



The way in which your assignments are presented is important. The marker must be able to clearly see the questions and your answers. It is essential to ensure that the grammar and spelling are accurate and correct. You should use the checklist below as a guideline before submitting an assignment for marking:

- Use standard Arial font size 11.
- Use 1.5 line spacing.
- Have a 2.5 centimetre margin on the left hand side of the page and a 2 centimetre margin on the right hand side.
- Include page numbers.
- **Headings:** use 16 point Arial Bold for first level headings, and 14 point Arial Bold for second level headings. If a third level heading is required, use 12 point Arial Bold.
- Attach a completed **Statement and Confirmation of Own Work** to the front of the paper copy of your assignment. This is available on the NCC Education Campus [Policies and Advice](#) Section (under Personal Support).
- The first page of your assignment should be a title page, which should also state your name, NCC Education ID number and the name of the Centre where you are studying.
- Include a table of contents.
- Start each task on a new page and include the question at the top of the page.
- Ensure any diagrams, screen shots, PowerPoint slides, etc fit correctly on the page and be referenced, for example, Fig. 1, Fig. 2, etc.
- Check spelling, grammar and punctuation.
- You should also ensure that you proof read your document, because the above checks do not always pick up every mistake.
- Ensure you are aware of the word limit for the assignment and any regulations that apply if you exceed the word limit.
- Include the total word count at the end of the assignment.
- Use accurate Harvard referencing (see the document entitled **Referencing and Bibliographies** on the NCC Education Campus [Policies and Advice](#) Section (under Personal Support) and include a bibliography.
- Submit paper **and** electronic versions of the assignment by the deadline date specified. NB: Online programmes are only required to submit electronic copies of their assignments on Campus).
- Electronic documents must be readable by Microsoft Word 2003, and the document File Name should take the form “student number_student name_module title”.
- Print the document double sided if possible.

PLEASE NOTE: All assignments submitted will be checked for plagiarism.