

9 How to submit an assignment

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Carey requirements

1. FORMAT AND COVER PAGE

Unless otherwise stated in course requirements, assignments should be submitted in **Word** (with 2cm margins and 1.5 line spacing) in a clear 12-point font, with 10-point footnote font.¹

Assignments should include a **Cover Page** with the following details:

- The course name and number
- Your teachers name
- Your name
- Number and title of the assignment (e.g., Assignment 2: Exegesis of Mark 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.

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. If assignments are in another form, for example artwork or presentation, your teacher will give you the details of how to submit.

2. WORD COUNTS FOR ASSIGNMENTS

Where a **word count** has been set for any 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).

¹ Times New Roman, Cambria, Calibri or Arial are all good.

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 form² 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

An assessment submitted up to one week (7 days) after the due date without a formal extension being granted will incur an academic penalty equivalent to a 10% reduction in marks, normally equivalent to two grade steps.³

An assessment submitted more than one week after the due date but no more than two weeks (14 days) after the due date will be marked, but will not be awarded a grade other than a “Pass” or “Fail”. The maximum mark the assignment will receive is 50% (Pass).

An assignment submitted more than two weeks after the due date by default will receive a “Fail” grade unless an alternative submission date has been negotiated and approved by the Academic Registrar.

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 teacher. 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.

Please refer to the Assessment Regulations in the Carey Academic Regulations for full details.

² The Extensions form is on CareyOnline under “Forms for Student use”.

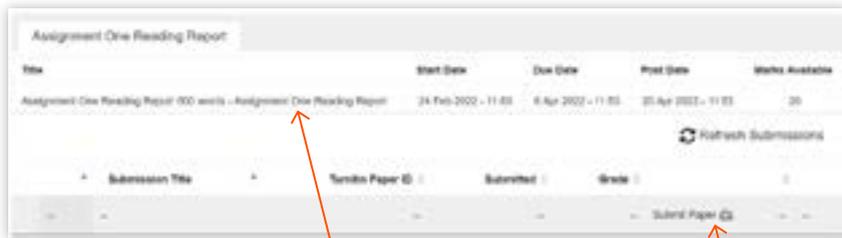
³ See page 11 for a chart of Carey Grades/%'s.

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 find the symbol below, which will have the assignment number or name next to it.



Click on the assignment and the screen below will appear:



Check that it is the correct assignment

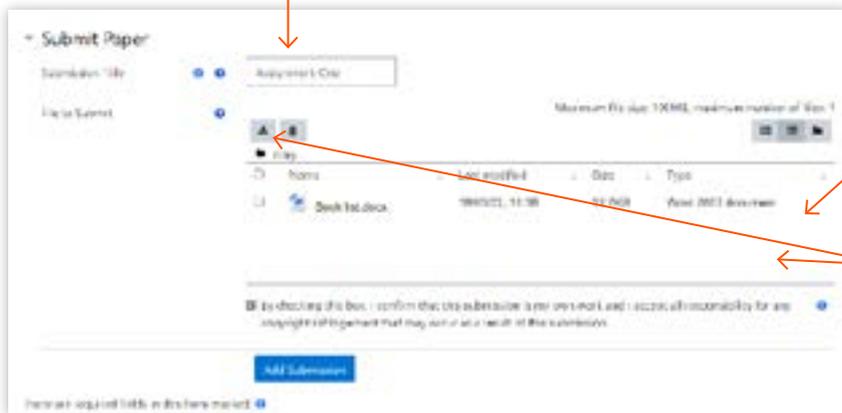
To submit click “Submit Paper”

This screen will appear:



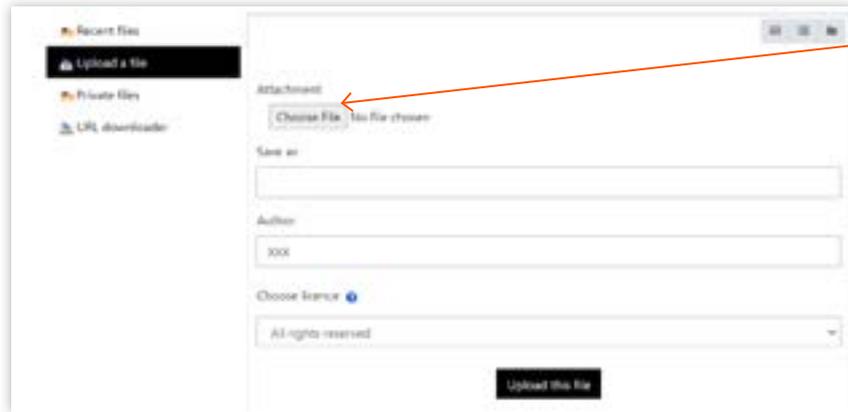
There are several steps to submitting: a title, upload a file (your completed assignment), and submit.

