Further help
If you require further assistance with submitting your coursework, please go to a Student Zone or call the Central Enquiry Point on 0151 231 3179 during Learning Resource Centre opening hours.

Remember: Every piece of coursework is different so don’t assume you know how it’s to be submitted; ask your Lecturer for clarification or you could get it wrong.

Coursework Submission:
get it right

However you submit your coursework, you will be asked to declare that it is your own work. LJMU takes all cases of plagiarism and collusion very seriously – it’s no different than cheating in an exam – and all students found guilty of such misconduct could face a range of penalties ranging from a reduction in their module marks to expulsion from the University. Plagiarism isn’t worth the risk; if you are worried that your work isn’t up to the right standard or you are in danger of missing a deadline, talk to your Lecturer or contact your local Student Zone as soon as possible.
Did you know that you will be asked to submit coursework in different ways? Your Lecturers will explain how they want each piece of coursework to be submitted at the start of each module. If you are unsure, don’t assume you know what format it should take, ask for clarification. Otherwise you could get it wrong and that could impact on your final marks.

Coursework submission via the Student Zone in the Learning Resource Centres

**Standard submission**
This involves printing out your coursework and handing it in at the Student Zone of your local Learning Resource Centre (LRC). A standard submission cover sheet, available in all the LRCs, must be attached, stating your name, student number plus relevant programme and module deadlines.

**Anonymous submission**
LJMU already uses an anonymous marking system for formal examinations and now anonymity is being extended to coursework submission during 2010/2011.

Put simply, anonymous submission means that when you hand in coursework your name and student number will be kept from the person marking your coursework. This will reduce any bias, real or perceived, in how your coursework is marked. Don’t worry, this won’t affect any extenuating circumstances relevant to your submission. These will be taken into account during the moderation process that follows initial marking.

Anonymous submission cover sheets are available in all the LRCs and these must be attached to the front of your coursework. Please remember not to put your name or student number on any of your coursework pages otherwise your work won’t be anonymous. If you have any queries, talk to your Lecturer or contact your Student Zone.

Anonymous submission won’t be possible for all coursework, including that submitted electronically, but LJMU is hoping to extend this across more academic programmes and modules during 2011/2012.

Electronic submission

For some modules you will be able to submit your coursework electronically via Blackboard, LJMU’s virtual learning environment. As Blackboard is web-based, this means that you will be able to submit your coursework from any computer with an internet connection, which could be on or off campus.

Not only will this give you more time to work on your coursework but it means part-time students or those who don’t live locally, won’t have to make a special trip into LJMU to drop off their assignments. An email, stating the day and time when you submitted your work, will be sent to your University email account. Please make sure that you keep a copy of this for your records.

By introducing e-submission, LJMU hopes to improve how it delivers feedback to students. In some cases, it will also help the University detect possible cases of plagiarism.

Not all coursework is suitable for e-submission so it’s vital that you talk to your Lecturers and Module Tutors to confirm what format your coursework should take well in advance of your hand-in deadline.

More information on e-submission is available online via the Help tab in Blackboard or from the Student Zone of your local LRC.

If you are off campus and need help submitting your coursework, please fill in the online help form, available at www.ljmu.ac.uk/offcampus. Please note: this is not a 24-7 support service and is staffed during core LRC opening hours only.