

## POLICY FOR ASSESSMENT

### Policy Statement:

This policy applies to all courses and modules offered by the University, except where there are specific exemptions due to Professional, Statutory or Regulatory Body requirements or where the University has agreed alternative arrangements with collaborative partner organisations. Exemptions require support and agreement through the appropriate process and must be published in course/module-specific documentation.

1. All courses and modules are designed and delivered in accordance with the University's [Academic Awards Framework](#), [Standard Assessment Regulations](#), [Standard Academic Calendars](#); [Policy for the Verification of Assessment and Standardisation and Moderation of Marking](#); and with reference to the [Principles and Procedures for Assessment](#) and the [University Grade Descriptors](#).
2. To avoid over assessment, courses should limit the number of summative assessment tasks to the minimum required to assess student achievement against course level learning outcomes. This should not normally be more than two summative assessment tasks per 20 credit module.
3. Reasonable adjustments to the design and delivery of assessment can be made for students with Learning Contracts agreed with the University.
4. Coursework submission dates will be published to students at the start of each academic year.
5. Assessment criteria and arrangements for coursework submission will be published to students at the start of each module and explained to students in scheduled teaching sessions and via a screencast or equivalent accessible medium.
6. Details of examination arrangements will be published by the University Examinations Service to students in advance of the scheduled examination periods.
7. Coursework will be submitted online where possible, through Blackboard, by the published deadline date and time. Feedback and provisional marks/grades on each coursework assessment task will be made available to students online, through Blackboard.
8. Coursework submitted within one working day (i.e. 24 hours) after the deadline date and time without an authorised extension, will receive a mark capped at the minimum pass mark. Coursework submitted over 24 hours late without an authorised extension, will be considered a non-submission.
9. All modules must include early assessment and feedback opportunities.
10. One-to-one feedback on examinations is made available to students on request as well as one additional method of feedback to fit with teaching practice. For final year students in their final semester, only one-to-one feedback will be made available on request.
11. All feedback will be given within three working weeks from the date of assessment.
12. Anonymous marking applies to examinations and applies to the marking process only.

13. All marks and results are provisional until they are ratified by the appropriate assessment board in accordance with the [Departmental Assessment Board Policy](#) and published via My Student Record.

**Rationale:**

The Policy for Assessment when implemented will ensure a consistent approach to the delivery of assessment in line with the university's regulations and associated policies. It will also address key points raised in student feedback on their assessment experience and ensure they receive consistent assessment information in advance and timely feedback on their work.

**Implementation:**

Departments are responsible for the implementation of the policy at course and module level in line with the Principles and Procedures for Assessment.

**Governance and monitoring:**

This Assessment Policy updates the Policy for Summative Assessment approved by University Teaching Quality Committee in June 2018 and will be implemented from the start of academic year 2019/20. This policy is governed and monitored by the University Teaching Quality Committee which reports to the Shaping Futures Board.

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