6Q - Guidance on the Preparation of Assessment Briefs and Examination Papers, Submission and Receipting Coursework

CONTENTS

1. OVERVIEW

1.1 This document includes information that was previously part of the 'Assessment Design Handling and Submission Policy and Procedure' during 2017-18. From 2018- 19, it stands as a separate guidance document providing information on the preparation of assessment briefs, examination papers, student submission of coursework, and receipting of assignments.

2. INTERNAL APPROVAL OF ASSIGNMENT BRIEFS/EXAMINATION PAPERS

2.1 Programme/Unit teams have collective responsibility for assessments. Teams should meet to peer review all draft examination papers and all assignment briefs (including assessments completed by multiple-choice questions) and marking schemes at the beginning of the year or prior to Semester 1 and prior to Semester 2. This is particularly beneficial where units are team taught. The purpose of the meeting is to check for clarity, academic equivalence and avoidance of duplication. For partners, it is good practice to also involve the Link Tutor in this meeting. The independent marking plan should record that this process has been undertaken (refer to 6D – Marking, Independent Marking and Moderation: Policy and Procedure).

2.2 After the meeting, Faculties should arrange for the production and checking of examination papers using the standardised template found on the Examinations page of the AS SharePoint site. A monitoring sheet for tracking the preparation of examination papers must be used by Faculties/partners in all cases.

2.3 **Each Faculty is responsible for the production and use of a standard Faculty-wide assignment brief template**. The template, displaying a clear heading, **Assignment Brief**, should be developed and completed in an electronic format following the assignment brief contents guidance provided at Appendix 1. Examples of templates based on good practice developed within the University are provided in Appendix 2.

2.4 The minimum requirements for the assignment brief are:

- assignment title plus an outline of the assignment task;
- when the assignment is due for submission;
- how students will be assessed (assessment criteria and weighting);
- how to submit the assignment;

- how students will receive feedback (feedback method);
- how students can get additional clarification/support;
- details on academic offences including plagiarism and duplication or 'self- plagiarism' including guidance on 'How to avoid academic offences' available at https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-avoid-academic-offences.

In addition, for Exam sheet front covers where open book examinations are used, there should also be details relating to academic offences and correct Harvard Referencing (unless a clearly stated alternative referencing style is stated).

NB: Some Professional, Statutory and Regulatory Bodies (PSRBs) request that students clearly outline the page numbers where they have written the answers to exams. Faculties may choose to implement this method of good practice.

2.5 Assignment briefs for final year personal research projects are normally included in handbooks made available to students for this type of assignment.

2.6 Copies of all assignment briefs and examination papers should be lodged with the Programme Support Officer or HE Coordinator (or equivalent) for partners. The security of examination papers is of critical importance and draft examination papers should always be circulated securely and not printed on open printers. Draft papers must be deposited in a secure place.

2.7 As part of the internal approval of assignment briefs/examination papers, programme/unit teams should review assessment for the upcoming academic year through 'Programme Assessment Review' ensuring adherence to 6C, 6E, 6F and provisions contained within this document, including:

   i.   Ensuring a balanced assessment schedule;
   ii.   Alignment to 6C principles including: a. use of formative assessment, no sub-elements and no more than two summative elements; b. sound pedagogical rationale for use of examinations in the assessment strategy see further guidance included in the Digital Pedagogies Framework; c. ensuring the assessment of English language proficiency is embedded in all assessments in a way which appropriately reflects the level and content of the course;
   iii. Good quality Assessment briefs, in accordance with guidance provided in FLIE Assessment & Feedback Toolkit and following agreed Faculty assignment brief template;
   iv.   Use of exams only in line with principles in 6C;
   v.   Assessed group work adherence to good practice guidance from FLIE and appropriate balance of assessed group work across the programme;
   vi.   Ensuring any changes in assessment strategy to be implemented for the upcoming academic year will directly address the fundamental issues raised in student feedback.

3. EXTERNAL APPROVAL OF ASSIGNMENT BRIEFS/EXAMINATION PAPERS

3.1 Faculties/Partners and external examiners should agree which of the proposed assessments are to be reviewed but as a minimum, <u>examiners should receive all assessment briefs which contribute toward classification</u> in order to have an opportunity to review them, therefore normally excluding Level 4 assessments (but including Level 4 of Foundation degrees and awards which are designed to terminate at Level 4). To include:
   i.   all examination papers (including resit papers);
   ii.   all assignment briefs* (including reassessment where appropriate);
   iii. marking schemes for the above;
   iv.   specific guidance associated with professional, statutory or regulatory bodies (PSRBs)

3.2 External Examiners may be invited to visit the University/partner in order to review assessment briefs and examination papers, although this process is more commonly undertaken through written correspondence. Examination papers and assignment briefs should be provided in final draft form and in a timely fashion. External Examiners must not be used as proof-readers. The involvement of External Examiners is required for all levels of assessment that contribute to the award classification, including those qualifications that terminate at Level 4 and for both levels of Foundation degrees**.**

4.   STUDENT SUBMISSION OF COURSEWORK ASSIGNMENTS

4.1   Unit Leaders should instruct students to submit all formally assessed coursework assignments to the appropriate location on or before the due date/time, whether this be in hard copy or online. Deadlines should be strictly adhered to, to allow equity of treatment to all students. Work submitted after the deadline will be penalised.Each piece of work submitted in hard copy should have attached to it a Faculty/partner coursework submission form. The submission form must include a disclaimer against plagiarism completed by the student to confirm that the work submitted is their own. To comply with BU's Green IT Policy, students should be encouraged to print their work double sided, unless the requirements of the assessment does not permit this.

