



Date assignment received in General Office:

Received by:

Additional Support for Learning: COURSE ASSIGNMENT SUBMISSION FORM

NB Please ensure that your name, the course title and date are also on the front page of your assignment. All pages of your assignment should be numbered to facilitate marking. Enclose an addressed envelope for the return of your tutor's comments and marks.

Your name: _____

Matriculation number: _____

Your signature: _____

Date assignment delivered/posted: _____

Home address: _____

Postal Code: _____

Contact telephone number: (Daytime) _____ (Evening) _____

Course Title: _____

Course Code: _____

Course tutor: _____

Location of course delivery: _____

Start date of this course: _____

Programme /Award for which you are registered (if appropriate):

Date of commencement of programme (Month / Year): _____/_____

Number of courses already undertaken (including this one) _____

NB

- 1 You must complete all details above.
- 2 The completed form must be attached securely to the front cover of your assignment, along with an addressed (letter size) envelope for the return of your tutor's comments and mark.
- 3 Your submission should preferably be sent by Recorded Delivery post but it may also be handed in personally to:
General Office, Educational Studies, Charteris Land Room 3.08, Moray House School of Education, The University of Edinburgh, Holyrood Road, EDINBURGH, EH8 8AQ
Office hours are generally 9 a.m. to 4.30 p.m.
- 4 Please keep a paper copy of your assignment for your own records or in case of appeal. The copy of the assignment you send in will not be returned to you. It will be retained in the Department until after the next external examiners' meeting, and will be destroyed thereafter.
- 5 The Department endeavours to mark and return comments to you within 4 weeks of the official submission date. You should keep the tutor's mark and comment sheet safely with your own copy of the assignment, retaining it with all other assignments and tutor comment sheets until you have graduated. You could be called upon to produce these.