**CeDAS**

**PDIS ASSESSED WORK SUBMISSION FORM**

Two copies of this form must be completed in full and attached to the front of your assignment.

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| **CANDIDATE NUMBER:** |  |
| **NAME**: |  |
| **NAME OF COURSE FOR WHICH YOU ARE SUBMITTING WORK:** |  |
| **TITLE OF ASSESSED WORK:** |  |
| **NAME OF TUTOR/MARKER:** |  |
| **TURNITIN RECEIPT NUMBER:** |  |

**TO NOTE:**

1. The deadline for all assessed work to be submitted is 9:00 am on the specified date. Work handed in after 9:00 am on the day of submission will be regarded as being late.
2. All assessed work that is required in hard copy must be submitted to IN002 (International Building) where it will be signed for.
3. Two copies of this form, downloadable from the CeDAS website, must be attached to all assessed work handed in: one copy will be retained by CeDAS as a record of submission.
4. You should submit two copies of all assessed work unless your student handbook specifies that you do not need to do so. If you are unsure, please check with the relevant tutor before the day of submission.
5. For work that *only requires electronic submission*, this form must be completed and emailed to Pre-Masters@rhul.ac.uk immediately after it has been uploaded to Turnitin.

**In submitting this form with your assignment you make the following declaration:** I declare that the coursework submitted is my own work and has not (either in whole or in part) been submitted towards the award of any other qualification either at Royal Holloway or elsewhere. I have attributed/referenced all sources of information used during the completion of my assignment, including all direct quotes with quotation marks. I am aware that failure to do so constitutes an assessment offence. I have not submitted this work as part of any other coursework.

If you are registered with the ESO and have a green sticker please make sure it is attached to this coversheet.

Signed: ……………………………………… Date: …………………………………..

*Office use: Staff signature: ………………. Date: …..………… Time: ………..…*