

B5. COURSEWORK MANAGEMENT

B5.1 Introduction

The overall responsibility for the specification and assessment of coursework rests with the Module Leader, who will ensure that the work is compatible with the aims and objectives of the relevant course(s). Administrative staff in the Faculty Office are responsible for the receipt and safe storage of coursework, until collected by the Module Leader.

'Coursework' is defined as any piece of student work which is formally assessed and contributes to the overall module mark. In general, the coursework for a module may comprise any combination of individual or group written reports, oral presentations, in-class tests or other forms of assessment specified by the Module Leader. Section B5.4 only applies to written assignments.

The QEEU issues guidelines for coursework management, with examples of good practice across the University. These may be found in the Quality Evaluation and Enhancement Handbook.

B5.2 Specification

- At the start of each term, the Module Leader will present students with a Module Brief. This includes an outline of the lecture content of the module, plus a summary of any coursework required. It should indicate the latest submission date(s) for each assignment, and the proportion of the module assessment it represents.
- The Module Leader will provide students with a detailed specification of each coursework at an appropriate stage in the term. The specification must include a summary of the marking criteria to be applied by the assessor.
- There are no specific guidelines for in-class tests, provided that the following paragraph is noted. They may be seen or unseen, open-book, etc. at the Module Leader's discretion.
- For modules where coursework is the only form of assessment, the Module Leader should nominate an Internal Moderator, usually from the same Subject Group. The Internal Moderator will review the coursework set, and verify that it is consistent with the overall academic objectives of the module. If specifically requested, a copy of the specification should be forwarded (via the Course Co-ordinator) to the External Examiner for approval/comment. Where two or more members of staff are involved in the delivery of a module and/or the setting of the assessment, then moderation should take place between them. In these circumstances, an additional Internal Moderator is not required.

B5.3 Module Records

- Records for each module owned by the School are kept in the Base Room (currently Reynolds F1). It is the Module Leader's responsibility to ensure that these records are kept up to date.
- The Module Leader should file a copy of the module lecture plan, together with the names of all staff involved in delivering the module, and the name of the Internal Moderator.
- The file should contain a copy of all coursework specifications, plus three examples of marked student work for each assignment. These examples should normally represent 'good', 'average' and 'poor' examples of student work.
- Where coursework samples are too large to be filed in this way (e.g. design reports, posters or models), they should be retained by the Module Leader and made available for later inspection by the External Examiner. A note to this effect should be placed in the relevant file.

B5.4 Coursework Submission

- As soon as possible after the start of each term, Module Leaders should send a copy of the Module Brief with coursework submission dates to the administrative staff. Occasionally staff, usually the course co-ordinator or year tutor, may suggest an alternative deadline, to take account of part-time students or excessive work loads, and this will be negotiated with the Module Leader.
- Written coursework must be submitted personally to the Faculty Office (currently Smeaton 006) on or before the agreed deadline. Submission will be recorded on computer. Students will not be issued with an individual receipt.
- Coursework should be collected personally by the Module Leader from the Faculty Office. Administrative staff will issue a printed record of students' names and submission times.

B5.5 Joint Assessment of Coursework

- Some items of coursework (in particular final stage projects) may be assessed by two members of staff. Where there is a clear difference between the marks awarded by the first and second markers the first marker will advise the Programme Manager who will refer the work to a third member of staff for independent marking and adjudication.

B5.6 Feedback and Return of Coursework

- Module Leaders should ensure that written work is clearly marked according to the relevant criteria, and suitably annotated to give the student an indication of

where marks were gained or lost, and how their performance might be improved. The use of feedback cover sheets with mark allocations is encouraged.

- Marked coursework should be returned to the students not more than 4 weeks (excluding vacations) after the submission deadline.
- Coursework should be returned personally in lecture, laboratory or tutorial sessions.