LTC16D129

Title:	***LTC review of "Submission of work for Assessment Policy" 2017-18***
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Issue

A Working Group was convened to review the Submission of Working Group for Assessment Policy. Related policies (on moderation, or extenuating circumstances for example) were out of scope**.**

Membership of the Group:
- Helena Gillespie (Academic Director Learning and Teaching Enhancement)
- Rachel Paley (Learning and Teaching Manager – EFRY Hub)
- Theo Antoniou-Phillips (SU)
- Maddie Colledge (SU)
- Bethany Summerfield (SU)
- Lucy Barnes (SSF)
- Odile Poulson (SSF)
- Rebekah Hill (FMH)
- John Winpenny (FMH)
- Stephen Bennett (HUM)
- Jon Mitchell (HUM)
- Graeme Richards (SCI)
- Mark Coleman (SCI)

Recommendation

The Committee is asked to approve the changes as set out in the attached document.

Summary of substantive proposed changes to policy:

1. **Changes to penalties for numerically marked work**

The penalties applied to both word count and late submission to be **changed to percentage deduction** rather than a straight deduction of marks. The rationale for this is that this would seem fairer to students, as the current policy disproportionally penalises at the lower end – e.g. a 10% penalty would take a 50% mark down to 45% (rather than 40% if deduct 10 marks) and an 80% mark down to 72% (rather than 70% if deduct 10 marks).
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2. **Include statements outlining the consequences of submitting the correct file type for electronic submission.**

An increasing number of students are submitting incorrect file types which cannot then be opened (Blackboard) or printed (eVision). Proposed wording added to the policy states that incorrect files will not be marked and a zero mark will be applied. The online guidance and supporting documentation for students will be amended to reinforce the importance of checking both the file type and the quality of the submission.

Please note that there is an existing process in place to deal with UEA IT system failure which prevents submission of work – and students will not be penalised as a result.

3. Specifying a 30-working day turnaround time for dissertations, projects etc

The current wording of the policy is "…because of their nature, Dissertations, Placement Reports, Projects, and Portfolios at undergraduate and at Master's level, are not covered by the 20-working day turnaround guidelines."

In most Schools, there has been a long-standing informal understanding that such work will be returned within 30-working days, although that has not been universally applied.

Following consultation with Faculties there was not unanimous agreement that a 30-working day turnaround was achievable. However, after looking at the responses and the supporting data, the working group believe that the target is achievable and would therefore like to recommend that the wording is amended to introduce the 30-working day turnaround for the assessment types listed above.

4. Removal of duplication where possible

The revised policy seeks to signpost students to other relevant policies (e.g. Extenuating Circumstances, Academic Appeals, Plagiarism and Collusion and Re-marking policies) whilst limiting duplication.

Resource Implications

There are no resource implications associated with the proposal.

Risk Implications

There are no risk implications associated with the proposal.

Equality and Diversity

There are no equality and diversity implications associated with the proposal

Timing of decisions

Approval by LTC will result in the revised policy being applied from the 2017/18 academic year.

Further Information

Contact Rachel Paley r.paley@uea.ac.uk

Attachments

The proposed policy for publication in the 2017/18 Calendar.

Submission of Work for Assessment (Taught Programmes): Submission of Anonymised Work for Assessment, Word Limits and Penalties, Extensions and Penalties for Unauthorised Late Submission, Provisional Marks and Feedback, and Retention of Coursework

*Summative coursework is defined as work that is taken into account by a Board of Examiners for the purposes of progression and/or for an award. Formative coursework is defined as work that is not taken into account by a Board of Examiners for the purposes of progression and/or for an award.

Submission of Anonymised Work for Assessment

1 All written coursework, project reports and dissertations submitted by undergraduate and taught postgraduate students for assessments that have a summative component should be identified by a student's registration number and not by their name.

2 Coursework which is entirely formative – i.e. is to help the development of a student and which does not count towards decisions regarding progression or the conferment of an award – need not be anonymised.

3 In some circumstances, even though a piece of coursework is identified only by a student registration number, the first marker may know the identity of the student because of the nature of the assessment - e.g. because of the personalised form of teaching, or because a student has been given specific advice by a marker on a reassessment, and because supervisors will know the real identities of their project and dissertation students. It is also possible in these circumstances that a second marker may know the identity of the student. External examiners or moderators will not, however, be aware of the identity of the student

4 If a marker considers that a written assignment should not be anonymised, s/he should consult the appropriate Faculty Associate Dean (Learning, Teaching and Quality), who may discuss the circumstances with the Academic Director of Taught Programmes.

5 Markers are reminded that they should not break trust with students by seeking to identify them from their registration number at the point of marking coursework.

