Document Submission Standards

It is essential you follow certain standards when submitting assessments on Avenue. Failure in doing so may create problems for both students and markers.

Submit a PDF that follows the following guidelines:

- ✓ Written on **clean paper** with **clear dark writing** for good contrast
- ✓ Write **LARGE** and **LEGIBILY** (do not cram your writing in)
- ✓ Submitted in **ONE SINGLE PDF FILE** (unless otherwise stated)
- ✓ **Properly named**, i.e. "Name_StudentNumber_Midterm1"
- ✓ **EACH PAGE** includes: Name, Student ID, Student Number, Page number (i.e. 1/3,2/3,3/3)
- ✓ * If you use an electronic device, **EXPORT TO PDF** and submit your file. The above rules still apply.

TIPS:

- Use a scanner when you can, if you do not have one, the following scanning apps are recommended:
  - → Adobe Scan
  - → CamScanner
- If you do not use a scanning app and take photos instead, use a **PDF CONVERTER** like one of the following.
  - → https://smallpdf.com/
  - → https://www.ilovepdf.com/
- If you have multiple files, use a **PDF COMBINER/MERGER.** The above links have this feature.

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DO:

- ✓ **Clean paper** with **clear, large, and legible dark writing**
- ✓ **Properly named**, i.e. "Name_StudentNumber_Midterm1"
- ✓ **EACH PAGE** includes: Name, Student ID, Page number (i.e. 1/3,2/3,3/3)
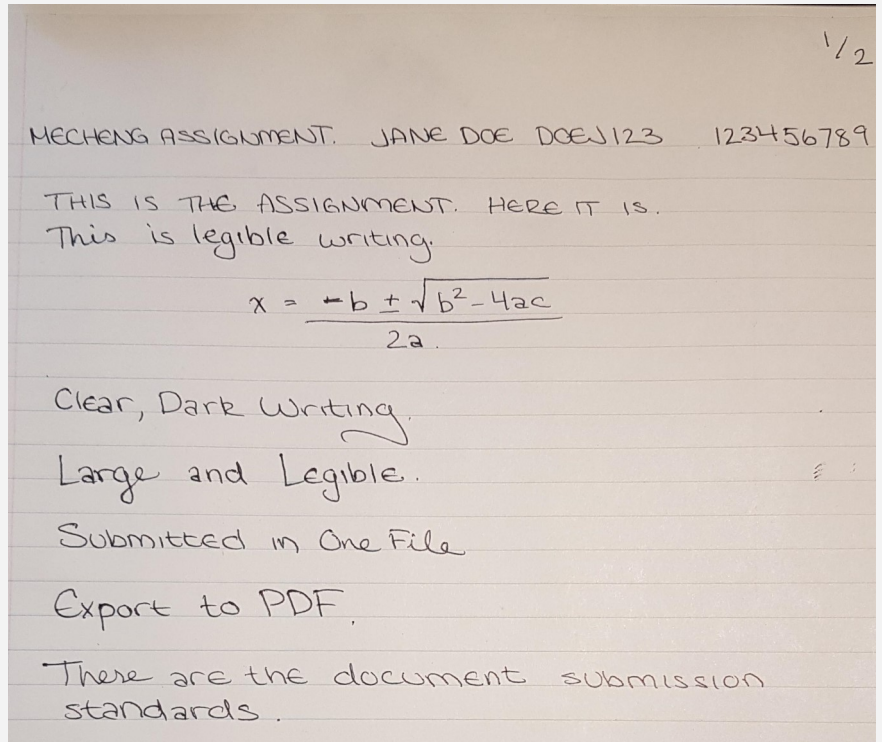
DON'T

- ✗ **Messy writing**, **dark lighting**
- ✗ **Not properly named**
- ✗ **Unclear** and **difficult to read**
- ✗ **Blurry**