

ASSIGNMENT SUBMISSION

Guidelines and Do & Don't

Unit Aim



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- The aim of this presentation is to highlight and inform learners on the
 - ▣ Assignment submission process
 - ▣ Assignment writing guidelines
 - ▣ Revised Malpractice and AI Detection Policy



PLAGIARISM AND ASSESSMENT MALPRACTICE POLICY

EFFECTIVE DATE : 10 NOVEMBER 2014
REVIEWED BY : QUALITY MANAGER
NEXT REVIEW : NOVEMBER 2024
POLICY NUMBER : QA-09

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Assignment submission guidelines

Video Link- <https://youtu.be/z1fC9WJfYfl>



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GUIDANCE Video on how to write and submit the assignment

While preparing to write the assignment, the following has to be done

1. Declaration of originality
2. Write your name, unit name and the date on the cover page of the assignment
3. Write the tasks (copy them) as it is from the assignment brief.
 - > careful that you are not omitting any command verbs and copying the tasks as it from the assignment brie.
4. Best practice –
 - > insert page numbers
 - > write an introduction of 30–50 words
5. Writing the assignment, please ensure that you are
 - > writing in 3rd Person
 - > not using too many times bullet point, but instead writing in paragraphs
 - > take note of the command verb – e.g. explain, describe, analyse, evaluate, demonstrate.
 - > if you're writing over 5000–5500 words, exceeding that limit, then alarm bell should sound.
6. Malpractice
 - > scans on the assignment – Plagiarism scan and AI detection scan.Similarity has to be less than 20% and the AI detection scan score also has to be less than 20%

Submission of assignments



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- Submission of the assignment is done on email to
 - Learnerwork@ukversity.co.uk
 - The learner get an acknowledgement receipt
 - The turnaround time for feedback is 5-7 working days

While submitting the assignment, the following has to be done

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- 1. Declaration of originality – this has to be submitted along with every assignment on email.
- This can be download from MOODLE and is present as a document in the Pre-enrolment section of the course.

Declaration of Originality Form

This form **must** be completed and signed and submitted with all assignments.

Please complete the information below (using BLOCK CAPITALS).

Name	_____
Student Number	_____
Course Name: ATHE	_____
Assignment Number/Name :	_____

An extract from the Centre's Statement on Plagiarism is provided overleaf. Please read carefully THEN read and sign the declaration below.

I confirm that this assignment is my own work and that I have:	
Read and understood the college's guidance on plagiarism	X
Clearly referenced, in both the text and the bibliography or references, all sources used in the work	X
Fully referenced (including page numbers) and used inverted commas for all text quoted from books, journals, web etc.	X
Provided the sources for all tables, figures, data etc. that are not my own work	X
Not made use of the work of any other student(s) past or present without acknowledgement. This includes any of my own work, that has been previously, or concurrently, submitted for assessment, either at this or any other educational institution.	X
Not sought or used the services of any professional agencies to produce this work	X
In addition, I understand that any false claim in respect of this work will result in disciplinary action in accordance with College regulations	X
DECLARATION:	
I am aware of and understand the College's policy on plagiarism and I certify that this assignment is my own work, except where indicated by referencing, and that I have followed the good academic practices noted above	
Signed: _____	

Announcements ✓ Edit

Learner Handbook ✓ Edit

Level 4 Management for Health and Social Care Course Handbook ✓ Edit

All Unit Summary Sheet ✓ Edit

Harvard Referencing ✓ Edit

Command Verbs Explained ✓ Edit

Essay Formatting ✓ Edit

What makes a good assignment-UK Versity ✓ Edit

Declaration of Originality form ✓ Edit

Obs Record Sheet ✓ Edit

Feedback form ✓ Edit

Harvard Referencing ✓ Edit

Table of Content ✓ Edit

Quality Policies ✓ Edit

Click on the image below to watch the Induction video which cover

1. Moodle demonstration and it's content
2. Feedback and Assessment process
3. Submission email for assignments.

Click on the Recording link to watch the induction

Assignments to be submitted to learnnetwork@ukiversity.co.uk

Plagiarism and Malpractice Policy-2023 ✓ Edit

Assignment



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First page of the assignment

- ❑ On the first page of the assignment, kindly include
 - ❑ Write your name,
 - ❑ Unit name,
 - ❑ Insert page numbers,
 - ❑ Date of submission,

Writing the Tasks

- ❑ Write the tasks (copy them) as it is from the assignment brief.
- ❑ Take note of that you cannot omit the command verbs from the tasks
- ❑ Always copy the tasks as it from the assignment brief.

Do's and Don't



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Best Practice

- Always write an introduction of 30-50 words
- This tells the assessor that whether you are using the assignment brief scenario or your own example organisation to mention in the evidence
- Try to write the assignment in 3rd Person
- Avoid using bullet point, but instead writing in paragraphs
- Take note of the command verb - e.g. explain, describe, analyse, evaluate, demonstrate.
- Avoid writing over 5000-5500 words, exceeding this limit should sound alarm bells because
 - The similarity on the assignment would tend to increase beyond 20%
 - You may be digressing from the task

Malpractice

1. Refer to the Malpractice and Plagiarism policy on MOODLE
2. As a college we have to scan the assignment for Plagiarism scan and AI detection
3. This is an Ofqual and awarding body guidelines which has to be followed when doing assessment of learner assignments
 1. Similarity has to be less than 20% and
 2. The AI detection scan score also minimal. i.e it should be human.
 3. Kindly refrain from using the paraphrasing and AI / essay writing software for doing the assignment, as this can be detected by Turnitin
 4. If the scans show plagiarism and use of AI to write assignment, a warning would be issued.
 5. If this re-occurs, then the unit grade will be marked down to a Pass and if the qualification is not graded, then the unit will be marked as failed.

Plenary



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- Any queries or questions, kindly email –learnerwork@ukversity.co.uk.
- Submission of assignment to be done on learnerwork@ukversity.co.uk.
- Assignment submission is after 2 weeks of the completion of the units and its delivery
- If you are unable to submit, then send an email to learnerwork@ukversity.co.uk to ask for extra time

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