Word Limits

6 Information on the word limit of each item of coursework (whether formative or summative) shall be published to students. The word limit will be clearly stated in the title of the written assignment, project, report and dissertation. For example, an essay may have the title ' Essay 1 (2500 words), where the number in brackets indicates the word limit. (There will be obvious exceptions, for

example, where the assignment requires formulae or computer code rather than text).

7 The word count for coursework, written assignments, projects, reports and dissertations shall include: Footnotes and endnotes, references (in the main text), tables and illustrations and if applicable the abstract, title page and contents page. Any appendicised material and the bibliography or reference list shall be excluded from the word count. Where it is agreed that bibliographic referencing will take the form of footnotes and/or endnotes this will not be included in the word count - any additional notes within the body of the text will be counted.

8 Students should declare the word count of the text of their assignment on the coversheet (for an eVision or hard copy submission) or in the comments box (for a Blackboard submission).

9 Markers who suspect an assignment is over the word limit should assign it an un-penalised mark, and return it to the Learning and Teaching Hub, flagged appropriately, for investigation and application of any resulting penalty. Penalties will be applied if work exceeds the word limit, with a 10% tolerance allowance.

10 Students are required to submit an electronic version of the originally-submitted work in a format which can be checked for word count (for example Word or Excel) when requested by Learning and Teaching Service staff to do so, when the marker has raised a suspicion that the student has exceeded the word count.

11 Failure to submit an electronic version of the work for checking will result in the mark for the assignment being capped at the pass mark.

12 Cases of intentional misrepresentation of the word count will result in the mark being capped at the pass mark.

13 When an assignment is excessively over the word limit, the marker is obliged to read up to the limit but is not obliged to read beyond it. It is recommended that a 10% allowance is made in determining the cut-off point, which should be clearly identified on the script by the marker. The awarded mark will reflect the assignment content up to that cut-off point. In addition, this awarded mark will have a 10% deduction penalty applied by Learning and Teaching Service staff. For Pass/Fail assignments where the word count is found to exceed the word limit plus 10%, the judgement on whether the grade is a pass or a fail should made only on the text up to the word limit plus 10%.

Penalties for exceeding the word limit

14 The penalties for exceeding the word limit are:

Less than 10% over word limit	No Penalty
10% or more over the word limit	Deduction of 10% from the original mark
Failure to provide an electronic copy when requested	Mark capped to the pass mark
Intentional misrepresentation of the word count on the coversheet	Mark capped to the pass mark
NOTE: 1. When the original mark is within 10% of the pass mark, the penalty will be capped at the pass mark	
2. Original marks below the pass mark will not be penalised	

Arrangements for Submission of Work for Assessment

15 The method of submission for assignments will be published to students, for example through the Student Information System's web interface, eVision.

16 For the majority of assignments, students will submit their work electronically. Where electronic submission is set up for a module assignment it will be the *only* method to submit the assignment; hard copies will not be accepted.

17 For some modules electronic submission is not appropriate, and the work should be submitted to the relevant Learning and Teaching Service Hub.

18 Students will usually only submit one copy of their coursework for assessment, although two copies may be required for projects and dissertations when submitted in paper form.

19 The deadline for submission will be 15.00 on the specified date.

20 The specified date for submitting work for assessment should be a Monday, Tuesday, Wednesday or Thursday and may include vacations provided the submission is electronic.

21 Students should be reminded, when work for assessment is set, that the deadline for a piece of work is the last possible time for the work to be submitted without penalty for late submission (in the absence of extenuating circumstances) and that time should be allowed for the submission process and for checking the quality of the submission. The earliest time for submission being one week ahead of the deadline.

22 Electronic submission will only be considered as 'submitted' on successful completion of the defined submission process. Failed submission attempts, or partial completion of the electronic process by the submission deadline will not be considered as 'submitted'.

23 In instances of a student submitting an electronic file for assessment that fails to comply with the published instructions, and the work cannot be assessed as a result (e.g. the file type cannot be opened and read) then this work will be given a mark of zero. This recognises that a submission has been made by the deadline, but cannot be assessed.

24 The student is responsible for checking the quality of the electronic submission. Students should check that the correct file has been uploaded and resolve any issues with corruption in transit. Where any work submitted has been corrupted in transit, to the extent that the final submission cannot be assessed, the work will be given a mark of zero.

25 Work submitted after the published deadline may be submitted up to 20 days later. The method of submission will be the same as for pre-deadline submission. Late submission in the absence of acceptable extenuating circumstances will be subject to a penalty as set out below.

Confirmation of Submission

26 Submission confirmation details will be published to students (through eVision or Virtual Learning Environment (Blackboard)) at the point of uploading, and on the day after the deadline, for hard copy submissions that have been submitted by the deadline.

