



leeds metropolitan university

# **Academic Principles and Regulations**

## **Section C6: Conduct of Assessment: Coursework and Other Assessed Work**

### **August 2011**

Approved June 2002;  
Amended June 2003, July 2004, July 2005, May 2006, July 2007, May 2008 and July 2009

<b>SECTION C6: CONDUCT OF ASSESSMENT: COURSEWORK AND OTHER ASSESSED WORK.....</b>	<b>1</b>
<b>C6.1 Definition.....</b>	<b>1</b>
C6.1.1 Assessment: General.....	1
C6.1.2 Coursework.....	1
C6.1.3 Other Forms of Assessment.....	1
<b>C6.2 Student Information.....</b>	<b>1</b>
C6.2.1 Information on Assessments.....	1
C6.2.2 Requirements in respect of Assessments.....	1
C6.2.3 Adequate Notice of Assessments.....	1
C6.2.4 Variation of Submission Dates.....	1
C6.2.5 Provisions for Handing-in of Assessed Work.....	1
C6.2.6 Extension of Submission Deadlines.....	1
C6.2.7 Penalties for Late Submission.....	1
C6.2.8 Plagiarism and Other Forms of Unfair Practice.....	1
C6.2.9 Extenuating Circumstances.....	2
C6.2.10 Request for an Appeal Hearing.....	2
C6.2.11 Feedback on Assessed Coursework.....	2
C6.2.12 Timing and Form of Information Provision.....	2
<b>C6.3 Responsibilities of Students.....</b>	<b>2</b>
C6.3.1 Awareness.....	2
C6.3.2 Compliance.....	2
C6.3.3 Penalties.....	2
<b>C6.4 Disabled Students and Students with Specific Learning Difficulties.....</b>	<b>2</b>
C6.4.1 Alternative Assessment Arrangements.....	2
C6.4.2 Implementation of Alternative Assessment Arrangements.....	2
<b>C6.5 Information to Internal Examiners.....</b>	<b>2</b>
C6.5.1 Internal Processes.....	2
C6.5.2 External Examiners.....	2
<b>C6.6 Responsibilities of Internal Examiners.....</b>	<b>2</b>
C6.6.1 Submission of Assessed Coursework.....	2
C6.6.2 Plagiarism and Other Forms of Unfair Practice.....	2
C6.6.3 Marks.....	3
<b>C6.7 Marking, Moderation and External Scrutiny.....</b>	<b>3</b>
C6.7.1 Security during Marking and Moderation.....	3
C6.7.2 Scripts/Submissions: Consideration by External Examiner(s).....	3
<b>C6.8 Confidentiality.....</b>	<b>3</b>
C6.8.1 Proceedings of Boards of Examiners or Examination Committees.....	3
C6.8.2 Data Protection.....	3
<b>C6.9 Retention.....</b>	<b>3</b>
C6.9.1 Period of Retention.....	3

C6.9.2	Samples Retained .....	3
C6.9.3	Secure Storage.....	3

## **SECTION C6: CONDUCT OF ASSESSMENT: COURSEWORK AND OTHER ASSESSED WORK**

### **C6.1 Definition**

#### **C6.1.1 Assessment: General**

For the purpose of these Regulations, assessment includes the following forms of assessment.

#### **C6.1.2 Coursework**

Coursework is individual or group work, presented for marking, the results of which contribute to a student's formal assessment for:

- progression and/or
- an award.

Such coursework will include:

- written or other documented material e.g. essays, reports, projects
- dissertations, theses
- visual, three dimensional, audio and audio-visual material
- practical or task-orientated activities and their outcomes
- mixed-mode presentations
- written or other documented material in paper or electronic form
- such other individual or group learning as is appropriate for the Scheme, Course or an individual programme of study.

#### **C6.1.3 Other Forms of Assessment**

Other forms of assessment are such other means of assessment as may be incorporated from time to time in the scheme of assessment for the Scheme, Course or individual programme of study.

### **C6.2 Student Information**

#### **C6.2.1 Information on Assessments**

Students will be informed of:

- the nature of the assessment
- the requirements of the assessment
- the weighting
- the submission date for the assessment.

#### **C6.2.2 Requirements in respect of Assessments**

Students will be given a clear indication of what is required for the successful submission of assessed coursework. [See Sections C6. 2.3 to C6. 2.7]

#### **C6.2.3 Adequate Notice of Assessments**

Students should be informed of the above details in sufficient time to:

- enable them to comply with the requirements
- organise their work schedule around the submission dates.

#### **C6.2.4 Variation of Submission Dates**

Any variation in the submission date(s) of assignments must be notified to all students.

#### **C6.2.5 Provisions for Handing-in of Assessed Work**

The provisions for the handing-in of assessed work will be clearly notified to students.

Provisions for handing in of assessed work may vary across the University. The University requirement is that they should be:

- secure
- and
- prevent, in so far as possible, a student being able to claim that a piece of work was handed in without such a claim being verifiable.

