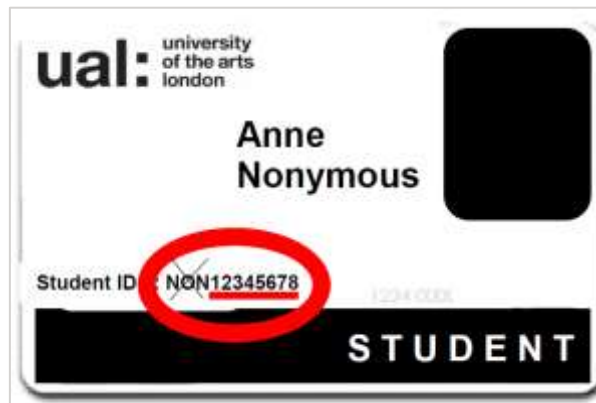


Submitting a Paper Anonymously

If your assignment should be anonymous please follow these steps:

- Your essay will be marked anonymously so do not put your name anywhere on your work, instead please enter the number part of your Student ID only (do not include the first three letters of your surname) in the header and footer.

~~NON~~12345678



- Submit the file in the format specified in your assessment brief and make sure your file name begins with the number part of your Student ID Number only

PREPARING YOUR WORK FOR ANONYMOUS MARKING:

When submitting work

- **DO NOT include your name or full student ID in the Submission Title or anywhere in the body of the work**
- **DO include your Student ID number without the first 3 letters of your surname in the Submission Title**

SUBMITTING WORK:

CORRECT:

A screenshot of a submission form titled "Submit Paper". It features a "Submission Type" dropdown menu set to "File Upload". Below it, the "Submission Title" field is highlighted with a green border and contains the text "12345678 - 'My Submission Title'".

WRONG:

A screenshot of a submission form titled "Submit Paper". It features a "Submission Type" dropdown menu set to "File Upload". Below it, the "Submission Title" field is highlighted with a red border and contains the text "John Smith SMI12345678 - 'My Submission'".

- You must include the Anonymised Essay Cover Sheet as part of this document.

Anonymised Assignment Cover Sheet

Student ID Number – number part only :	
Course Title:	
Unit Title:	
Assignment Title:	
Date:	
Assignment Question:	
Word count (excluding title page, bibliography and appendices):	

*All work contained within is my own work and conforms with
the [University guidelines on plagiarism](#)*

*No substantial part(s) of the work submitted here has also been submitted by me in other
assessments for accredited courses of study, and I acknowledge that if this has been done an
appropriate reduction in the mark I might otherwise have received will be made*

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london

- Ensure you keep the email receipt of your successful submission.
- View the [Anonymous Marking Policy](#)

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk



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