

Handing in

Submission of written work is entirely your responsibility. You are entitled to receive teaching and/or tutorial guidance in preparation for the assessment but academic staff cannot advise you whether a piece of work is of a pass standard. Always keep a copy of the work you have handed in, just in case this is mislaid.

You should receive a receipt when you hand in your work as proof of submission – keep this safely.

After handing in

If you feel that your assessed work was adversely affected by mitigating circumstances, you should contact your Faculty Student Adviser and arrange to complete a Mitigating Circumstances Form, which must be submitted within 5 working days of the submission date. Full details may be found in the Academic Regulations and in the SU Advice Service leaflet entitled Mitigation.

Work handed in late

Work that is handed in after the submission deadline will be classed as a fail unless you have had an extension approved in advance by your Faculty Student Adviser.

If there are good reasons for handing in work late, fill out a Mitigating Circumstances Form and hand this in within 5 working days of the submission. Remember, if your mitigation is upheld, your mark will be annulled, **whether a pass or a fail.**

What happens to my work?

The majority of work is marked **anonymously** by a first marker. This is the rationale behind giving only your SID number on written assignments. Work that cannot be marked anonymously because of the nature of the assessment is either **double marked** or the Module Leader has to provide evidence of the integrity of the assessment method. This is then scrutinised by the External Examiner. Double marking means that the second marker knows the mark awarded by the first marker and they have to agree a mark for each student.

Major Projects

All Major Projects at undergraduate and postgraduate level are unseen double marked, i.e. the second marker does not know the mark given by the first marker.

Internal Moderation

A sample comprising a minimum of 8 items, or 10%, (whichever is the greater) for each element contributing 25% or more of the overall assessment for the module from across the full range of marks is subject to internal moderation to ensure there is consistency of marking. The internal moderator knows the mark awarded by the first marker and sees any written feedback given to the student.

External Moderation

For assessed work for all taught pathways leading to an undergraduate or postgraduate award (usually Level 2 modules or higher but will include Level 1 modules for Cert HE, HNC and HND modules) a sample of 8 items or 10% (whichever is the greater) for each element contributing 25% or more of the overall assessment for the module from across the range of marks, is sent to an External Examiner i.e. academics from outside the University.

The full terms of reference and constitution of the following are contained in the Academic Regulations, but briefly:

Departmental Assessment Panel

The Departmental Assessment Panel, which includes an External Examiner, considers and approves assessment marks and module results. It also decides on the form and timing of re-assessment. These decisions are communicated to the Faculty Student Review Subcommittee and Faculty Awards Board.

Faculty Mitigation Panel

The Faculty Mitigation Panel, which includes cross-faculty membership, considers all claims for mitigation without knowing the mark awarded. The decisions of the Panel are communicated to the Faculty Student Review Subcommittee.

Faculty Student Review Subcommittee

The Faculty Student Review Subcommittee, which includes an External Examiner if required by a professional or statutory body, reviews the overall achievement of students and makes recommendations to the Faculty Awards Board.

Faculty Awards Board

The Faculty Awards Board, which includes an External Examiner, receives approved module results and considers recommendations from the Faculty Student Review Subcommittee. It assesses whether students are eligible for an award and, for students on professional pathways, whether they are competent to practise and be included on the appropriate professional register.

Academic Appeals

At this stage, if you are unhappy with the decision of the Awards Board and you have evidence of mitigating circumstances that you have not, for valid reasons, previously submitted or if you have evidence of maladministration, you have the right to appeal. Please refer to the SU Advice Service leaflet entitled Appealing. Appeals must be lodged within **20 working days** of the publication of confirmed marks.

Collecting your work

You must collect your work within 20 working days after the Awards Board has met. After

this time, any uncollected work will be destroyed.

Results

Information regarding the publication of marks and decisions made by Awards Boards is made available to you via E-Vision. Resubmission dates are also communicated via this method and you should ensure that you are familiar with the system. If in doubt, ask for assistance in the University Library.

Feedback

You are entitled to receive feedback from markers on all assessed work; this feedback may be written or otherwise, as appropriate. Feedback should normally be available to you within 20 working days (30 working days for major projects) of the submission deadline but remember that at this time the mark will be unconfirmed and subject to internal and external moderation. Examination scripts will not be returned but you may request to see your script and receive feedback from the Module Leader/Tutor.

Anglia Ruskin Students' Union Advice Services:

Cambridge

Tel: 01223 46008
E-mail: cambs.advice@angliastudent.com

Chelmsford

Tel: 01245 258178
E-mail: essex.advice@angliastudent.com

www.angliastudent.com

How is my written work marked?



**SU
Advice**

September 2007