

## Non-standard Assessment Submission

Current guidance is centred around essay-based assessments, however an increasing number of IATL modules are being assessed by other methods including:

- Photos
- Videos
- Audio recordings
- Web pages
- Blogs
- Vlogs
- Journals

Here are a few Dos and Don'ts on submitting non-standard assessments. Please read these carefully and take note of the information provided.

### **DO:**

**Read the assessment brief** provided by the module tutor/s carefully. This will give details of assessment requirements and format, including maximum word lengths and file sizes (where applicable).

### **DO:**

**Allow sufficient time for uploading large files to Tabula.**

Files containing images and video/ audio files take to upload to Tabula than written essays. No exemption for late penalties can be given if assessment upload has not managed to be completed by the required deadline, even if the upload was started before that deadline.

### **DO:**

**Upload video assignments to Stream.**

1. Upload video to Stream.
2. Make the module convenor an owner in the Settings otherwise no one will be able to view or mark your video.
3. Upload a Word document to Tabula with your student ID, the link to the video on Stream, the video transcript and any references relevant to the video.
4. Check the assignment brief regarding the maximum length of any critical reflections/written piece required to accompany the piece

(Your module convenor will provide additional instructions and guidance)

### **DO:**

**Upload sound files (audio-only) to Tabula in MP3 format.**

For all video or sound recordings, a transcript, critical reflection or written piece relating to the assignment, bibliography and references should be submitted as separate document/s.

### **DO:**

**Try reducing the resolution of photos if the upload to Tabula is taking too long.**

**DO:**

**Avoid using time-limited -free subscription web-based software packages** for your assessment, as these could expire by the time your assessment is marked and moderated, resulting in work not being viewed and marked.

**DO:**

**Ensure that the PERMISSIONS are set correctly** on any files that you submit for assessment (especially those in video or webpage format), so that the markers and moderators are able to view the work. Default permissions settings limiting access are often overlooked by students, please ensure that you check and amend the permissions (as necessary) before submitting the file to Tabula. All work will need to be accessible for the External Examiners in the summer.

The preferred format for Essay submissions is **Microsoft Word**. Only submit files in **PDF format** which have selectable text so that it can be checked via Turnitin.

**DO NOT:**

**Submit files in PDF format which do not have selectable text**, as these cannot be checked via Turnitin. The preferred format for Essay submissions is **Microsoft Word**.

**DO NOT:**

**Leave it too close to the submission deadline to start uploading large files.** Due to the amount of time it may take to upload image/sound/video files to Tabula, LATE PENALTIES will be incurred if your file has not been fully submitted by the stipulated deadline.

**DO NOT:**

**Use a file type for your assessment that will not be accepted for submission by Tabula.** A full list of permitted file types can be found in the assessment guidance.

**WHO TO CONTACT IF YOU HAVE A PROBLEM:**

Any specific queries about the assignment, speak to the module convenor.

If your question is about how to submit assignments or use Tabula, email: IATL.modules@warwick.ac.uk

If you experience a technical difficulty whilst uploading your assignment, contact the IT helpdesk <https://warwick.ac.uk/services/its/serviceessupport/helpdesk> and contact us immediately so that we can log the issue and help you

Guidance on using Microsoft Teams can be found at <https://warwick.ac.uk/services/academictechnology/support/guides/other-guides/str-01/>