

Submitting your assignment to BART

This is a quick walkthrough on how to submit your coursework assignment, audio mp3 file or completed exam script to BART.

First of all, you will need to navigate to **bart.exeter.ac.uk** in your web browser.

Once you have entered your University of Exeter username and password you'll be taken to the BART homepage.

You will then see a list of your submission points, ordered by due date.

Carefully choose the correct submission point and click "**Submit online**".

Now you'll be presented with the submission page. Please double-check that all of the assignment details are correct for your submission, for example the title of the assignment and due date.

Click on "**Choose File**" to bring up the open file dialogue box.

Here you can navigate to your assignment. You don't need to put your student number or candidate number on your assignment, and don't write your name anywhere in your answer.

Once you've found your **assignment**, select it and click "**open**".

You will now be returned to the submission page where you will need to enter a word count. Whether or not a word count is needed will be listed on the examination or coursework rubric. If your exam does not require a word count to be **entered**, put 0 in here.

Make sure you have carefully read, understood and complied with the section on academic honesty here, submitting your work signals agreement with these statements.

Once that's completed, click "**Submit assignment**" to send your submission to BART.

You will now be presented with a summary of your submission and receipt, please check both.

You will **also** be emailed your receipt, this can be delayed during busy periods, and sometimes goes into the Junk folder.

Finally click on "**View final submission with coversheet**" to ensure you have uploaded the correct assignment.

If you have any issues during your examination, make sure you contact the Assessment Helpdesk on **(+44) 01392 726800**, so they can advise you and log the query.

That concludes the submission process in BART.