

**ROYAL HOLLOWAY INTERNATIONAL  
PRE-SESSIONAL ENGLISH LANGUAGE PROGRAMMES  
ASSESSED WORK SUBMISSION FORM**

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

**NAME:** .....

**TITLE OF ASSESSED WORK:** .....

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**NAME OF TUTOR/MARKER:** .....

**TUNRITIN RECEIPT NUMBER:** .....

**TO NOTE:**

The deadline for all assessed work to be submitted is 2 p.m. on the specified date. Work handed in after 2 p.m. on the day of submission will be regarded as being late.

1. All assessed work must be submitted to the specified location in the International Building where it will be signed for.
2. **Two copies of this form**, downloadable from the RHI website and the PELP Moodle Page must be attached to all assessed work handed in: one copy will be retained by RHI as a record of submission.
3. You should submit 1 copy of all assessed work for **PELP 1** and **PELP 2**. For **PELP 3** submit 1 copy of the draft essay and 2 copies of your final essay.
4. **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: .....

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