

Changes to Guide to Assessment, Standards, Feedback and Marking 2021/22

Professor Mike Bentley, Chair of SCA

Additions and amendments approved by SCA 2020/21

Please note these changes to the Guide to Assessment, Standards, Feedback and Marking 2021/22 - the new Guide will be made available in September 2021, prior to the start of term due to the changes which will be made to the Exceptional Circumstances Policy.

A. 4.7.1 Deadlines for assessed work and lateness penalties

Where submission of assessed work requires in-person (i.e. not electronic) submission, the following additional rules will apply:

(a) Departments must not set Friday deadlines for these submissions (the same principle applies to the Thursday prior to a Friday bank holiday, e.g. Easter Bank Holiday weekend).

(b) Deadlines for such submissions should be set within office hours and the facilities for handing in student work should be open for a minimum of three hours prior to the deadline for submission. Any students in a queue to hand in work at the deadline should be able to hand in the work without penalty. A record of submission time must be kept.

For electronic submissions, deadlines may be set on any working day, including Fridays. Care should be taken with Friday deadlines to ensure that there is sufficient time for any required administrative or technical support. See *14.3 Electronic Submissions of Assessments* for further information on electronic submission.

B. Academic Misconduct Policy

Clarification of marks cap application in *AM1.3.6 Penalising assessment offences of academic misconduct*

Due to confusion over the application of marks caps, SCA agreed to this **new wording for Guide to Assessment 21/22**:

AM1.3.6 Penalising assessment offences of academic misconduct

Wherever possible it is the module to which the assessment is connected that contains the penalty for academic misconduct. If a student is found to have committed academic misconduct on a submitted assessment the penalty must be applied to the mark of the submitted piece of work. This will ensure the effect of any mark reduction is proportionate

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to the stage of the degree. The mark awarded to a piece of work affected by academic misconduct should, as a matter of principle, be treated the same as any other mark awarded as a part of the award (e.g. a module failed as a result of academic misconduct will be treated in the same way as a module failed for inadequate scholarship or incorrect work.)

The process for applying a Marks caps is as follows:

- ***StAMP agrees Marks cap***
- ***Work is returned to marker***
- ***Marker completes the marking of the work as normal (mark may be higher or lower than the cap)***
- ***Late penalties and overlength penalties applied to the uncapped mark***
- ***The AM cap is then applied to the mark***

Please note, the marks cap is not the final mark for the assessment but the maximum mark achievable for the piece of work. The work must be marked as normal, and feedback provided within normal timescales, and the final mark may be lower than the applied marks cap.

C. Exceptional Circumstances Policy

The approach to exceptional circumstances is still being considered due to the ongoing issues faced with the pandemic, a briefing on this will be sent out as soon as the approach has been agreed.