#### **C6.2.6 Extension of Submission Deadlines**

The procedures for requesting an extension of the submission deadline for assessed coursework will be clearly notified to students.

These provisions may vary across the University.

#### **C6.2.7 Penalties for Late Submission**

The penalties for late submission of assessed coursework will be clearly notified to students.

#### **C6.2.8 Plagiarism and Other Forms of Unfair Practice**

Students will be advised of the nature of plagiarism and other forms of unfair practice and advised of the consequence of breaching the regulations in respect of these.

### **C6.2.9 Extenuating Circumstances**

Students will be clearly advised:

- that it is their responsibility alone to draw any extenuating circumstances which they think may have affected their performance to the attention of the Board of Examiners and
- the procedures for doing this.

### **C6.2.10 Request for an Appeal Hearing**

Students will be advised of where the procedures for request for an appeal hearing or appeal can be found.

### **C6.2.11 Feedback on Assessed Coursework**

Students will be informed of:

- the feedback they can expect
- the approximate timescale in which this will be provided
- whether this will be individual or collective.

### **C6.2.12 Timing and Form of Information Provision**

This will be provided in accordance with guidance produced by the Registrar and Secretary's Office.

## **C6.3 Responsibilities of Students**

### **C6.3.1 Awareness**

Students are responsible for receiving and acting on the information provided.

### **C6.3.2 Compliance**

Students are responsible for compliance with the requirements in respect of:

- the submission of work
- requesting extensions
- presenting extenuating circumstances to a Board of Examiners
- following the procedures for request for an appeal hearing
- avoiding plagiarism and other forms of unfair practice.

### **C6.3.3 Penalties**

In the event of late submission of assessed coursework, the penalties for late submission of coursework will be invoked without further notification to the student.

## **C6.4 Disabled Students and Students with Specific Learning Difficulties**

### **C6.4.1 Alternative Assessment Arrangements**

Disabled students or students with specific learning difficulties may be assessed under alternative assessment arrangements.

### **C6.4.2 Implementation of Alternative Assessment Arrangements**

These will only be provided where the alternative arrangements have been agreed under the provisions of Section C10: Disabled Students and Students with Specific Learning Difficulties.

## **C6.5 Information to Internal Examiners**

### **C6.5.1 Internal Processes**

The Scheme/Course Leader (or equivalent) is responsible for advising internal examiners of the dates of the assessment period and any other relevant information on the marking and moderation process.

### **C6.5.2 External Examiners**

The Scheme/Course Leader (or equivalent) in conjunction with the Dean (or Associate Dean) is responsible for making internal examiners aware of:

- the role of the external examiners in the examining team as a whole
- the rights, responsibilities and powers of the external examiners.

## **C6.6 Responsibilities of Internal Examiners**

### **C6.6.1 Submission of Assessed Coursework**

All work will be marked in accordance with the given requirements for successful submission of assessed coursework.

Provisions for secure handing-in systems will be as required by Section C6. 2.5.

### **C6.6.2 Plagiarism and Other Forms of Unfair Practice**

Internal examiners must:

- report any suspected cases of plagiarism or unfair practice to the Scheme/Course Leader (or equivalent)
- participate as appropriate in any subsequent proceedings.

### **C6.6.3 Marks**

It is the responsibility of each internal examiner to ensure that any marks which contribute to the formal assessment of a student at any level:

- are recorded accurately
- are transmitted to the designated person by the required date.

### **C6.7 Marking, Moderation and External Scrutiny**

#### **C6.7.1 Security during Marking and Moderation**

During the marking and internal moderation process, internal examiners are responsible for the strict security of examination scripts/submissions, whether on University premises or elsewhere.

#### **C6.7.2 Scripts/Submissions: Consideration by External Examiner(s)**

A) Scripts/Submissions Available to External Examiner(s)

After the internal marking and moderation process, an agreed sample of scripts/submissions should be made available to the external examiner(s).

(B) Timescale

External examiner(s) must be given reasonable time to consider the scripts/submissions prior to the meeting of the relevant Board of Examiners or Examination Committee.

(C) Despatch

The despatch of scripts/submissions to external examiner(s) must be done in accordance with the relevant guidance issued by the Registrar and Secretary's Office.

### **C6.8 Confidentiality**

#### **C6.8.1 Proceedings of Boards of Examiners or Examination Committees**

All internal examiners are required to observe the confidentiality of the proceedings of any Board of Examiners or Examination Committee.

#### **C6.8.2 Data Protection**

All internal examiners must ensure that the storage of marks or grades complies with the University's policy and procedures on confidentiality and data protection. It is the

University's responsibility to maintain staff awareness of such policies and procedures.

### **C6.9 Retention**

#### **C6.9.1 Period of Retention**

A sample of major coursework assessment will be retained for one year after the meeting of the Board of Examiners at which the assessment was considered.

#### **C6.9.2 Samples Retained**

Normally this will be two samples from each of the classification divisions and two samples of failures. A photographic record of artefacts may be kept where appropriate.

#### **C6.9.3 Secure Storage**

The Faculty must establish arrangements for the secure storage of these samples.