⓘ The Joys of Chocolate

File to Submit ⓘ Maximum size for new files: 40MB, maximum attachments: 1

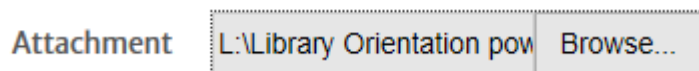
Click either here or here and a box will appear:



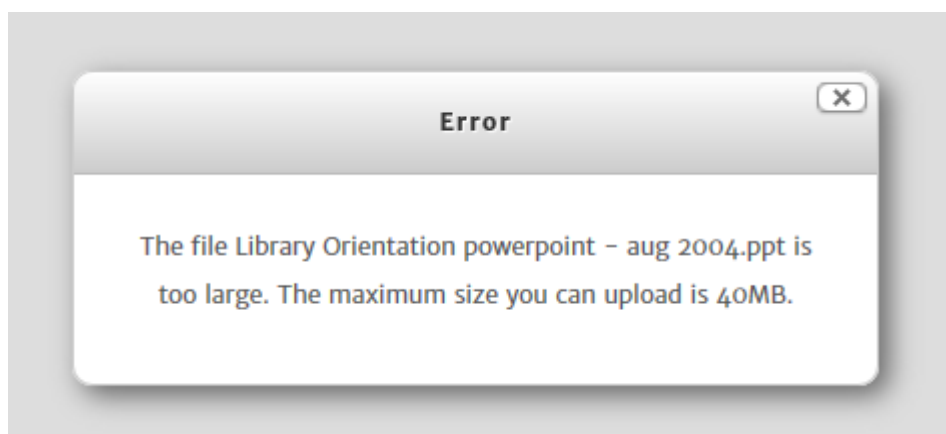
Click on “Upload a file” and you can browse for your file:



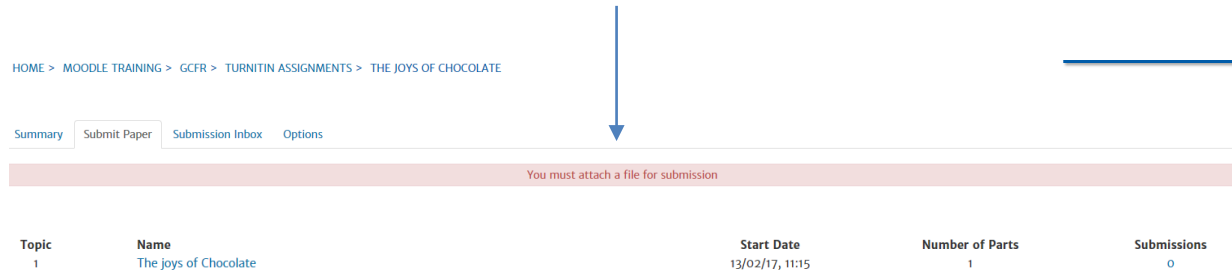
Once you have located and selected your file, which should be a **Word** document, it will appear in the box, see below, and then click on the “upload this file” box:



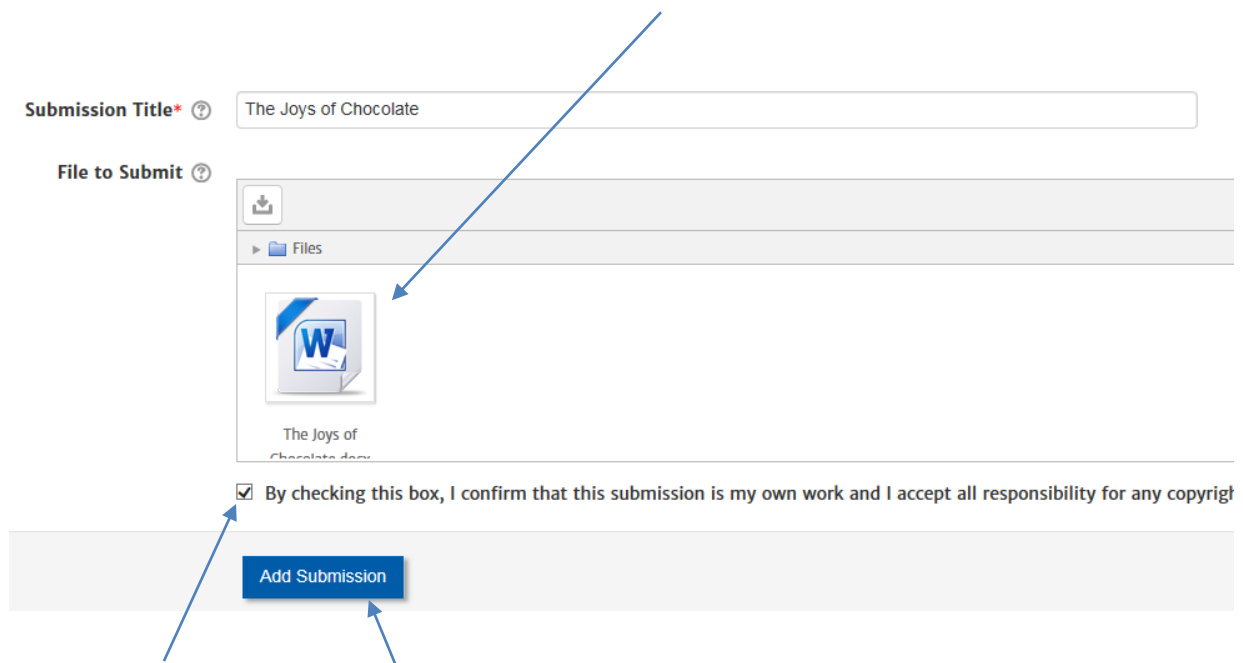
If your file is too large (not likely, but possible), you will get the following message:



If you forget to upload the file, it will tell you as well:



Once your file is uploaded it will appear in the “file to submit” box:



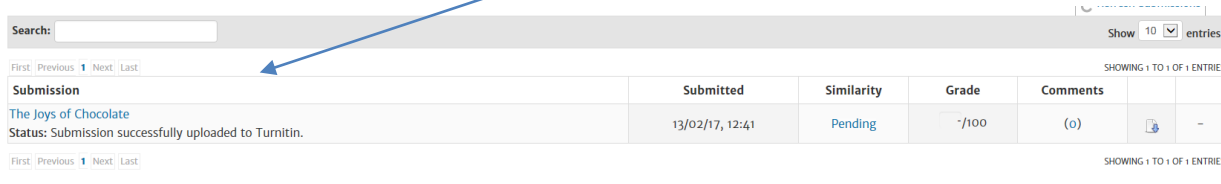
Then check this box<sup>4</sup> and click here:

This screen will appear as the file is uploaded to Turnitin, this takes several seconds:



<sup>4</sup> Turnitin checks all work for similarity (plagiarism) against published works, other students work and online material.

You will then be returned to the assignment page where the uploaded assignment will appear:



Submission	Submitted	Similarity	Grade	Comments
The Joys of Chocolate Status: Submission successfully uploaded to Turnitin.	13/02/17, 12:41	Pending	~/100	(0)

Success!

## How to View your Marked Assignments

First up, you need to log in to your course page for the assignment you wish to see, then:

Click the assignment icon:



You will get to the “summary” page, click on “my submissions” and this will appear:



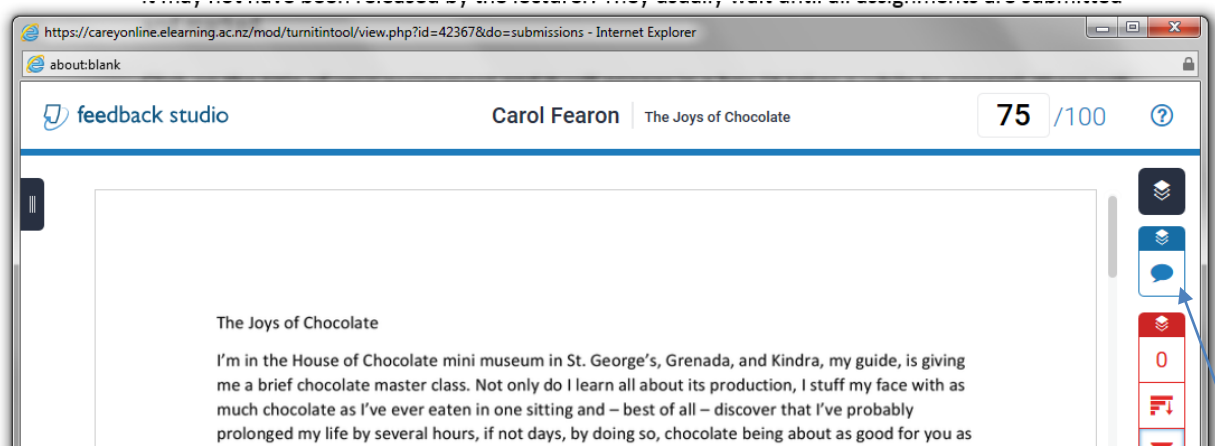
Submission	Submitted	Similarity	Grade	Comments
The Joys of Chocolate Status: Submission successfully uploaded to Turnitin.	13/02/17, 12:41	0%	75/100	(0)

You will see your grade, and several other useful pieces of information. If your grade does not appear, it may not have been released by the lecturer. They usually wait until all assignments are submitted and marked.<sup>5</sup>

<sup>5</sup> For details of % to grade, see the Academic Handbook, “Assessment Grading”, pg 37 in 2016,

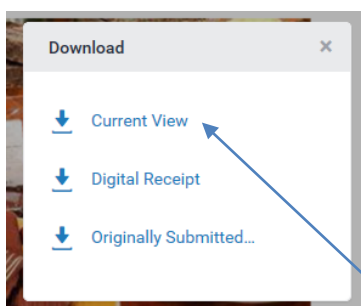


Click on the title of your assignment and it will appear in a box (it takes a while to appear):



Click here to get the comments sidebar

You can download your assignment from here – this is recommended so you have the comments for future reference. Click on the download button to the right on the screen.



Download the “current view”, to get a pdf of your assignment including comments and report.

Turnitin will now download the marked version of your paper to your computer. When you look at it, or print it, you will find that ALL of the comments appear on a separate page / pages at the end of your assignment.

The following grading system is used for the recording of course grades where achievement based assessment is used:

**Pass grades:**

A+ 90-100%

A 85-89%

A- 80-84%

B+ 75-79%

B 70-74%

B- 65-69%

C+ 60-64%

C 55-59%

C- 50-54%

Pass ungraded pass

**Fail grades:**

D 40-49%

E below 40%

Fail ungraded fail

Additional Grades:

DNC Did Not Complete

W Withdrawn