

Feedback to Students regarding submission of Problem Sheets for Inter-collegiate classes for Parts B and C

Students at the JCCU in May 2009 raised the question of how to have a more secure way of submitting problem sheets.

Rather than submitting class work directly into the relevant boxes in the St Giles building you are now required to submit your work into submission envelopes. You will find these envelopes inside the box relevant to the class for which you wish to submit. There will be one/two envelopes per class and each envelope will be attached to a signing in sheet. On this signing in sheet you will find information on each class for example the class tutor, the teaching assistant and the time the class is held. Please ensure that this is the class you wish to submit for before putting your work inside.

On the signing in sheet you will find a table where you must enter your name, alongside your name you must enter the date on which you are submitting work for each class. For example the date you submitted work for the first class, second class, third class, etc. By the end of the term the dates next to your name should correspond the number of classes you submitted work for. So after the Teaching Assistant for the class has picked up your work they will replace the envelope in the box ready for you to submit and sign in work for your next class.

Just to clarify the boxes are still in the basement of the St Giles building. The envelopes will be found in the box relevant to the class and after submitting your work into the envelope please return the envelope to the correct box.

The Boxes have also been ordered and labels have been put up to make it easier to locate the box for your class.

e-mail sent to students 19th Oct 2009 SP