

# Online Assessment

## Policy and Guidance for Staff and Students

This policy and guidance covers student submission and academic marking policy in the context of online assessment.

Where appropriate the relevant UWE Academic Regulation has been given. All references are taken from UWE Academic Regulations: <http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx>

### 1.0 Definition of online submission

- 1.1 'Online submission' for UWE students is defined as work that is submitted electronically to Blackboard for assessment by the University.
- 1.2 Online 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 (including any permitted extension for late work and/or reasonable adjustments) will not be considered as 'submitted'.


### 2.0 Acceptable file types

- 2.1 It is the responsibility of each respective Module Leader to define the type of file that they consider acceptable in the submission instructions presented to students. This will usually be Microsoft Word format.
- 2.2 Whilst most electronic file types can be accepted by Blackboard, it is the responsibility of the student to submit in the format specified in the submission instructions. This will ensure that the submission can be read and assessed.

### 3.0 Submission window and deadline

- 3.1 The deadline for all submissions will be held on the University' Student Record System (ISIS). University administration is responsible for maintenance of this information.
- 3.2 The deadline date for all submissions of assessed work will be provided by the Module Leader in advance of the module delivery/run commencing. This date will be treated as the actual date of submission, there is no expectation that this will be changed unless there are exceptional circumstances for doing so.
- 3.3 The deadline held will be used to calculate the following:
  - The release of the assessment in Blackboard to academic staff 4 weeks prior to deadline
  - The release of the assessment submission window to students registered on the module 2 weeks prior to deadline
  - The submission deadline for assessed work
  - The late work submission window 24 hours after the published deadline
- 3.4 Assessed work must be submitted and received **before** 14:00:00 on the published date given on Blackboard to be recorded as on time.
- 3.5 The date and time of your submission is taken from the Blackboard server and is recorded when your submission is complete, not when you submit. The current time is displayed in Blackboard.

### 4.0 Amending the submission deadline for assessed work

- 4.1 Once provided by the Module Leader it is not expected to change prior to submission.
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4.2 Circumstances that will be considered for changing a submission deadline are:

- Administrative error in entering an incorrect date
- Staff illness or other unavoidable circumstances that will compromise the assessment submission on the original date
- Change in module specification after the original submission date was submitted
- UWE IT systems failure within 2 hours of the deadline

4.3 The Module Leader is responsible for checking and confirming the date of submission with administrative staff via the Assessment Data Checker application.

## **5.0 Late submission**

5.1 Students have a 24 hour late work submission window for late submissions.

5.2 Any submissions during the 24 hour late submission window are subject to penalty under Academic Regulation E15.

## **6.0 Multiple submissions of the same assessment**

6.1 Students have the right to re-submit any assessment up to the close of the late submission window after the published assessment submission deadline.

6.2 It is only the final submission that will be considered for assessment by the Module Leader, even if the final submission is within the 24 hour late submission window. All other earlier submissions will be discarded from the marking process.

6.3 If the submission consists of multiple documents, each upload attempt must contain the complete coursework submission. It is the student's responsibility to ensure that all parts of the assessment are resubmitted.

## **7.0 Quality of submitted work**

7.1 Students are responsible for the quality of work submitted.

7.2 Online assessment extends this responsibility to the student checking the quality of the submission after it has been submitted. It is the student's responsibility to check and resolve any corruption in transit; coursework submission receipts are provided for this purpose. Where any work submitted has been corrupted in transit, including any resubmissions, to the extent that the final submission cannot be assessed, the work will be given a mark of zero.

## **8.0 Student failure to submit as per instructions**

8.1 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.

## **9.0 Receipts for submission**

9.1 Students will receive an electronic receipt for all submissions. Students should review these receipts immediately following submission to check all files have uploaded and open successfully. They should not be considered as confirmation that the submission meets the submission criteria, or that the submission can be accessed by the Module Leader for marking.

9.2 Copies of electronic receipts will be accepted as evidence to support a student's complaint or academic appeal. Any receipt submitted as evidence that is proved to be forged or altered in any way will be treated by the University in the same way as all other instances of falsified evidence.

## **10.0 Extenuating Circumstances**

- 10.1 The only grounds for consideration of student extenuating circumstances regarding the online submission process is evidence of UWE IT system failure. Online connection speed or other time based over-subscription delay will not be considered as a system failure and therefore are not grounds for extenuating circumstances.
- 10.2 Submission of Extenuating Circumstances will only be accepted using the approved UWE process.

## **11.0 Anonymous marking**

- 11.1 Student submission for assessment is subject to the same UWE Regulations as all other assessments. Academic Regulation F3 shall apply in all instances.


## **12.0 Moderation of marks**

- 12.1 All work submitted online shall be subject to Academic Regulation F4.
- 12.2 Where work is selected for double marking the sample shall include the full range of performance for each cohort on each module run. The marking team shall ensure that the selection of work meets this requirement.

## **13.0 Release of marks and feedback**

- 13.1 The release of unconfirmed marks and feedback is the responsibility of the Module Leader. Marks will be confirmed following the official publication of results.
- 13.2 The Module Leader must ensure that marks and feedback are released through Blackboard. Marks must not be sent to administrative staff for inputting, except in the case of agreed reasonable adjustments or extensions.

## **14.0 Assessment Offences**

- 14.1 All assessment submitted online shall be subject to Academic Regulation part G.
- 14.2 To prevent holding up the release of all marks for a given module run being delayed, the procedure for managing assessment offences relating to work submitted online and release of marks is as follows:
- Unless the investigation is completed within 4 weeks of submission and a mark reflecting the outcome can be given, the mark released to the student will be zero
  - Unless the investigation can be completed within 4 weeks of submission, the electronic feedback to the student will reflect that the mark of 0 has been allocated due to an ongoing assessment offence investigation
  - The Module Leaders should ensure that once the investigation is completed the actual mark and feedback should be returned to the student in hard copy
  - The mark of zero will be released to ISIS and will remain until such time as the outcome of the investigation is concluded. At this point the actual mark will be entered into ISIS by administrative staff, this mark will be reflected in the online 'modules and marks tab' facility on myUWE and will be visible to the student. This shall be the mark used to calculate the outcome of the module for presentation to UWE Examining Boards
  - There is no requirement to change the original mark of zero in Blackboard
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## **15.0 Reasonable Adjustment**

- 15.1 Where it has been agreed that a student can submit on a different date under the University's Reasonable Adjustment policy, the student should submit a paper copy of the assignment to an agreed submission point.
- 15.2 Marks and feedback should be given to the student in hard copy and marks given to administration staff for inputting.

## **16.0 Import of marks and error checking**

- 16.1 The import of marks to ISIS after release to students is the responsibility of University administration staff. This includes:
    - Management of the transfer of marks from Blackboard to ISIS
    - Intervention with any mark error highlighted during the transfer process
    - That marks should only be imported from Blackboard, except in the case of agreed reasonable adjustments or extensions
  - 16.2 The applicable mark held in ISIS will take precedence over all other versions of published marks including that released to students by Module Leaders once assessment is complete and feedback is returned. These marks will be available to the student via the Modules & Marks and the Awards & Results Channels in myUWE depending on the stage of the assessment cycle.
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