

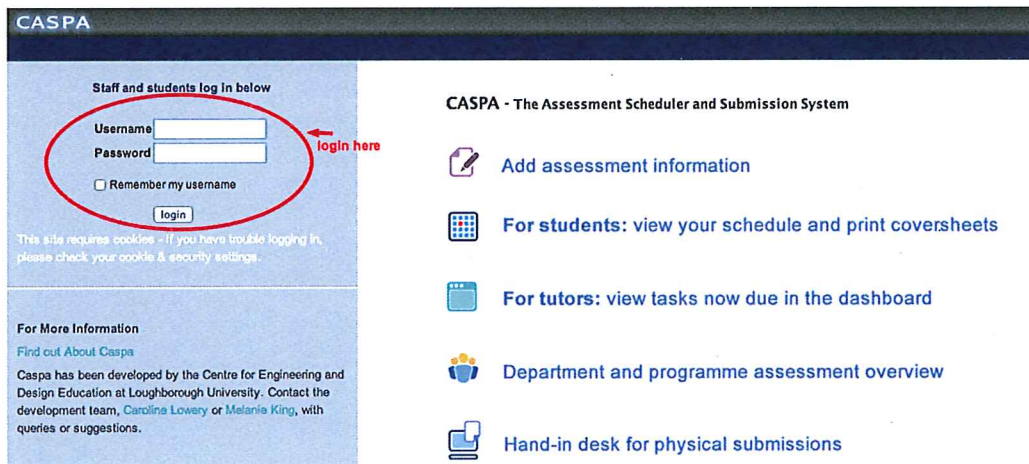
A GUIDE TO STUDENT COURSEWORK SUBMISSIONS USING CASPA

The School of Civil and Building Engineering is operating a new physical coursework submission system using CASPA (Coursework and Assessment Scheduler for Programme Administration). This means that when you submit physical coursework (eg reports, dissertations etc) **you will use a new coversheet when submitting your work** and you will receive an email receipt for your submission from CASPA.

Submitting your work using CASPA

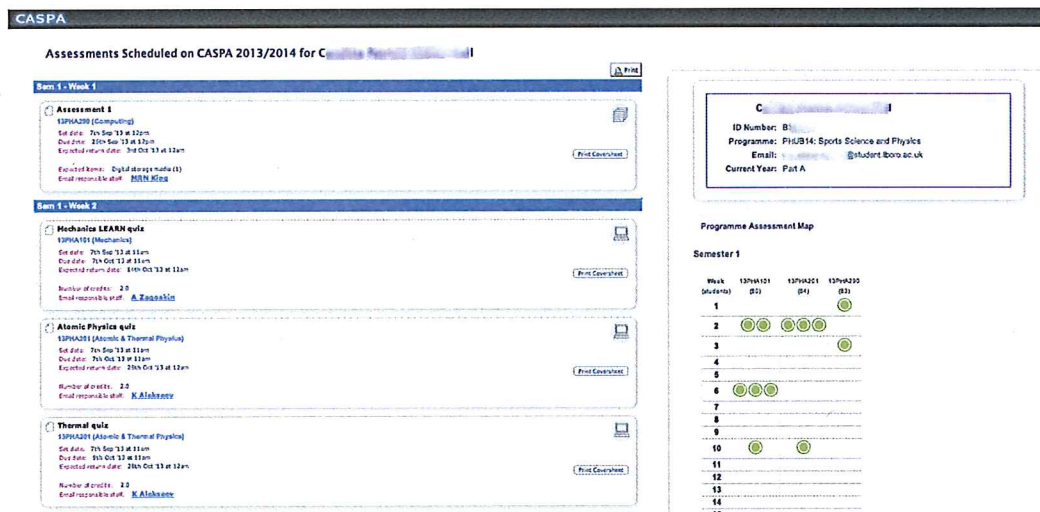
1. Create a CASPA coversheet:

- i) Go to <http://caspa.lboro.ac.uk> (available on and off campus) and enter your student log-in on the left of the screen.



You will be shown any assessments that have been scheduled through CASPA.

Note: The schedule of assessments shown in CASPA may not include all assessments for this academic year (eg assessments submitted through Learn may not be shown). You must check with individual module staff and Programme Directors to establish your full assessment schedule for the academic year.



