

# Reminder ...

## for Candidates submitting a Farm Animal Assignment

Before you submit your completed Farm Animal Assignment, take a moment to read the following reminders:

1. **Read the brief**, as sent to you by AMTRA – this will be found inside the front pocket of the AMTRA Manual. Ensure that your assignment follows the same Sections as given in the brief (currently 7 sections). Remember to comply with all requests made in the brief.

Additional guidelines for preparation of the assignment are available from the AMTRA website – [www.amtra.org.uk](http://www.amtra.org.uk) click onto **Becoming an SQP** then follow the link giving “book an exam with AMTRA”.

2. Presentation and layout of the assignment are both very important and you will be marked on these – please comply with Sections C and D of the brief. Text should be word processed (hand written will not be accepted), in font size 12, with double spaced lines and all pages should be numbered. This applies to both the electronic and paper submissions.



**In relation to the paper copies**, please use flat folders, similar to those shown above, for presentation of your work. Remember, the documents should not be spiral bound or put into plastic sleeves. All work should be presented on A4 size paper.

3. The word limit is 2500 – 3500. Please include your word count on either the Contents page or at the end prior to the Bibliography and/or Acknowledgements. Any words over the maximum may be discounted and may not be marked. The Appendices, titles and tables should not be included in the word count.
4. The assignment you submit must be your own work. It should not include large chunks of text taken straight from text books (without citation or reference), should not be copied directly from another candidate and should not be a re-hash of someone else’s previous high-scoring project! It is very important that a copy of the brief, signed by yourself, is returned with the completed copies of your assignment. The signature means that you are submitting the assignment as your own work. All assignments will be subject to random selection for analysis by specialist anti-plagiarism software designed specifically for such purpose. **The assignment of anyone found submitting work that is not wholly and entirely their own will be failed automatically.**
5. Beware of the deadline. This is given in the examination confirmation letter, which includes the rules & regulations, student registrations, map and module descriptors. Work (both paper and electronic) submitted later than the published time will not be accepted, unless there are mitigating circumstances. Assignments that are submitted late without evidence of this will receive a zero mark. It is the responsibility of each candidate to ensure that their work reaches Harper Adams University College before the deadline.
6. Follow these simple guidelines and you will not go wrong, but if you have any questions please do not hesitate to contact us:

Animals Business Development Office (AMTRA Project) at  
Harper Adams University College on 01952 815485