Title for your assignment here



You can drag and drop your file here

Or click either here or here and a box will appear



Click here and browse for your file

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

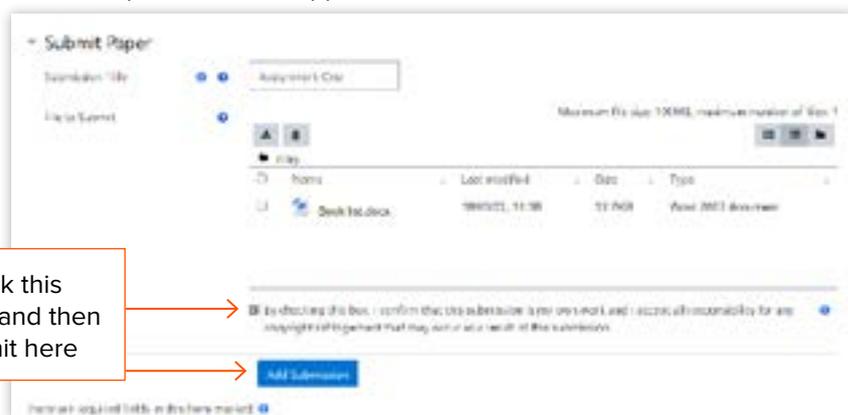


If your file is too large (not likely, but possible), you will get the following message:



If you forget to upload the file, it will tell you

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



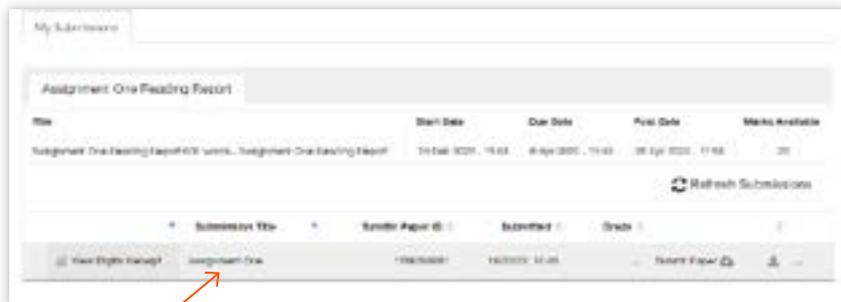
Check this box⁴ and then submit here

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

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



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



SUCCESS!!

You will also receive a confirmation email.

How to view your marked assignments

First, 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:



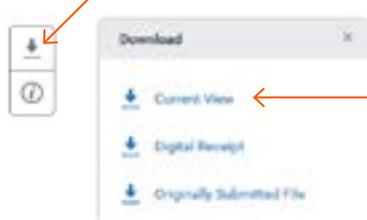
You will see your grade, and several other useful pieces of information. If your grade does not appear, it may not have been released by the teacher. They usually wait until all assignments are submitted and marked.⁵

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—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 the comments appear on a separate page/pages at the end of your assignment.

CAREY GRADING SYSTEM

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

Pass grades		Fail grades		Additional grades	
A+	90-100%	B-	65-69%	D	40-49%
A	85-89%	C+	60-64%	E	below 40%
A-	80-84%	C	55-59%	Fail	Ungraded fail
B+	75-79%	C-	50-54%		
B	70-74%	Pass	Ungraded pass		
				DNC	Did Not Complete
				W	Withdrawn

⁵ For details of % to grade, see the Academic Regulations, Assessment regulations, “Grading Criteria”.

How to read a Turnitin Similarity Report

A Similarity Report is automatically generated when you submit an assessment using Turnitin in CareyOnline. Most of Carey's assessments use Turnitin to help validate the originality of student work. The teacher will typically receive and read this report after the due date for the assessment.

For level 4 courses and core level 5 courses, students can submit draft assessments and *view the Similarity Report before the due date*. The Similarity Report show parts of the assessment where your work is the same as that of someone else.

A good helpful video can be found here:

<https://www.youtube.com/watch?v=6bjnVRVldJA>

KEY POINTS TO NOTE

Relax—the Similarity Report is just a guide to help you get better at your academic writing and referencing!

The percentage figure simply shows areas of your work that appear to be similar to other work (internet, other students' writing, books and journals etc). The goal is NOT to get the percentage to zero!

Sentences or phrases that are shown to be similar AND that have been correctly referenced or cited show in a *positive* way how you have researched your topic!

Blocks of text that are shown to be similar but that have NOT been referenced correctly are the key places to focus your attention.

Look for large blocks of text that are highlighted in the report as being similar to other sources. Think about how you have used the original material, *how well you have paraphrased*, and have you *referenced* the source material?

