



## Submission of written assignments

### 1) Presentation

- Assignments may be hand-written if necessary, but if possible should be typed or word-processed.
- Please write or type on A4 paper using double spacing between lines and leave a wide margin.
- Please number all pages and also make sure that every page carries your name.
- Please do not present assignments in binders: simply staple sheets together or collate using treasury tags. It is also possible to submit assignments by email.
- Please observe the word limit carefully: work substantially over the limit may not be taken into account in assessment; assignments significantly below the limit may not be assessed favourably. The word count does not include the bibliography, and need not include footnotes.
- All assignments should include a bibliography and footnotes, ideally following a recognised system of academic referencing (for example, the Chicago Manual of style, see [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) ) but always being clear and accurate in citing sources.
- All assignments should include a cover page with the title, student's name, course and tutor details, submission date, word count and a statement about plagiarism (see section two below). A template for a cover page is attached.

### 2) Plagiarism

- Students are expected to have read several books or other appropriate sources of information about the subject of their assignment, and should refer to these sources in their assignment.
- In making reference to their sources, students should always make it clear when they are quoting a source and should never give the impression that ideas or words drawn directly from other people's work is their own.
- Students may ask other people to read through drafts of their assignments and comment on them, particularly in relation to clarity of language and sequence of thought. However, they should not incorporate other people's work, or in effect allow others to write the assignment, or sections of it, for them.
- If students wish to use other people's ideas, they must acknowledge the source. It is perfectly proper to agree with ideas and theories found in sources provided that there is due reference made to the source.

### **3) Submission dates and extensions**

- There is a firm submission deadline set for each assignment and students are expected to submit work for assessment to the course tutor on or before that date.
- In special circumstances students may ask the course tutor for an extension of up to two weeks at the discretion of the tutor.
- If a longer extension is required, the Director must give permission: this will only be granted in exceptional circumstances (for example, bereavement or prolonged ill health).
- Requests for an extension should normally be made and granted in writing or by email in advance of the submission date.
- Assignments submitted after the submission date, without an extension having been requested or granted, may not be marked by the tutor.

### **4) Marking and assessment**

- StACCS aims to ensure that student's assignments are returned with feedback as quickly as possible, subject to the requirements of moderation.
- All student assignments will be marked by the course tutor. Assignments will be returned with an Assignment Feedback Form on which the tutor will indicate whether the assignment is ready for credit, not worthy of credit or borderline.
- Tutors will indicate to students the likely timetable for assessment and moderation.

## ***Assignment cover page template***

*All assignments should be submitted with a cover page containing the following elements:*

**Assignment title:**

**Student's full name:**

**Course name:**

**Tutor:**

**Submission date:**

**Word count for assignment:**

**Statement of authorship:**

I, *<insert student name>*, confirm that the work I have submitted for assessment is my own work. The work of any other people which is included in this assignment is attributed clearly to the source with appropriate references. I understand that St Albans Centre for Christian Studies to investigate suspected cases of plagiarism, and reserves the right not to assess work in which plagiarism can be demonstrated.