

UNIVERSITY OF CUMBRIA ACADEMIC PROCEDURES AND PROCESSES

APPENDIX 3c

The Conduct of Assessment

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Note: This section should be read in conjunction with Section 3b *Procedures Governing the Marking and Moderation of Assessments* and *On-line submission and feedback of coursework: Procedures and good practice guidelines*, available from the AQD StaffNet pages. Special arrangements for partners may apply.

1 Coursework

- 1.1 Programmes should normally require students to submit an electronic copy of their coursework where this is appropriate to the task. Either with on-line or paper assignments, the requirements and procedures for submission should be defined by programmes or modules and should be clearly stated in programme handbooks and/or module guides or on the relevant Blackboard™ site.
- 1.2 All submitted work should be prefaced by a completed assessment cover sheet which is either signed (hard copy) or submitted through a student account on Blackboard or Pebblepad. Paper copies are obtainable from Programme Administration. Staff have the right to refuse to accept work not prefaced by this form or by an incomplete form. Postal submissions will be accepted provided that the work is posted on or before the day of submission. Students should obtain proof of posting. Coursework should not be accepted by email.
- 1.3 All students are able to access Turnitin plagiarism prevention software (available through Blackboard or Pebblepad) in advance of the submission date for all text-based assignments.
- 1.4 Students should retain a copy of submitted work as, in very exceptional cases, assignments may be lost or damaged.
- 1.5 Written assignments must be submitted in English unless the assignment is in a language other than English or specifically requested otherwise by the Department. Where a student's first language is British Sign Language, as a reasonable adjustment, and where recommended with the Disabled Students Allowance, students may submit in British Sign Language, to be transcribed into English by a qualified person. The student is expected within this to use the appropriate subject terminology.
- 1.6 Students are responsible for ensuring that all returned work for modules is made available for the External Examiners if required. No coursework or equivalent must have been previously submitted towards any credit bearing component of an award (see Academic Regulation F10.4 and Appendix 3d Procedures Governing Academic Malpractice, section 4.1).
- 1.7 Departments are responsible for the internal moderation of coursework titles and briefs before publication and for establishing and maintaining a monitoring system.
- 1.8 Students should ensure that [confidentiality](#) is maintained and should be aware of procedures regarding breaches, including [Fitness to Practise](#) procedures.

2 Submission deadlines

- 2.1 All work must be submitted in the format specified by the dates as determined by the Department and notified to students at the start of the session/semester via the Programme Handbook and Module Guide (Academic Regulation F6.1). The submissions dates should be timed to enable processing of the assessment at the next assessment board point.
- 2.2 Where there is network failure and Blackboard™, PebblePad™, Turnitin™ or the University network is not accessible at the time of submission or in the 12-hour period before that time, the submission deadline will be amended to the next working day on which Blackboard, Pebblepad or Turnitin or the network becomes available.
- 2.3 Work submitted beyond the submission date but within 3 working days (ie excluding weekends, public holidays and periods of University closure only) will be accepted as an unauthorised late submission. The maximum mark that can be awarded will be the pass mark (40% Levels 3-6; 50% Level 7(M)). Tutorial support for the subject should not be available during this period but Learning Support will continue to be available (Academic Regulation F6.2) as will Technical Support especially in regard to facilities and health and safety.
- 2.4 Unauthorised late submission applies only to the first assessment of coursework, and **not** to authorised extensions, deferred assessment or reassessment. It also does not apply to timed assessments such as presentations, group work, exhibitions or performances, which have the status of examinations.
- 2.5 Work submitted beyond 3 working days (ie excluding weekends, public holidays and periods of University closure only) after the submission date will be regarded as non-submission and awarded zero (Academic Regulation F6.2).
- 2.6 Authorised extensions to submission may be agreed by the module tutor for valid reasons and on application by the student through Departmental procedures. An extension may normally be given for up to 2 weeks (14 days including 10 working days). Extensions beyond 2 weeks may be given in exceptional circumstances but no extension may be given beyond the date of the Module Assessment Board. No penalty will be applied to the mark, provided the work is submitted to the re-negotiated deadline. It is important that any extension agreed should still permit the assessment item to be marked and presented to the Module Assessment Board.
- 2.7 Where known extenuating circumstances, approved by the EC Panel, prevent the student from submitting by the due date, the University Assessment Board may offer to void or waive the assessment (see, Appendix 3e, 6.2.1).

