Guidelines for Assignment Writing, Submissions, & Resubmissions

1. Students need to create a Google doc for each task and share the link on portal

2. No snapshots will be accepted for answers. If the answer requires a snapshot to be attached, then it must be supported by description of the same.

3. Where a table is required, the students must create the table in Google doc.

4. Submission deadlines are mentioned for each unit on the portal, the deadlines will not be shifted, and students must submit their assignments within the deadline given.

5. Students need to check the assessment feedback on their portal.

6. If resubmission is required, students should not change the entire assignment. They should amend their existing assignments and highlight the amendments with yellow highlighter.

7. Resubmission deadline is 15 days after receiving the feedback

8. Submissions or resubmissions will not be accepted after the deadline until there is an exceptional condition with evidence given by the student.

9. If a student misses a deadline for any module, the student will be ungraded and will be required to retake the module and pay the additional fees.

10. If any group of students requires assistance in resubmissions, please contact the Academic support officer Ms. Samina and a mentoring session will be arranged for you.

11. The font size for the assignments should be Arial 14 for heading and Arial 12 for the Content.

For any further queries, kindly contact the Student Support Officer Ms Samina

Email: studentaffairs@innovainstitute.ae

Phone: +971585668801