Standard Wording for Assessment Folders on Brightspace
Updated: 13/12/2019

For draft submission folders at levels 3, 4 and 5:

This folder is for you to submit your DRAFT SUBMISSIONS ONLY (unlimited attempts). This will allow you to check use TurnItIn (Tii) as a development tool and also enables you to check your originality report. If you have any queries or concerns regarding the Tii report, please refer to the guide (https://libguides.uos.ac.uk/brightspace-student-support/assessment/tii) or contact an Academic Skills Advisor.

For draft submission folders at levels 6 and above:

This folder is for you to submit your DRAFT SUBMISSIONS ONLY (1 attempt). This will allow you to use TurnItIn (Tii) as a development tool and also enables you to check your similarity report. If you have any queries or concerns regarding the Tii report, please refer to the guide (https://libguides.uos.ac.uk/brightspace-student-support/assessment/tii) or contact the Academic Skills Advisors.

You will not be able to resubmit an updated draft after your first attempt.

Once a submission has been made, you can view the Tii originality report by clicking on 'submission' to return to the draft submission area. Your final submission MUST be made into the appropriate submission folder before the agreed deadline.

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Your final submission MUST be made into the appropriate submission folder before the agreed deadline.

For first submission folders, where the three-day late submission applies:

Please submit your assignment here before 12:00 noon on DATE.

If you do not submit on time, you will be able to submit work through this submission folder until 12:00 noon on DATE. Please note any work submitted after the first deadline will be considered as late and your result will be capped at the pass mark. Late submissions can only be accepted if this is the first time you have attempted this assignment i.e. the full range of marks is open to you.

The last piece of work you submit will be marked. If you have submitted on time and choose to submit again after the initial deadline, your work will be classed as late and your result will be capped.

If you have applied for an extension, and it has been granted, please submit your assignment before 12:00 noon on the date that has been sent to you in the Extenuating Circumstance confirmation email. Late submissions are not applied to extensions.

For first submission folders that do not have a three-day late submission applied:
Please submit your assignment here before 12:00 noon on DATE.

Late submissions are not applicable to this assignment.

If you have applied for an extension, and it has been granted, please submit your assignment here before 12:00 noon on the date that has been sent to you in the Extenuating Circumstance confirmation email.

For resubmission following a Board please split into Refers and Defers folders:

**Refer resubmission wording:**

Please resubmit your assignment here before 12:00 noon on DATE.

Late submissions are not applicable to this assignment.

If you have applied for an extension, and it has been granted, please submit your assignment here before 12:00 noon on the date that has been sent to you in the Extenuating Circumstance confirmation email.

**Defer submission Wording:**

Please submit your assignment here before 12:00 noon on DATE.

If you do not submit on time, you will be able to submit work through this submission folder until 12:00 noon on DATE. Please note any work submitted after the first deadline will be considered as late and your result will be capped at the pass mark. Late submissions can only be accepted if this is the first time you have attempted this assignment i.e. the full range of marks is open to you.

The last piece of work you submit will be marked. If you have submitted on time and choose to submit again after the initial deadline, your work will be classed as late and your result will be capped.

If you have applied for an extension, and it has been granted, please submit your assignment here before 12:00 noon on the date that has been sent to you in the Extenuating Circumstance confirmation email. Late submissions are not applied to extensions.