3 Word limits for assignments

- 3.1 It is expected that all students can demonstrate achievement of the learning outcomes for an assessment within the defined word limit. The upper limit specified may be exceeded by up to 10% without penalty. There is no lower limit but failure to include demonstration of the requisite learning outcomes will lead to a fail.
- 3.2 These guidelines on wordage for written assessment/length of presentations exist both to enable the student to see the scale of the item and to establish an upper parameter within which it should be completed (see 3.4.1 below).

3.3 **Word limit requirements**

3.3.1 Essays, Reports and Dissertations

The word count includes the body of the work (i.e. the main text, including in-text quotations and in-text citations), within which all the learning outcomes should be demonstrated, but excludes:

- Reference lists/ Bibliographies
- Tables and the title of tables (any variation will be set out explicitly in module guides)
- Graphs
- Appendices

Note: Quotations should not normally be more than three lines of text, and are included in the wordage. Appendices should only be included where necessary and should not be used as an alternative location for the demonstration of learning outcomes, as the main body of the work should stand alone.

3.3.2 Portfolios

The same principles apply as for essays, reports and dissertations, except that evidence supporting the portfolio is not included in the word count. However, the module team should give advice to students on the nature and length (if possible/appropriate) of the evidence to be provided, along with an indication of the broad number of items which may be appropriate.

3.3.3 Presentations

The length of presentations should be proportionate to the number and complexity of learning outcomes which need to be demonstrated. For parity, up to a 10% time excess is permitted.

3.3.4 Other forms of assessment

It is acknowledged that other forms of assessment exist that may not fall within these guiding principles but which are defined as an equivalence in course documents (e.g. music performance, art exhibition and posters). These guidelines only apply where time/wordage/volume limits are given.

3.4 **Application of the guidelines**

3.4.1 Where the assignment/presentation has a defined upper limit, notification must be given to students at the outset of the module via the Module Guide. Students should be advised clearly of the consequences of breaching specified limits (see 3.5 below).

3.4.2 Students must declare the word count at the end of their written submission before the bibliography.

3.4.3 Different subject areas may require students to use different fonts, typefaces and spacing.

3.5 **Penalties**

3.5.1 Where the word count exceeds 10%, the full assignment will be marked following which the appropriate penalty will be applied (see below). In the case of presentations, the presentation will be guillotined when the 10% leeway has been reached. Where the word count exceeds the limit, the penalties detailed below will be applied:

Word count	Penalty (to be applied to assessment item)
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exceeded by:	
0% - 10%	No penalty
Over 10% - 30%	10 marks deducted (from assessment item), or pass mark awarded (whichever is the higher)
Over 30% +	Mark capped at pass mark

[Also see Academic Regulation F5.8]

- 3.5.2 In addition, for students who falsify the word count, the above penalties will apply and they will also be subject to Minor Malpractice procedures (see Appendix 3d, 7.5).

4 Referencing

- 4.1 The Harvard System is used for referencing and citation within all academic work. All students have access to an electronic version of '[Cite them right](#): the essential referencing guide', the University's specified guide available on the 'Skills@Cumbria' tab on Blackboard. This on-line guide also provides advice on other referencing systems used by the University (eg APA, MLA, MHRA, OSCALA and Vancouver).
- 4.2 Any student may be required to submit their assignment for textual similarity review for the detection of plagiarism through the software 'Turnitin'.

