To aid the submission process, we wish to provide you with instructions and illustrations of how to name and save your assignment submission. This way of naming assignment submissions has always been encouraged; however this year is being enforced to ensure greater efficiency of marking and compliance with various University and Data regulations.

Once you have completed your assignment and ensured that the first page of this assignment includes the Assignment Cover Page Template (<http://www.queens-vle.org.uk/course/view.php?id=79>) in illustration 1., save (using Word or PDF) and name your submission using the instructions on illustration 2.

 

**Illustration 1.**

**Illustration 2.**

As an example, the correct way to name your submission is;

 Durham TMM1437 (QDC) Component 1 999999

 Newman QF406 (QRC) Component 1 999999

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Group** | **Component** **(if applicable and you have multiple components to this module)** | **Student Number** |
| TMM1437 | (QDC) | Component 1 | 999999 |
| QF406 | (QDC) | Component 1 | 999999 |

If you do not name and save your assignment submission correctly (using PDF or Word), Registry will contact you to inform you that your submission has been reverted back to draft on Moodle. This will enable you to change the submission file name and resubmit it. *You will not incur any penalty for having to resubmit this piece of work past the 1pm deadline*. Relevant information on naming and saving your assignment submission is detailed on Page 8 in the Academic Handbook. If you need any guidance, please contact the Registry Office directly.

We trust this information supports you and wish you well with you submission.