**Electronic submission of assignments – HNC/HNDs**

For academic year 19/20 the following guidance applies to all formative and summative assessments. You will be required, as standard, to submit prior to your 4pm deadline. Where Turnitin is required, you will be required to include your digital receipt.

1. Complete the assignment cover sheet
   1. Available to download from <https://www.ucp.ac.uk/policies/>
   2. All required fields must be fully completed
   3. Save the document with the following description, “Student ID-Staff Marker-Due Date dd.mm.yy” e.g. P110107328-Liz Knight-24.03.20
2. Email the following to [ucp.assignments@peterborough.ac.uk](mailto:ucp.assignments@peterborough.ac.uk)
   1. In email subject title, use the same description “Student ID-Staff Marker-Due Date dd.mm.yy”
   2. Attach the assignment, Turnitin evidence (if required), self-declaration and cover sheet
   3. The date and time of the email will be used as your submission date and time. Please ensure that you allow for potential upload delay or technical difficulties.
3. You will receive an automated response to confirm receipt of your submission

Please DO NOT e-mail to tutors directly as this will not be logged as received. **Only** assignments sent through the [ucp.assignments@peterborough.ac.uk](mailto:ucp.assignments@peterborough.ac.uk) will be accepted and marked.