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# Introduction

As an External student registered for the BSc in Computing and Information Systems or the BSc in Creative Computing or the Work Experience Entry Route, you are required to submit a number of pieces of coursework, as part of your formal assessment, to be marked in London. To achieve a pass in a unit which has coursework, you must satisfy the Examiners both in the unseen written paper and in the coursework.

All coursework is double marked at the University. If you are attending an institution which has been given 'Specified listing' status by Goldsmiths College, then you will receive feedback on your coursework from your tutors, but any mark given to you at this time will **not** count in any way towards your assessment. It is the marks awarded by the University which count.

In this booklet, you will find all the assignments for Level 1 of the BSc and instructions on how to submit your coursework to London. There are separate booklets for Level 2 and Level 3.

If you have satisfied the rules of progression given in the *Regulations* and are taking units from more than one Level, you should have received the different booklets for the Levels concerned.

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## The assignments

- The formal assessment for 2910108 [108], 2910109 [109], 2910110 [110] and 2910112 [112] includes coursework. There is no assessed coursework for 2910102 [102].
- New assignments – a maximum of four per unit – will be set each year.
- If an assignment requires you to submit a disk with your coursework, you should use a separate disk for each assignment. (You should only use a disk if it is explicitly asked for in the assignment.)
- Some of the assignments show how marks will be distributed between the different questions or elements of the assignments. This will serve as a guide to you when you are writing your answers.
- You are strongly encouraged to complete all the assignments set, in order to have the best chance of passing this element of the examination.
- If the University decides that you are not eligible for entry, your coursework will not be accepted.

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## Plagiarism

It is vital that you understand what the Examiners mean by plagiarism.

Plagiarism is cheating:

- If you submit as your own work a piece of coursework which contains unacknowledged material from books or other sources, you are cheating.
- If you copy any part of the work of fellow students, or reproduce any part of a piece of coursework completed in previous years, you are also cheating.

Any quotation from textbooks or other sources must be clearly indicated as such and the source/s acknowledged, although you are advised to avoid quoting at length from any published or unpublished source.

Specifically, any text or material from another source must be enclosed in quotation marks and immediately followed by an identifying reference to a full identification in a separated reference list at the end of the assignment. It is good practice to inset the left margin of a block of quoted text to better identify it.

It is NOT sufficient to use text without such quotation marks and only to list sources used at the end of the assignment script as this does not show which parts are from the source, nor distinguish the source material from the student contribution. In such a case no credit can be given (as it is not possible to identify the student contribution, and a plagiarism offence has been committed since the copied material has not been identified).

You may discuss assignments in groups, but you must ensure that your written work is in your own words, without sharing or copying.

Plagiarism is not only copying from textbooks but submitting work which is substantially the same as that submitted by another student.

Plagiarism **will constitute an examination offence**. If the University deems a piece of coursework to be plagiarised:

- a mark of zero (0) will be given for the coursework concerned
- you will be formally reprimanded.

Repeated offences of plagiarism will attract greater penalties. The University may decide:

- that there should be no mark for the unit concerned
- that there should be no mark for any of the units taken in the year concerned
- that you be excluded from any or all future examinations of the University.

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## Submitting coursework to London

**BSc students are entirely responsible for submitting their own coursework to London, and for ensuring that their work is sent to the University by the deadlines given in 'Coursework deadlines' on page 5.**

Your institution, if you are studying at one, may provide a service whereby it will send your coursework to London on your behalf. Although you may use these services, it will be at your own risk.

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- **No electronic submissions (e.g. as email attachments) are acceptable, and they will be rejected.**
  - **No faxed submissions are acceptable, and they will be rejected, for**

reasons that include the lack of an original signature on the submission form.