5 Examinations

- 5.1 An examination is defined as a formal, timed assessment of any duration that is subject to continuous invigilation (Academic Regulation F7.1).
- 5.2 There will be a schedule of examination periods for the academic year. Examination timetables giving dates, times and venues will be published by SAAS and made available on the website in good time (Academic Regulation F7.3).
- 5.3 Attendance at examinations is compulsory and no alternative dates can be arranged. Students are responsible for presenting for examination in accordance with the published timetable. Failure to attend without good reason is counted as a sit and attracts the mark of zero (Academic Regulation F7.4).
- 5.4 Attendance at examinations implies fitness to take the assessment. Students unable to attend through known extenuating circumstances or those in attendance who subsequently realise extenuating circumstances have affected their performance, should submit a claim with supporting evidence for consideration by the Extenuating Circumstances Panel (see Appendix 3e, section 5).
- 5.5 Departments are responsible for making arrangements for the issue of pre-release question papers/material where appropriate and students are responsible for the collection.
- 5.6 For some examinations, students are permitted to bring their own materials/resources [eg texts, notes, files, calculators] provided these accord with Departmental guidelines. Students are responsible for providing these according to the guidelines and to check with the programme/module tutor if in doubt.

- 5.7 The University adopts an anonymous marking policy for examination scripts. Students sit at numbered desks as determined by the attendance list. Students must bring their Cumbria Card with them into each examination and put it on the desk as proof of identity. Invigilators will make spot checks of legitimate attendance and accurate seating. Scripts will be identified by seat number/candidate number and full instructions for preserving anonymity will be given by the invigilators.
- 5.8 For any student who cannot sit an examination at the relevant campus, requests may be considered to sit the examination at another UoC approved site (see Annex 2).

6 Preparation of examination question papers

- 6.1 Module tutors will be responsible for preparing draft question papers and rubric and for having them approved by the External Examiner before publication. The length and type of examination paper should be set in accordance with the validated assessment scheme for the module.
- 6.2 Student and Academic Administration Service (SAAS) will be responsible for final production, printing, duplication and secure storage.
- 6.3 The content of question papers is both restricted and confidential (ie not to be disclosed to, or discussed with, students or staff outside of the Department).
- 6.4 The font should be Verdana 12 (unless an alternative has been agreed as a reasonable adjustment) and the format of the paper shall include:
- i. Name of the awarding body (eg University of Cumbria),
 - ii. Partner institution if appropriate
 - iii. Module code and title
 - iv. Campus/site at which examination held
 - v. Length of the examination
 - vi. Date and time of the examination
 - vii. Rubric giving information on the number of questions to be answered
 - viii. Information in the case of specific arrangements eg open books, permitted materials

7 Invigilation

- 7.1 All members of the teaching staff below Head of Department are expected to contribute to invigilation activity. It is also expected that the module leader/tutor is available to invigilate or at least be present at the start of the examination for which they have responsibility.
- 7.2 It is the responsibility of the Head of Department to ensure that all examinations have appropriate levels of invigilation.
- 7.3 There will be no less than 3 members of staff in the room unless the group size is less than 20 students. The recommended ratio of examinees to invigilators (including the chief invigilator) is as follows:

No of examinees:	No of invigilators:
1	1
2-20	2
21-70	3

71-120	4
121-160	5
161-200	6

- 7.4 The chief invigilator has responsibility for the operation and management of the examination, for giving appropriate instructions at the beginning and end of the exams and reporting any procedural irregularity affecting students or incidence of suspected malpractice to SAAS.
- 7.5 Duties of invigilators will include:
- i. To arrive 25 minutes before the scheduled start of the exam session and to be available for the WHOLE examination session to ensure adequate invigilation cover (not just for duration of paper).
 - ii. To set out the question papers (usually each tutor sets out the paper for their own group of examinees) and to make a last minute check on the question paper/attendance lists/provision of necessary equipment (where appropriate for own paper).
 - iii. To assist with the admission of students to the exam room no later than five minutes before the start-time of the exam, ensuring that students are silent; bags, mobile devices and coats are left at the back of the exam room and students do not bring in food or drinks, except in case of medical condition eg diabetes.
 - iv. To identify absentees and to ensure SAAS is aware of **all** such at the commencement of the exam; to note absentees and any late arrivals on the attendance list.
 - v. During the examination to spot check Cumbria cards against the exam room attendance list – to ensure legitimate attendance and accurate seating. To ensure anonymous marking can be seen to be operating it is advisable for tutors to check groups other than their own programme group.
 - vi. To attend to requests for extra paper, water, comfort breaks and to watch for malpractice.
 - vii. To supervise and assist students who have additional needs, as appropriate, being prepared to stay to cover extra time if necessary.
 - viii. To check the scripts of students leaving before the end of the exam. The script should be left on the desk and collected at the end of the exam to avoid any confusion.
 - ix. To ensure that all scripts are accounted for and enveloped correctly at the end of the examination and to complete and sign all necessary documentation. Any scripts not collected from the examination room by the appropriate tutor will be returned to SAAS for secure keeping.

