

Submission Guidelines

Please ensure that you have filled out a cover sheet (attached). We ask you to follow the procedures noted below when filling out the cover sheet before submitting a piece of work:

- Please make sure you have included your student ID number (**not** your candidate number), which is found on your college ID card.
- Please write your name as directed in the top right-hand box of the form; then fold this corner forwards and staple it in place, so that it **obscures** your name.
- Staple the form to the front of your essay, but do not position the staple so that it interferes with your printed text.

Please try to ensure you have bought along a pen and stapler for the submission, as the office is unable to provide these supplies.