- Unless explicitly directed otherwise for a specific assignment, all submissions are to be printed hardcopy, and no files on disk are to be sent. (N.B. This does not apply for the project unit, where it may be relevant to include source and executable code on floppy or CDROM with some project reports according to topic.) For assignments, inappropriate materials in a submission, including copyright material, may lose marks. No submissions for the current session require anything but printed hardcopy.
- **Important:** At the beginning of each assignment you will find a Coursework submission form. Please use the checklist on the reverse of the form to ensure that you are submitting your coursework correctly. Each piece of coursework **must** be accompanied by a Coursework submission form. You must complete this form – and sign the declaration – and then attach it to the front of the corresponding piece of coursework. There must be an original signature on the form.
- **Coursework submitted without a correctly completed Coursework submission form may not be accepted as a valid submission.**
- If an assignment directs use of a supplied answer sheet, use it, or marks may be lost.
- Take note of any directions as to length of answers. Any excessively long or short answers in relation to directions demonstrate misjudgment of coursework requirements, and that will lose marks.
- You must make a copy of your coursework. You will need this both for revision purposes and in case it is not received in London (a copy of the original may be asked for if the version you send goes astray). If you are enrolled at an institution which is Specified, you might also be asked to provide this copy to the institution so that your tutors can give you feedback.
- You must ensure that the coursework you submit is complete and accurate as additions or deletions will not be accepted after the deadline has passed. Any additions which you may have missed in your original submission will only be accepted if submitted by the deadline. Only one later submission is permitted.
- The University will **not** return coursework to you, nor will the University provide you with marks or feedback per assignment.
- Before sending your coursework to London, you must mark each page of your work clearly with your name and student number, the unit number, unit name and the assignment number. If you use more than one page, number these consecutively and staple or tie them securely together. If you are required to submit a disk, mark it clearly, put it in a marked envelope and attach it securely to the coursework.
- Pack your coursework securely and send it by the most reliable means available (e.g. courier, special delivery mail). No refund of costs can be made by the University. **You are strongly advised to send your coursework by a method for which you can obtain not only proof of posting but also proof of receipt at the University, to be used in the event of packages going astray.**
- The Despatch Office will acknowledge receipt of coursework from students.
- **If, in exceptional circumstances, you cannot meet a deadline, it will be necessary for you to write to the University to seek permission for**

**late submission.** Please note the following:

1. The application should be made as soon as possible and before the deadline.
2. The decision taken by the University will be final and will not be open to appeal.
3. Permission for late submission will not be given for the following reasons:
  - a. Work commitments, including having to travel abroad or unexpected duties.
  - b. Machines breaking down and lost electronic files.
  - c. Text books not being delivered.
  - d. Late arrival of study material due to late registration.
4. Permission for late submission is normally given for the following reasons:
  - a. Illness of the candidate or close relative.
  - b. Delays due to disasters or epidemics.
  - c. Bereavement.
5. The cases covered in 3 and 4 above are not exhaustive. However, please note that permission for late submission should not be requested if the reasons fall specifically under point 3.
6. If permission for late submission is granted, it is usually only done so subject to receiving evidence (for example, a medical report) which is timely, appropriate and satisfactory.

Requests are to be sent to [cisexams@london.ac.uk](mailto:cisexams@london.ac.uk) quoting your name as registered, your student number, and the relevant coursework unit and assignment number. Please give full details as to why permission is requested for late submission.

- Packages should be marked clearly: 'BSc Computing and Related Subjects Coursework' and addressed to:

The Despatch Office  
Ground Floor  
Stewart House  
University of London  
32 Russell Square  
London, WC1B 5DN  
United Kingdom

Tel: 44 (0) 20 7862 8332

Fax: 44 (0) 20 7862 8341

Questions on any matters concerning the receipt of your coursework should be sent to [cisexams@lon.ac.uk](mailto:cisexams@lon.ac.uk). Receipt of coursework will be acknowledged by letter as soon as possible. There is no need to email to question receipt unless there is a specific cause for concern.

Questions on matters concerning coursework deadlines or your examinations should be sent to [cisexams@lon.ac.uk](mailto:cisexams@lon.ac.uk)

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## Coursework deadlines

All coursework for 2009–2010 must be submitted in accordance with the instructions given on pages 2–4, and be sent to the University by the deadlines given in the table below.

Unit name	Assignment number or Test	Deadline in 2010
2910108 [108] Information systems: foundations of e-business	1	15 January
	2	15 February
	3	15 March
	4	8 April
2910109 [109] Introduction to Java and object-oriented programming	1	15 January
	2	15 February
	3	15 March
	4	8 April
2910110 [110] Introduction to computing and the internet	1	15 January
	2	15 February
	3	15 March
	4	8 April
2910112 [112] Creative computing I: music, sound and motion	1	15 January
	2	15 February
	3	15 March
	4	8 April

Coursework sent after these deadlines normally receives a mark of zero but counts as an attempt.

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### Notes:

- If the deadline falls on a Saturday, Sunday or UK Bank Holiday, the work will be accepted as long as it has been **sent by** the next working day.
- The deadline is a '**sent by**' not a '**received by**' deadline. Students should ensure that envelopes are postmarked or that courier documents clearly state the date the work was **sent by**.