Title: Online submissions	
Document Type: Policy	
Location: Academic Handbook Section 2Z	
Version: 2.1	
Publication date: August 2015	
Author: Academic Services	
Approved by: Academic Board	
Last updated: July 2016	

2Z: The online submission of student assessments

Introduction

1. University staff are engaged in a wide range of assessment practice and students may be asked to submit work through a variety of mediums including online via Solent Online Learning (SOL) or hard copy to the assessment drop points. Where work is submitted for summative assessment it is important that the submission date and the specific submission mechanism are clearly identified in the course handbook. Guidance should be provided by the Unit Leader in the Assessment Brief.

2. This statement outlines University policy regarding the online submission of summative assessments via the University's SOL site.

Submission

3. Where they meet the criteria for electronic submission all text-based assessments, including PowerPoint presentations, must be submitted online via SOL which includes final submission to TurnitinUK's plagiarism detection software. Online submission is therefore a requirement for all text-based documents of the following file types:

MS Word (.doc or .docx), WordPerfect (.wpd), PostScript (.eps), Portable Document Format (.pdf), HTML (.htm or .html), Rich Text (.rtf), Plain Text (.txt) and PowerPoint (.ppt or .pptx).

The file size should not exceed 40MB. Files larger than 40MB but less than 500MB can be submitted via the SOL assignment upload tool.

4. Dissertations should also be submitted online where the file size is less than the Turnitin file size limit and printing is not required.

5. Where they meet the criteria for electronic submission video and audio-based summative assessments can be submitted via the SOL assignment upload tool using the video option where the file size does not exceed 500MB. (Staff should contact Solent Learning and Teaching Institute (SLTI) to enable this feature). Supported file types include:
    Video (.mp4, .m4v, .avi. .wmv, .mov, .mpeg)
    Audio (.mp3, .WAV, .wma)

6.   Where they meet the criteria for electronic submission other digital file types that are not text, audio or video-based can be submitted via the SOL assignment upload tool using the 'file upload' option where the file size does not exceed 500MB. Examples could include software project files, design files, zipped folders.

7.   The use of the TurnitinUK plagiarism detection software as part of the submission process is intended to support students in developing good academic practice. Turnitin provides an originality report that identifies text which may be plagiarised. Students are encouraged to submit drafts to the system in advance of final submission in order to check the content of their work.

8.   Students who submit to SOL/Turnitin as part of summative unit assessment, will not be required to hand in a hard copy of their work; any hard copy submissions by students in respect of units designated for online submission will not be marked.

Marking

9.   Unit teams are strongly encouraged to mark online submissions electronically. Electronic marking facilitates comprehensive and faster feedback to students and timely moderation by External Examiners who can access a wider range of student work online. There are demonstrable gains for the University and its students in supporting online marking

10.   Work marked online will be actioned and returned to students in accordance with the University's Assessment Practice policy.

11.   All members of the unit team must mark the assessment element in the same way i.e. either all online or all hard copy.

12.   Where teaching teams feel unable to mark online then assessments submitted online can be downloaded and printed for marking.

Anonymity

13.   0nline assessments are submitted anonymously. Where printing of text-based submissions is required, student identities are revealed, therefore printing should take place only in exceptional circumstances.

File identity

14.   All online submissions must include the unit code and the Student identification number in an appropriate place. For text-based submissions this information should be included in the title page.

Deadlines

15.   The deadline date for online submission will be the hand-in date given for the submission of the assessment and there is a common University deadline time for online submission set as 2200 hours Monday - Friday. Assessments submitted online must be fully uploaded before 2200 hours on the deadline date set, assessments uploaded after 2200 hours will be marked as late even if the student started the upload before 2200 hours. All deadline times are British local time. Support will be available to students up until the submission deadline time. All student assessments submitted after the deadline will be treated in accordance with the University's Assessment Policy regarding the late submission of coursework.

2Z.2

Student procedures

16. Operational guidance to students regarding the submission of work online will be available within individual unit sites on SOL. Separate procedures will also provide additional information to support student engagement with online submission.

Disabled students

17. There has been no requirement to make additional provision for disabled students. However Academic Services should be alerted to any emerging issues so that early action can be taken to ensure equality of experience for disabled students

Student Debtors

18. Where unit tutors specify online submission, no exemption is made for student debtors who may be unable to access the University's systems due to imposed sanctions. Students who are unable to access IT facilities because they are in debt to the University for outstanding tuition fees will record a non-submission for assessments where they are unable to submit electronically. The University's assessment regulations will be applied accordingly.

19. Any hard copy assignments submitted by student debtors will not be marked.

Archiving

20. Work submitted to Turnitin is stored indefinitely subject to a request by any institution to delete archived work. Submitted assessments will be retained in accordance with the University's Maintenance of Records policy.

Data Protection

21. In submitting student work to Turnitin the University may pass personal data (where personal data is included in the submitted file) to a third-party, iParadigms, the company which owns the software and processes the information. A student may at any time object to the processing of their data but limited to where it is likely to cause them distress. The scope of the objection is in terms of the use of personal information and does not encompass a right to object to the University's use of plagiarism detection software.

22. If students submit video and audio assignments electronically, the file itself together with any metadata associated with the file will sit in Medial's (formerly Helix) media library which is hosted with Amazon web services.

23. In order to address any ambiguity in approval to process personal data, students will be asked to confirm agreement through Turnitin. Where students do not provide such agreement then arrangements will be made to submit the work anonymously on an individual basis, these arrangements must be agreed and in place before the deadline.

Training

24. Academic and professional support staff should contact SLTI for guidance and support relating to online submission. Support for students is provided both online and via Learning Centre helpdesks.

2Z.3