Dear Part IB and Part II students

(copied to Directors of Studies and Supervisors for information)

We hope you and your loved ones are keeping well and safe at this time. As we are now approaching the deadlines for submitting your essays, I would like to advise you of the procedure for doing so.

1. You will need to look up, and make a note of, your individual candidate number; also referred to as your 'Blind Grading ID' number. This can be found in Moodle, using the following steps:
   - Login to Moodle with your Raven account here: https://www.vle.cam.ac.uk/login/index.php
   - Click on 'your name' in the top right-hand corner of the screen
   - Click on 'Profile'
   - Your Blind Grading ID number will be displayed at the bottom of the 'User details' screen

2. The title of each of your files should be: Blind Grading ID number followed by the essay title (or shortened version thereof).

3. Login to Moodle to upload the final versions of your essays. The procedure for uploading is explained in the attached guidance document. Before you begin uploading, check that each of your essays has the question to be answered (title) at the top and an up-to-date word count at the bottom, followed by your list of sources. For each paper you can upload your files any time in the week leading up to the deadline and you can replace them with updated versions right up to the deadline. It therefore makes sense to upload them in good time before the deadline, and then update them later if necessary, to avoid the risk of missing the deadline completely because of last-minute internet problems.

I attach the deadlines for each paper again, for your information.

If you have any queries, please do let me know.

with my best wishes

Clare