The left-hand side provides a schedule of assessments (scheduled on CASPA) and the right-hand side shows a summary of your CASPA assessments by semester. Each time you log into CASPA you will see the most up-to-date information for your assessments on CASPA.

Note: Assessments displayed in CASPA may not include all assessments due for your programme. cede.lboro.ac.uk caspa.lboro.ac.uk

- ii) Select the 'print coversheet' button to create a coversheet for an assessment you want to submit.

Assessment 1
13PHA290 (Computing)
 Set date: 7th Sep '13 at 12pm
 Due date: 26th Sep '13 at 12pm
 Expected return date: 3rd Oct '13 at 12am

Expected items: Digital storage media (1)
 Email responsible staff: [MRN King](#)

[Print Coversheet](#)

All relevant assessment details and your student details will automatically be added to the coversheet.

- iii) Check the details and build the coversheet.

COVERSHEET BUILD
 Confirm and select any details necessary in each section.

STUDENT AND ASSESSMENT DETAILS

STUDENT BUILDING COVERSHEET:
 C. [redacted] (B. [redacted]) ([redacted]@student.lboro.ac.uk)

ASSESSMENT DETAILS:
 School: **Physics** Year/Part: **A**
 Programme: **Sports Science and Physics (PHUB14)**
 Module: **Computing (13PHA290)**
 Assessment Title: **Assessment 1**

If your assessment is for a group you will be asked to select other group members using the radio buttons provided (see below). You can optionally add a (sensible) group name.

GROUPWORK DETAILS


GROUP NAME:
 Please provide a Group Name (if applicable):

GROUP MEMBER SELECTION:
 Select other group members using the radio buttons

Module Students	Add to group	Not in group
Wa [redacted]	<input type="radio"/>	<input checked="" type="radio"/>
Caroline [redacted]	<input type="radio"/>	<input type="radio"/>
Sha [redacted]	<input checked="" type="radio"/>	<input type="radio"/>
Jon [redacted]	<input checked="" type="radio"/>	<input type="radio"/>
Leon [redacted]	<input type="radio"/>	<input type="radio"/>
Kyle [redacted]	<input type="radio"/>	<input type="radio"/>
Phi [redacted]	<input type="radio"/>	<input type="radio"/>
Lewis [redacted]	<input type="radio"/>	<input type="radio"/>
Ryar [redacted]	<input type="radio"/>	<input type="radio"/>

- iv) Once the details are correct use the 'submit' button to generate your coversheet.

[Print this page](#) | [Return to student homepage](#)

SCHOOL: Physics 

COVER SHEET FOR ASSESSED COURSEWORK
 Students must complete this coversheet to accompany each piece of assessed coursework.

PROGRAMME: Sports Science and Physics (PHUB14) YEAR/PART: A

MODULE: Mechanics (13PHA101)

ASSESSMENT TITLE: Mechanics Presentation

STAFF MEMBER RESPONSIBLE: B. [redacted]

Student Declaration (please sign and date)

I certify that the attached work is my own work and that anything taken from or based upon the work of others has its source clearly and explicitly cited. I certify that each and every quotation, diagram or other piece of exposition which is copied from or based upon the work of others has its source clearly acknowledged in the text. All field work and/or laboratory work has been carried out by me (or my group) with no more assistance from the members of the department/school than has been specified. Any additional assistance which has been received is indicated and referenced in my work.

I have abided by the department/school policy on plagiarism and the Coursework Code of Practice as specified in the Student Handbook (see Learn).

Submitted By:
 C. [redacted] ([redacted]@student.lboro.ac.uk) Date: _____ Signature: _____
 Sha [redacted] ([redacted]@student.lboro.ac.uk) Signature (if applicable): _____
 Jon [redacted] ([redacted]@student.lboro.ac.uk) Signature (if applicable): _____

Note: Late Hand-In: Approval for an extension to the deadline must be sought from the Responsible Examiner prior to the deadline. For any submission handed in after an agreed extension you must ensure that you have completed an Improved Performance Form for your mark to be considered by the Module Board.

- v) Print out your coversheet and attach it to the front of the work you are submitting. Take your coversheet and work to the usual place where you drop-off and submit your work.

- vi) An email receipt will be sent to each student listed on the coversheet.