8 Student conduct in the examination room.

- 8.1 Students will be admitted to the examination room 5 minutes before the start time indicated on the published timetable.
- 8.2 Students sit at numbered desks as determined by the attendance list. Students must display their library card on the desk.
- 8.3 No student may leave the examination room within the first half hour or in the last 20 minutes.
- 8.4 Students will not normally be admitted to an examination after the first half hour. If for some exceptional reason the chief invigilator uses discretion to allow a

student to enter an examination after the first half hour has passed, it will be at the discretion of the Board of Examiners to decide whether to take this into account and mark the script.

- 8.5 Students should bring their own pens, pencils, rubber, rulers and, where permitted any other materials prescribed for the examination. Handbags, books, papers, coats and other articles brought into the room must be deposited with the invigilators.
- 8.6 All clock/watch alarms, and pagers must be disabled during the examination. Mobile devices and electronic devices (with the exception of approved calculators) will not be permitted in the examination room.
- 8.7 No food or drink should be brought into the exam room except in case of medical condition eg diabetes. Water is available on request.
- 8.8 Students who, for any reason, wish to leave the examination room temporarily may do so only if accompanied by an invigilator or by another authorised person. Students may not leave the room to smoke.
- 8.9 Silence must be maintained at all times except in oral/aural examinations.
- 8.10 Students are strictly forbidden to copy from one another or to communicate with one another or with any person[s] other than the invigilators. Likewise, students may not introduce any written or printed material into the examination room [unless this is permitted]. This includes dictionaries. Students must not attempt to gain access to unauthorised material during or before an examination. (See Appendix 3d – Procedures Governing Academic Malpractice 2.1).
- 8.11 At the end of the examination students will be told to stop writing, shown how to fasten their scripts [and rough work] together and how to preserve anonymity. Students may not leave the room until scripts have been collected by the invigilator. This also applies to students who wish to leave the examination room before the end of the examination. A student wishing to leave before the last 20 minutes must raise their hand to attract the invigilator's attention so that s/he may have their script checked and given approval to leave.
- 8.12 No examination stationery, scripts, coversheets or answer sheets may be removed from the examination room.
- 8.13 On entering or leaving the examination room, students must be quiet to give due regard to other candidates who may have started earlier or be finishing later.
- 8.14 In the event of fire, students must not attempt to collect bags, coats etc and on the invigilator's instruction should leave by the nearest exit where they should assemble outside and wait for further instructions. If permitted to return, additional time will be allowed.
- 8.15 Students should not bring valuables to the examination and if they do the property is left at their own risk.

9 Viva-voce examinations/oral tests

- 9.1 Viva voce examinations may be included as a compulsory element within the assessment strategy for a module as determined at validation.
- 9.2 Where there is no physical evidence for assessment (eg non text-based assignments), appropriate systems should be in place to enable internal and external moderation activity. This could be through joint observation of performance or presentation, or capturing of performance or presentation by audio or visual recording mechanisms. In these cases, the sample size should be as set out in Appendix 3b, 2.4.

- 9.3 The examiners (internal and/or external) have the discretion as agreed by the assessment board to hold oral tests at any time during the programme, designed either to check the authenticity of evidence derived from written course work or to help fill gaps on a student's assessment record caused by eg illness. In this case, the Programme Leader will notify the student of the arrangements, why they are being called for such an examination and the extent of the material to be covered.

