The **coversheet** below must be completed and included as the first page of your assignment.

If the University has recognised that you have been diagnosed with a Specific Learning Difficulty (SpLD) please ensure that you use this version of the document. Otherwise please use instead the document “Coversheet – electronic submission”.

Your **candidate number** must be included on the coversheet. Your work should not contain any other pieces of information that could identify you to the marker of your paper.

Find your candidate number by visiting the online [Student Self-Service](http://www.ox.ac.uk/current_students/) facility. Your candidate number does not appear on your University Card.

Assignments must be submitted **by the deadline time** according to the [current time in the UK](http://wwp.greenwichmeantime.com/time-zone/europe/uk/time/) by uploading to the dedicated School of Anthropology & Museum Ethnography **WebLearn submission site**. Follow the instructions and guidance on that site.

Your assignment must be submitted as a **PDF file**. You can use any PDF-converter software to create a PDF. Converters include Adobe Acrobat, and the option to ‘Save As’ pdf in Microsoft Word 2010. If you do not have access to a converter, and are able to download and install free software, you can install a free converter called Cutepdf. For instructions on how to do so, please go to the [WebLearn Guidance site](https://weblearn.ox.ac.uk/portal/hierarchy/info), and select 'Step-by-Step guides' and then 'Cutepdf'.

**The filename should be in this format:** Candidatenumber\_assigment.pdf

**For example:**

11223344\_ paper1portfolio.pdf

11223344\_ paper1quantitativemethods.pdf

11223344\_ paper2essay.pdf

11223344\_ paper3aproposal.pdf

11223344\_ optionA5essay.pdf

11223344\_ optionC10essay.pdf

Please go to the [Frequently Asked Questions](https://weblearn.ox.ac.uk/access/content/group/0fb1bacb-6e73-4836-8159-2c791c860333/https%3A__weblearn.ox.ac.uk_portal_hierarchy_central_studentadmin_online_subs_faqs) page for further information about how to submit your work.

Candidate Number: [Insert number]

**Candidates with Specific Learning Difficulties**

This candidate has been diagnosed with a Specific Learning Difficulty (‘SpLD’ e.g. dyslexia, dyspraxia, dysgraphia, working memory deficit and attention deficit (hyperactivity) disorder (AD(H)D)).

**Please mark the script or submitted work as it stands, but indicate to yourself in your notes that the candidate has a SpLD and record any factors you consider to have a particular bearing on his or her performance. The Board will later consider what account to take of the candidate’s condition when adjudicating his or her classification.**

‘Specific Learning Difficulties’ is an umbrella term given to a range of conditions which affect a person’s ability to learn. These are commonly characterised by impaired concentration and problems with information processing and recall, and may also cause difficulties with reading, writing and spelling.

Candidates with these conditions may be awarded extra time in examinations to allow them to read the examination paper slowly, consider their responses to the questions, plan out their work, and read it over at the end.

Amongst Oxford students the most common of these disorders is dyslexia, the symptoms of which include:

* omission, repetition, transposition or substitution of words or punctuation
* particular difficulty in interpreting the question
* simplified vocabulary and language structure (to avoid making errors)
* spelling and grammatical errors
* errors in sentence structure, word ordering and organisation
* poor or immature handwriting
* poor short-term memory
* particular difficulties generalising, or acquiring and applying rules

Students with dyslexia often think in non-verbal, non-linear patterns, with the result that their work may appear disjointed. It is recommended that examiners first read the work through quickly in order to obtain an initial sense of the candidate’s overall argument and understanding of the question.

Examiners should discount errors in spelling, grammar and sentence structure as these are considered to derive from the candidate’s disability (though this does not apply in examinations where to do so would compromise the academic standards of the assessment, or where fitness to practise regulations apply). This is the case regardless of whether candidates have opted to take their examinations with extra time. Where a wordprocessor is used, the spelling and grammar checks are enabled.

Examiners should not make extra allowance for remaining deficiencies in planning, content and logical argument, as this would constitute double compensation (even if extra time has not been taken).

 **Form Code No.2D**

Candidate Number: [Number]

[Title]

Coursework submitted in partial fulfilment of the requirements for the

Degree of [Full Degree Title]

DISSERTATION

[Date]

**Word Count:**