Extensions for Late Submission of Work for Assessment

27 Each Semester, submission and return deadlines should be published to students, for example through eVision.

28 Students who have a valid reason for needing an extension should refer to the Extenuating Circumstances Regulations

Penalties for Unauthorised Late Submission of Work for Assessment

29 The penalties for **late submission of numerically marked work for assessment** in the absence of acceptable extenuating circumstances are:

Work submitted	Marks deducted
After 15:00 on the due date and before 15:00 on the day following the due date	mark reduced by 10%
After 15:00 on the second day after the due date and before 15:00 on the third day after the due date	mark reduced by 20%
After 15:00 on the third day after the due date and before 15:00 on the 20th day after the due date.	mark reduced by 100% (i.e. no marks awarded)
After 20 working days	work will not be marked and a mark of zero will be recorded

Saturdays, Sundays <mark>and Bank Holidays</mark> will **NOT** be taken into account for the purposes of calculation of marks deducted.

Note

<mark>The penalty is applied as a percentage reduction from the overall mark. For example, an original mark of 60% reduced by 10% would give a penalised mark of 54%.</mark>

Note

Where work incurs a penalty for late submission, the full penalty will be deducted from the actual mark even when this results in a fail mark; assessments with late submission penalties are *not* capped at the pass mark.

30 **Late submission of pass/fail marked work for assessment** in the absence of acceptable extenuating circumstances will be awarded a fail mark.

31 All submitted work for assessment up to 20 working days after the published deadline will be marked normally and a non-penalised mark recorded on the script/coversheet. The Learning and Teaching Service staff will deduct any penalty for late submission where there are no accepted extenuating circumstances and record this on the system. Any work submitted for assessment more than 20 working days after the published deadline (where there are no extenuating circumstances and where an extension has not been approved) will not be marked and will receive an automatic mark of zero / fail. This will apply to work submitted beyond an approved extension date, if the submission date is more than 20 working days after the published deadline.

32 The [Academic Appeals Procedure](#) may be used where a request for an extension to a deadline has been denied. However penalties are not open to appeal.

33 The unauthorised late submission of work or exceeding the word limit are the only circumstances in which marks may be deducted from the merit mark. Where plagiarism or collusion is detected an adjusted mark may be awarded in accordance with the [Plagiarism and Collusion Policy](#). Where a student does not achieve an intended learning or assessment outcome the marks awarded or withheld will reflect this. Negative marking is not permitted.

Provisional Marks and Feedback

34 Marks for summative coursework remain provisional and subject to change until confirmed by the relevant Board of Examiners.

35 Feedback on assessed work will cover essays, reports, exercises, presentations, performance and practice placements. It will take account of the learning outcomes of the assignment and the relevant marking criteria.

36 Students will be given advice on the academic support available to them in the event of feedback indicating areas for improvement and enhancement.

37 Feedback in the form of basic statistics (e.g. average marks and standard deviations) will be made available to student cohorts, where appropriate, so that students may gauge their performance against that of their peers (no individual will be identified).

38 The deadline for return of feedback and provisional marks on larger pieces of work, will where possible be set sufficiently in advance of the deadline for handing in a further piece of work of the same kind to ensure students can benefit appropriately from the feedback.

39 The University is committed to returning feedback and provisional marks on summative coursework to students who submitted by the deadline as soon as possible, normally within 15 working days and certainly no later than 20 working days after the published deadline for submission.

40 It is recognised that illness or other unforeseen circumstances may delay turnaround time beyond the 20 working days deadline: where this occurs students affected by the delay should be informed.

41 Because of their nature, Dissertations, Placement Reports, Projects, and Portfolios at undergraduate and at Master's level, are normally returned within 30-working days.

42 The conditions set out in the Re-Marking Policy should be referenced by students considering making a request for an assessment to be re-marked.

43 Where a student has been given an extension to submit coursework after the deadline, feedback and provisional marks will normally be provided to that individual within 20 working days of the new submission date. Where an approved extension to the deadline exceeds the published deadline for feedback and provisional marks, a module organiser or teacher who has set the original piece of work will set an alternative assignment (consistent with the learning outcomes for the original piece of work) so as not to compromise a fair assessment opportunity.

44 Students are expected to retain a copy of all their summative coursework in all years of their course in case this needs to be recalled for scrutiny by Boards of Examiners as part of their decision-making processes for progression to the next Stage and/or degree classification and for moderation purposes with regard to academic standards of awards.

Return and Retention of Coursework

45   The method of return of coursework will be published to students. Methods include online return for electronically-marked work, collection from designated coursework boxes in the Hub, and from Module Organisers in class.

46   Work returned via the Hub will be available for one week, after which time it will be sent to the students' advisers to return to their advisees.

47   Uncollected physical copies of work will be disposed of after the end of the academic year in which the work was completed.

48 Electronic copies of students' work will be kept for the duration of their study on the course plus an additional year before disposal.