



ICHAS

Section 7– Policies and Procedures on Teaching, Learning & Assessment

Subject:	Procedures associated with Online Submission of Assignments		
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Online Submission of Assignments		

INTRODUCTION

Assignments are submitted using the assignment submission utility within the learning management system. Its capabilities can be enhanced with suitable plugins, including originality support software. Several redundancies are available to ensure that this system does not fail. Students are encouraged during their induction to use OneDrive to maintain a cloud accessible version of their assignments to prevent loss of file.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Educational Technology Manager	Training and providing resources in relation to online submission. Submission facility setup and maintenance.
IS Manager	Security of data. Submission infrastructure.
Registrar	Ensuring mechanisms are in place to teach students about originality and referencing. Ensuring clarity or expectations regarding good Academic Practice and specifically expectations regarding Academic Integrity.

PROCEDURES

The following procedures relate to Uploading of Student Assignments

1. All assessment work/projects are to be submitted electronically to the LMS on or before the specified deadline. These assignments are date and time stamped.

- a. Submitted assignments may be replaced with a revised assignment at any point up until the specified deadline. Revisions are also date and time stamped.
2. It is not possible for students to amend or change assignments after the specified deadline has passed.
3. Where multiple versions are submitted in advance of the deadline, the final version submitted prior to the deadline will be taken as the intended submission.
4. Where an assessment has been uploaded by the submission deadline, second or subsequent versions will not be accepted in lieu of the original submission after the deadline has passed, and the original submission received by the deadline will be graded only.
5. It is the student's responsibility to ensure that assignments are successfully uploaded using the correct assignment submission link and students are advised to check and ensure that this is the case.
6. In cases where more than one document file must be uploaded as part of an assignment, students must ensure that all files specified in the assignment brief are uploaded. Failure to upload all required files will be deemed incomplete submission and result in a zero grade.
7. Late submissions may be penalised, or not accepted. Failure to submit or successfully upload an assessment will be deemed non-submission of the assessment.
8. Students are advised to retain a copy of the assessment work/project submitted. Any work not submitted by the assessment deadline will be given a mark of zero.
9. All requests for extensions have to follow the request for extension procedure that's in place at the College. Extensions are granted in line with the procedures associated with extensions.
10. Students must adhere to academic integrity when submitting assignments.
 - a. Students may review a Vericite similarity score, which indicates how similar the submitted work is to a comprehensive database of published academic journals, books, and previous student submissions.
 - b. Students are advised on how to use their similarity score to evaluate their work, and the steps necessary to avoid academic misconduct and plagiarism. This includes how to revise work to improve its academic integrity.
11. Where an assignment requires students to submit an audio-visual recording (e.g. as part of a roleplay or simulated client session), students must use the LMS function to record these directly to the assignment activity on Moodle. Students may access support materials to assist with same. Students are responsible for ensuring that their recording is of sufficient audio and video quality for their assessor to grade. In cases where students are unable to use the video recording software within Moodle for technical reasons (e.g.

broadband speed, software or hardware issues), they must upload their recording to their ICHAS OneDrive, and submit a word document containing a link to their video file. The share settings for the video file must be set to “Anyone with this link can view”.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the processes associated with Electronic Submission of Assignments:

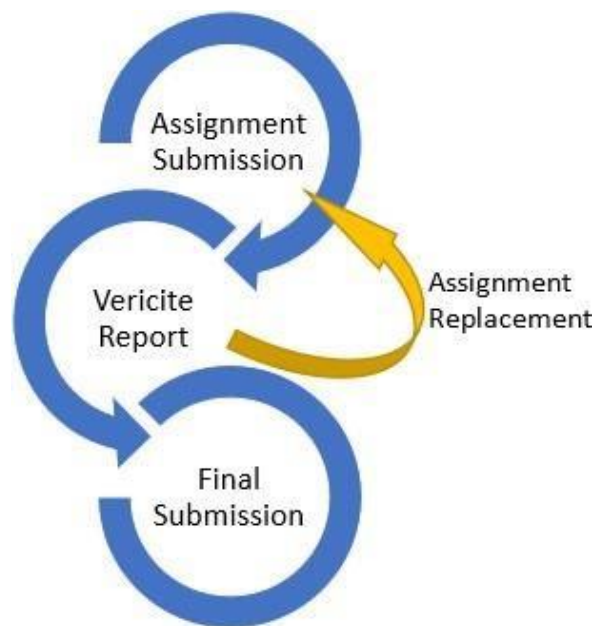


Figure 1 - Overview of Procedure for Electronic Assignment Submission and Resubmission (if necessary)

Linked Policies and Procedures

Linked Policies	Policy on Online Submission of Assignments Policy on supporting students to engage with Blended Learning Policy on Assessment of Learners
Linked Procedures	Procedures associated with the Assessment of Learners