4.2   Some artefacts, e.g. tapes, models or software, may need special submission arrangements. Students should be advised to retain a copy of their work. Work should be registered by the Programme Support Officer/HE Coordinator (or equivalent). Academic staff should not accept assignments directly from students that have not been processed through the approved administrative system.

4.3   In exceptional circumstances, extensions to coursework deadlines may be granted. The application for an extension must be made in writing, using the Exceptional Circumstances form and submitted to the Programme Leader on or before the due date (refer to *6J – Exceptional Circumstances including extensions: Policy and Procedure*).

4.4   Submitting assignments online

4.5.1   When setting submission deadlines for online submission (e.g. electronic files or equivalent), Faculties should be mindful to ensure deadlines reflect when IT Service Desk support is most readily available, therefore enabling students to obtain support in times of difficulty. Submissions are considered late if submission is completed after the set deadline time.

4.5.2   In cases of BU system failure at short notice prior to an online submission deadline, students must contact the IT Service Desk immediately and obtain an IT incident number. The IT Service Desk and the TEL Development Team will liaise and inform Faculties, as necessary, that the student attempted to submit before the deadline and that alternative submissions should be expected. The student will be advised by the IT Service Desk of the alternative submission method: for submissions made via Brightspace and under 40MB this is via email to a specific Faculty email address designated for submission purposes. This will require them to include their IT incident number with the submission. It is the responsibility of the Faculty to ensure the relevant email address is made available to the IT Service Desk in advance of submission.

Students submitting via other online methods, for example Mahara e-portfolio submissions will be advised of alternative submission methods upon contacting the IT Service Desk.

In addition to this, upon receipt of the assignment, the Faculty should either produce a manual receipt or e-mail back confirmation to the student that the work has been successfully received (in lieu of a BU system generated receipt).

4.5.3   Students may require additional support when submitting online, including what to do during situations of BU system failure. In such cases it is recommended that a test submission be carried out early in the unit cycle to ensure confidence with the online submission system and support processes. Support can be provided by the Lead Learning Technologist for the Faculty (see 6.1). Students entering BU provision through an approved progression route or similar (e.g. via direct entry to Level 6) may also require additional support in the use of online submission systems.

4.5.4   For students submitting via Brightspace, the disclaimer against plagiarism will be included on the Assignment submission page. By submitting online, students are automatically confirming the work submitted is their own.

4.5.5   For agreed extensions for online submissions it is the responsibility of the Faculty Programme Support Officers to ensure the system is correctly set up to accommodate these submissions.

4.5.6   ALS students submitting work online must indicate that ALS Marking Guidelines should be applied. This is done by including the term '**ALS Marking Guidelines'** in the comments box when submitting an assignment on Brightspace or otherwise on the first page of an ePortfolio for Mahara submissions.. Further guidance for online submissions for ALS students is available within Brightspace on the [Help page](). Further information can be provided by the Faculty's designated Learning Technologists (see 6.1).

5.   RECEIPTING OF ASSIGNMENTS

5.1   If Brightspace is the IT system used for online submission – including assignments where Turnitin is used for marking - the system will produce a receipt acknowledging that the student's assignment has been submitted. **Students must retain this receipt as evidence that their submission has been successful**. For online submissions using other IT systems for example Mahara, the IT system itself will be able to demonstrate that an assignment has been submitted successfully. In cases of uncertainty, relating to the capabilities of the online systems, Faculties should contact the lead Learning Technologist for the Faculty (see 6.1). If the IT system does not generate a received receipt (where it should), then the student should contact the IT Services Desk immediately.

5.2   When submitting assignments in hard-copy format, students may be issued with a manual receipt (e.g. dissertations and where a manual system already exists within Faculties). For the remaining assignments, the only alternative for auto-receipting is for students to e-mail an electronic copy as well as submitting hard copy. In this case, e-mail boxes, in whichever format each Faculty prefers (e.g. by level, programme, unit etc), can be set up by IT Services for students who require a receipt. In this case, the following provisos will apply:

- e-mail submission is optional for those students who would like a receipt but have no other method of obtaining one;
- e-mail submission in these circumstances will be for the purposes of receipting only. It will not replace the hard copy submission which will still be required by the deadline;
- the hard copy assignment is the definitive copy and is not optional;
- hard copy assignments submitted after the deadline will be marked as a late submission, even if the electronic copy is submitted within the deadline. Students are therefore advised to prioritise submission of the hard copy version;
- auto-receipting is not confirmation that the hard copy has been deposited. It is simply a back-up process;
- in the unlikely event that a hard copy assignment goes missing, only then will the mailbox be checked. Only electronic versions that are submitted before the deadline will be considered and the assignment will be marked as submitted;
- mailboxes will not be checked other than where a student reports an assignment missing;
- electronic copies of assignments do not need to be retained once the hard copy assignment has been logged. It will be for Faculties to determine how often they clear

out their mailboxes. Students must not rely on Faculties to retain an electronic copy of their assignment for future reference;

- receipting is not possible for certain types of assignment where electronic submission is not suitable (e.g. some artefacts).

6. FURTHER INFORMATION

6.1 FACULTY LEAD LEARNING TECHNOLOGIST CONTACT DETAILS:

Faculty of Health & Social Sciences – HSSLearningTechnology@bournemouth.ac.uk
Bournemouth University Business School – BUBSlearningtechnology@bournemouth.ac.uk
Faculty of Media & Communication - FMCLearningTechnology@bournemouth.ac.uk
Faculty of Science & Technology - scitechlearningtechnology@bournemouth.ac.uk

6.2 For examinations, please refer to the Student Examinations Procedures Handbook

7. APPENDICES

Appendix 1 - Assignment Brief contents guidance
Appendix 2 - Examples of Faculty Assignment Briefs