



CPLED Alberta

Submission Protocol



Students must comply with the following requirements when submitting online assignments and competency evaluations.

Assignments or competency evaluations that do not follow this protocol may be deemed not submitted and may receive a grade of Competency Not Yet Demonstrated.

Formatting Requirements

1. Use Arial font (do not use Arial Narrow).
2. Use a minimum of 11-point font.
3. Use 1.5 line spacing.
4. Make all four margins at least one inch.
5. Number the pages.
6. Put citations in the text of the assignment or competency evaluation, not in a footnote or endnote.
7. Do not exceed the maximum number of pages set for the assignment or competency evaluation.

Saving and Naming Requirements

8. Save your assignment or competency evaluations in Word (.doc) or in Rich Text Format (.rtf).
9. Put a header on each page that is the same as the file name assigned to the assignment or competency evaluation. Use a minimum eight-point font for the header.
10. Use the following file-naming protocol:
Last Name_First Name_Assignment Number

Examples (using Jane Smith):

Module 2 Submissions

Unit 1 with Assignment M2U1

File Name

Smith_Jane_M2U1

Submitting Requirements

11. Comply with CPLED's Professional Integrity Policy.
12. Submit the assignment or competency evaluation before the given deadline.
13. Submit the assignment or competency evaluation into the Dropbox as an attachment on the appropriate assignment page.