RULES FOR SUBMITTING FORMATIVE / SUMMATIVE ASSESSMENTS

The purpose of the assignment submission guide is to highlight key submission rules which must be adhered to when submitting your Formative 1, Formative 2 and Summative Assessments. This guide serves to ensure students do not commit submission errors which may result in penalties, your assignment not being marked and/or non-submission.

- It is the student's responsibility to ensure that the cover page of the assignment states the correct details, example: Student number, ID number, Contract number, module, and module code

- Is it the student's responsibility to ensure that the correct assignment cover page is attached to the corresponding assignment.

- Students must ensure that different module assignments are submitted as separate attachments. Example: HRM-1 module must be submitted as one attachment and BMG-1 assignment submitted as one attachment

- Students are to ensure that assignment submissions are in PDF format. Example: assignments sent to Google Drive, photo submissions and submissions completed on the body of an E-mail, or any other format other than PDF will not be marked.

- When submitting on iCan, it is the responsibility of the student to ensure that the **Final assignment** is not saved under "**drafts**"

- The institution will process the first submission received from the student. It is therefore the responsibility of the student to ensure that the assignment being submitted is complete and correct.

- E-mail submissions must only be made to:

  - hcbmsubs@iqa.ac.za (Higher Certificate in Business Management)

  - hchrsubs@iqa.ac.za (Higher Certificate in Human Resources Management)

  - hcmmsubs@iqa.ac.za (Higher Certificate in Marketing Management)

- Students are encouraged to submit via iCan and the E-mail addresses mentioned above.

- Students are not to make use of Postal services when submitting your Formatives or Summative. IQ Academy will not be liable for any late or lost assignment submissions made using postal services

Penalties – late submission

It is the responsibility of the student to ensure that Formative 1, Formative 2, and Summative assessment are submitted before or on the due date. **Assignments received after the due date will not be accepted nor processed for marking**.

Submission checklist

REQUIREMENT	TICK
Module code on cover sheet	
Name and Surname	
Correct Student number and ID number	
Submission in PDF format	
Correct assignment attached to the cover page	
Submission E-mail address checked	

Non adherence of the above submission rules will result the student's assignment not being accepted or processed for marking.

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