10. Examinations for students on collaborative and distance learning programmes

- 10.1 Partner institutions/study centres will make appropriate arrangements for candidates studying on collaborative or distance learning programmes to take examinations according to the University examination procedures which apply to all programmes.
- 10.2 Any time differences from the UK will be taken into account so that examinations take place simultaneously (or as near as possible).
- 10.3 Distance learning students must seek approval from the University for their examination arrangements. The student must arrange a suitable venue and appropriate invigilation which is acceptable to the University. Any costs for invigilation, room hire or related administration must be borne by the student.

11 Re-sit examination arrangements

- 11.1 The University will accommodate reassessment students in practical subjects for which they require availability of specialist facilities and will ensure conformity with Health and Safety Legislation (e.g. use of hazardous substances, Technician availability).
- 11.2 Students who studied at the University in the UK but who are domiciled overseas will be offered the opportunity to sit any reassessments at British Council Offices in their home country (see 10.3 above). Time differences from the UK will be taken into account so that examinations take place simultaneously (or as near as possible).

12 Students requiring additional examination arrangements.

- 12.1 A range of additional facilities can be made available to students on the basis of reasonable adjustment for a particular need under Equality legislation [eg extra-time, large print papers, computers, amanuenses etc]. An application by the student to Student & Staff Services must be made in good time and supported by appropriate evidence (eg educational psychologist report or medical assessment). Standard adjustments may be approved by SAAS and shall be reported to the Module Assessment Board. In the case of non-standard requests, the matter will be referred to the Chair of the Module Assessment Board for joint approval with the External Examiner. Requests for special arrangements may be refused where insufficient notice is given (Academic Regulations F9.4).
- 12.2 Special arrangements may also be made for students on grounds of religious observance.

13 Disclosure of marks and results to students

- 13.1 In releasing results to students, strict confidentiality in accordance with the Data Protection Act must be followed. Marks and results will not be published on notice boards unless anonymised.
- 13.2 Internally moderated marks can be released to students to provide feedback on performance on the understanding that these are provisional until confirmed by the Assessment Boards and the external moderation process.
- 13.3 End of semester/session statements of results are issued for continuing students together with any reassessment requirements as confirmed by the University Assessment Boards.
- 13.4 Final transcripts, Diploma Supplements and award parchments are issued by SAAS on confirmation of results by the awarding University Assessment Board. (See Appendix 3g).
- 13.5 Certificates, formal transcripts and Diploma Supplements will be withheld where a student is in debt to the University (Academic Regulation H1.4)

14. Review of the procedures

- 14.1 The University will review these procedures described periodically.

ANNEX 1

USE OF ELECTRONIC DEVICES IN EXAMINATIONS

- 1 The use of electronic calculators and other portable micro-computing and electronic devices (hereafter shortened to 'electronic devices') in examinations is only permitted when authorised by the appropriate Department, programme or subject (where appropriate).
- 2 Where use is permitted, electronic devices must be of the hand-held type, quiet in operation, compact and having their own power supply. External or user-written programs, or storage media, and/or instruction manuals may not normally be taken into the examination room and students must be able to demonstrate that internal user storage has been cleared before the start of the examination. Candidates are entirely responsible for ensuring that their electronic devices are in good working order (e.g. fully charged), and for making alternative provision in case the instrument should fail.
- 3 When required by a Department, and so indicated on the examination question paper, candidates shall state the make and model of their electronic device on the examination script.
- 4 In setting questions for examinations in which candidates may use their own electronic devices examiners should take careful account of the different potentialities of such devices, and require candidates to show sufficient intermediate calculations to demonstrate that they understand what they are calculating.
- 5 Candidates are not allowed to borrow electronic devices from each other during examinations.
- 6 Departments, with the agreement of External Examiners (where relevant) and after notification with the students concerned, may validate supplementary regulations (additional to these general regulations) for particular examinations. Such regulations may specify or limit the types and facilities of electronic calculators or other electronic devices, which can be used in particular examinations.

ANNEX 2

REQUEST TO SIT AN EXAMINATION AT ANOTHER UoC APPROVED SITE

Contact Student and Academic Administration Service for the proforma to use in making requests to sit an examination at another UoC approved site