HOW TO ACCESS THE REPORT

Go to the assessment page and click on the relevant assessment:



The details of your submission will appear below the assessment details:

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Doc.Draft	123456	04/01/2020	10%	-/100
Submitted	123456	04/01/2020	10%	-/100

Date and time submitted

You want this—the similarity report—click here and it will take you to your assessment

You will not see the grade until it has been marked

This can take a minute—as you are transferred to the Turnitin website:



On the right-hand side of the screen is this bar:

Match Overview gives an overview of sources of similarity—the number is the overall % similarity

All Sources gives you a list of similarities in % order from largest to smallest



UNDERSTANDING THE REPORT

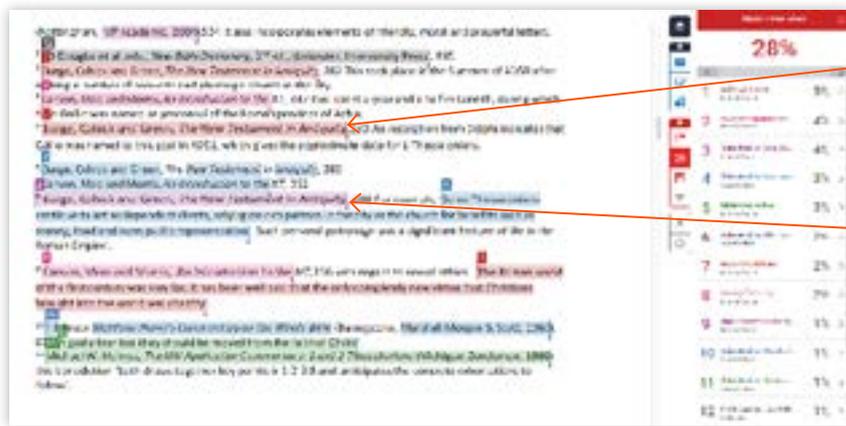
Use Match Overview—this groups your similarities.

This needs to be checked out—if you click on it—it will take you to the section in your assessment

However, these small phrases or short sentences are possibly random. But check if it is something you should have referenced.



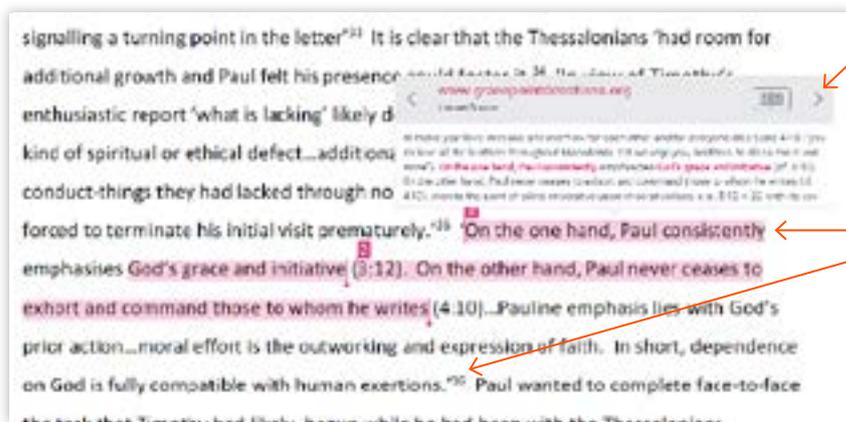
You can see that the numbers on the right correspond to the numbers in the assessment.



This is a book another student has used—this is fine

#3 is material submitted to Carey by other students—this is fine

There may be several places in your assessment that make up the % shown, if you click here, you will go to the next section under that number. It is also colour coded, 2 is pink, etc.



This is part of a quote, and it is footnoted—it is fine

Remember—what you are looking out for is **large blocks of text** (more than a sentence or two) that are **NOT** in quotation marks and are not referenced. This means you are passing off someone else’s work as your own. This is plagiarism. You need to either:

- Reword and then reference the section.
- Or use quotation marks and then reference the section.

Just because your report does not highlight any text does not necessarily mean that there are no plagiarism issues. **Make sure you reference all original source material properly!**

When you submit your work, you are declaring that it is your own work, from your own research and represents YOUR thinking, and that you declare explicitly where and when you have used other material and ideas.

It is quite acceptable to get a Peer Writing Assistant appointment to help you understand your report and how to make the required changes. You can also ask your teacher or other student support staff.

RESUBMITTING YOUR ASSESSMENT

After 24 hours you can resubmit your assessment with any corrections you have made.

When you are ready, you resubmit in exactly the same way as usual. The only addition is a box pops up and asks you to agree to overwrite the previous submission. Say yes.

You can submit several times—but you will **need to leave 24 hours between each submission.**

So, plan to write your assessment well before the due date.