



- At the top of this page you will find a number of key documents and information and at the bottom of the page you will find the submission links for each assignment E.g:

- Click on the 'submit assignment' link for the assignment which you want to submit for and enter the following details:

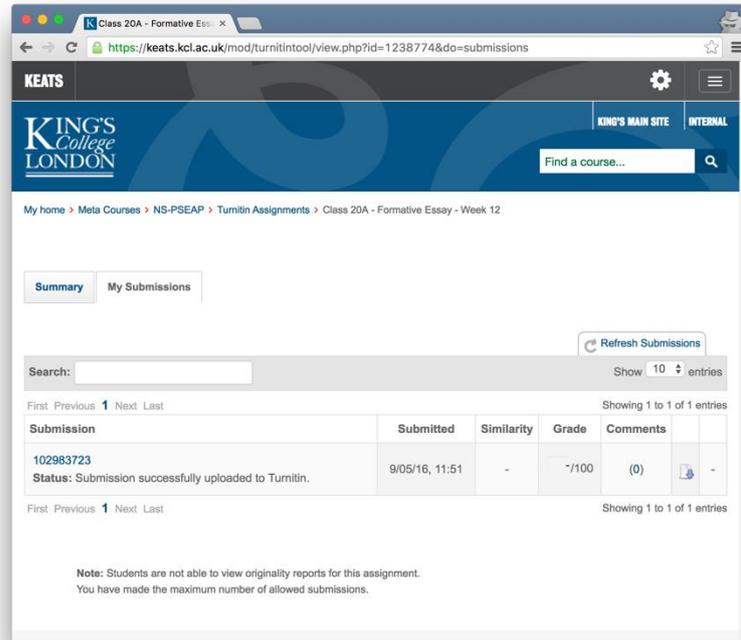
When uploading your file please ensure it is in .doc or .docx (for essays) and .ppt or .pptx (for PowerPoint slides) and use Microsoft Office.

You can download Office for free as King's student (see <http://tinyurl.com/kclofficefree> for details)

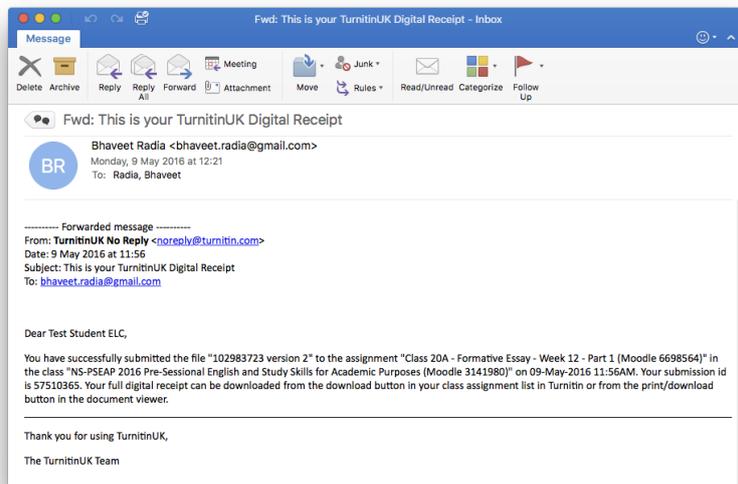
- Submission Type:** File Upload
- Submission Title:** This should be your Student Number. If you don't know your student number contact the Professional Services Team.
- File to Submit:** Click Choose File and Upload your file
- Then click **Add Submission**

### 3. Receive Digital Receipt

- Your assignment will take a minute to process and your submission will be confirmed on the screen.



- You will also receive a “digital receipt” which will be delivered to your King’s email address.



### Additional questions or problems?

If you have any issues or technical difficulties with your assignments, please contact the Professional Services Team:

- [elc@kcl.ac.uk](mailto:elc@kcl.ac.uk)
- +44 (0)20 7848 1600
- Reception, Drury Lane

Submission Do's and Dont's

- **Do** complete a coversheet and submit it with every assessment
- **Do** ensure that you submit an assessment to the correct module page
- **Don't** leave your submission to the last minute. Make sure that you submit your assessment in plenty of time as you may encounter technical difficulties which could cause you to submit work late. Late submission of assessments will be capped and the Mitigating Circumstances process does not generally cover technical issues as a reason for late submission.
- **Don't** put your name on any assessment unless you are told to do so. Tutors will mark assessments anonymously.