

E-Submission Policy

Responsibility for Policy:	Registrar and Deputy Chief Executive
Relevant to:	All LJMU Staff, Students and Academic Partnerships
Approved by:	Academic Board, 28 June 2017
Responsibility for Document Review:	Director of Teaching and Learning Academy
Date introduced:	June 2015
Date(s) modified:	June 2017
Next Review Date:	June 2018

RELEVANT DOCUMENTS

RELATED POLICIES & DOCUMENTS

- Anonymous Marking Policy
- Turnitin Policy

Electronic Submission of Coursework Policy

LJMU policy requires, *as a minimum expectation*, all coursework items meeting the following criteria to be submitted electronically:

- a single file
- in Word or pdf format

Electronic submissions for summative assessment must be anonymised in compliance with LJMU Marking of Anonymised Coursework and Examination Scripts Policy.

Additional Information

- The policy does not prevent subject or programme areas applying e-submission to other items outside the criteria e.g. multiple files, formats other than Word or pdf. However, it is recommended that the total submission file size should not exceed 20MB.

The policy does not prescribe:

- how submitted coursework should be marked
- how feedback should be provided to students.

Academic staff are encouraged to use electronic methods of feedback and marking, where possible. Where coursework is submitted electronically, duplicate paper-based copies *must not be requested*.

Electronic submission will be via the University's virtual learning environment.

For programmes that use Turnitin, anonymised submission functionality is available and should be used.

Provision of Information to Students and Student Support

Explicit instructions to students on how they should submit a specific item of coursework should be included in the module guide and also in the online instructions for each submission.