

Assignment submission procedure

Submission

All students please:

- present assignments by:
 - following guidelines in the ALC style guide [‘Write On!’](#) and the ALC [Assessment Policy and Procedure](#)
 - including essential identifying details on the assignment (eg use the [assignment template](#))
 - page numbering
 - include your name on each page of the assignment [eg in the footer]
- attach a completed *ALC assignment cover sheet* with each assignment
 - downloadable from the ALC website via www.alc.edu.au/alcforms.asp
- if submitting assignment electronically
 - Word or PowerPoint is preferred
 - PDF is not normally recommended except in special circumstances
 - Feel free to contact your lecturer regarding the use of PDF and any other formats
 - Name your file as ‘ALC assignment - yourname.doc’ rather than non-specific titles
 - put the assignment details in the ‘subject’ line of the email.
 - your name
 - unit code and/or title
 - assignment number or topic
 - be aware that attachment file size can affect download time and ability to be delivered [the bigger the attachment the greater the risk of non-delivery to ALC]
 - for large files, consider use of compression, either by zip or compressed PDF; alternatively submit via memory stick or disk
 - If using free email accounts, receipt of your assignment cannot be guaranteed.
- if submitting assignment in hard copy
 - corner staple cover sheet to the assignment
 - avoid use of plastic folders or sleeves
- sign and date the declaration of original work
- submit all assignments on or by the due date [or the approved extension date]
- request any extensions prior to the due date, as per the [extension policy & procedure: assignment/assessment or unit](#)
- keep a copy of the assignment for your own reference

Assignments are not to be submitted directly to the lecturer/marker. Submit via:

- email to: assignments@alc.edu.au
- post to: ALC
Attention: Assignments
104 Jeffcott Street
NORTH ADELAIDE SA 5006
- handing in to: ALC Reception
- fax to: 08 8267 7350

Receipt

- on receipt assignments are recorded and forwarded to the lecturer for marking
- emailed assignments will be acknowledged via return email
- hard copy/mailed/faxed assignments will be acknowledged by email on request

Return

- the lecturer will mark and result the assignment and record the results
- the assignment will be returned to the student as soon as practicable [normally within 3 weeks]
- if required, any assignment resubmission will be negotiated by the lecturer/marker