ASSESSMENT WORKSHOP

- **ASSESSMENT STAFF & ROLES**
- Bart Plange – Principal Administrator(Assessment Officer)
- Jossett Hector-Senior Assessments Officer(Weekend)
- Matthew Kelleher– Assessments Officer
- Manuela Dineva - Assessments Officer
- Eliane Mukeba -Assessment Officer
- Marin Zaharidov - Assessment Officer
- Anamika Roy – Assessment Officer
- Junyan Zhu - Assessment Officer (Weekend)
- Anita Chiafi -Assessment Officer(Weekend)

HOW TO CONTACT US

- **Assessments Hot-Desk Times:**

Monday to Friday:
10:00 am to 12:00 pm
1:00 pm to 3:00 pm

At the weekends:
10:00 am to 12:00 pm
1:00 pm to 3:00 pm

LondonAssessments@uwtsd.ac.uk

Tel: 0207 127 7405

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YOUR RESPONSIBILITIES

- To submit your work on time
  - Your deadline will always be at **2.00PM**
- To make sure the work is your own
  - Avoid Academic Misconduct!
- To make sure your work is ready for submission
  - Do not upload your assessment if it is incomplete
  - Check and re-check your file to make sure it is the assessment you wish to upload
- What you should <u>always</u> do:
  - *Allow plenty of time to deal with unforeseen circumstances*
  - *Check and re-check your submission deadline*
  - *Check what is required for your submission (Module Handbook)*
  - *Only submit your work when it is ready for final submission*

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London STUDENTS' HALL - MOODLE

- A page created especially for you on Moodle
  - Assessment Schedules
  - Step by step guides on:
    - How to upload your assessments to Moodle
    - How to deal with a late submission
    - How to file for extenuating circumstances
    - How to set up your IT account
  - Timetables
  - Attendance Policy, and much more!

Please make full use of this page

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Welcome to London Students' Hall

Welcome to the London Students' Hall, your one-stop resource for quality information, advice, guidance and emotional support to help you reach your full potential.

IMPORTANT NOTES:

- Always **update your term-time address** and **mobile number on MyTSD**.

*If your mobile number changes, please update on MyTSD and then email London Student Services so that your number can be changed in our records.

- Always access **your student email account regularly**.

*We will not respond to emails from your personal email account. If you are having issues accessing your student email account, please call 0300 500 5055 or visit the IT team on campus.

- **Save The Date - JUNE 2024**

*Stay Tuned For more updates.

LONDON CAMPUS MAPS

London Campus Maps

ACADEMIC CALENDAR

Academic Calendar 2023 - 2024

London Campus Move 2024

Hidden from students

Academic Skills workshops

Hidden from students

NOTES TO REMEMBER

- Deadlines are always at **2:00PM** of the assigned date in the assessment schedule
  - **DO NOT leave to '1:58PM' to upload your work. You might encounter difficulties trying to gain access**
  - **In other words, …. DO NOT leave it to the LAST MINUTE**!
- *You should ALWAYS use your **University email address** when communicating with us!*

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LATE SUBMISSIONS

Please also refer to the relevant guide on the Students' Hall Page

LATE SUBMISSIONS

- **Students are responsible for submitting their work on time.**

In the event that work cannot be submitted by its deadline, you need to:

- Upload your work on Moodle as Normal but it will show the date and time you uploaded (submitted) your Assessment.

- Assessments submitted within **ONE WEEK** after the submission deadline will be counted as Late Submission and will be Marked

- Assessments submitted **ONE WEEK** after the submission deadline will not be marked and will be awarded a mark of Zero (Non-Submission)

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LATE SUBMISSIONS - PENALTIES

- If you submit your assessment late, your mark will be subject to the University's rules and regulations:

First Attempt Students

- *Capped to 40% (50% for Level 7) if submitted within 1 week of the deadline*
- *Work handed beyond one week **will NOT be accepted**; this will be recorded as a non-submission and you will be given a mark of 0%*
- ***For more detailed instruction please refer to the Students' Hall in Moodle***

IMPORTANT: The 2:00 PM rule also applies for late submissions

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DRAFT SUBMISSION LINK

- The draft submission link is for you to check your similarity score and similarity report before submitting your **FINAL Assessment**.
- Please note you will not receive marks on this draft assessment .You may request feedback by contacting your lecturer(s) via email to check your **Draft submission**.

- Please note that under **NO CIRCUMSTANCES** will any Assessment submitted to the draft submission link be accepted as your **FINAL SUBMISSION**.
- **PLEASE NOTE THAT SHOULD YOU SUBMIT YOUR FINAL ASSESSMENT IN THE DRAFT LINK, IT WILL NOT BE MARKED BY YOUR LECTURER AND WILL BE CONSIDERED AS NON-SUBMISSION**
- Please ensure you submit your FINAL Assessment to the **FINAL Submission link**.

PROVISIONAL FEEDBACK & RESULTS

Provisional feedback and results will be made available to students within 20 working days of the submission deadline.

Please note that these results are provisional until confirmed by the Examination Board. You will be able to view your FINAL MARKS on Moodle on Friday after the exam board which for this June 2024 term will be 11th October 2024 after 2:00pm.

EXTENUATING CIRCUMSTANCES

Please refer to the relevant guide on the Students' Hall Page

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EXTENUATING CIRCUMSTANCES

- A student who believes that his/her performance in an assessment has been adversely affected by extenuating circumstances, may request that those circumstances are taken into account by the University

- For consideration of the late submission penalty to be lifted, Students may file an Extenuating Circumstances Request with the Academic Office

EXTENUATING CIRCUMSTANCES WHAT IS CONSIDERED

- An application for extenuating circumstances may be considered if evidence is provided of:
  - (a) an immobilising illness or period of hospitalisation that would affect your ability to meet a deadline or undertake an examination;
  - (b) bereavement shortly before assessment resulting from the loss of a relative or close friend;
  - (c) serious personal problems (where these relate to a third party, you must provide independent evidence of the impact on you); other problems that are beyond your control which compromise your ability to meet a deadline or undertake an examination

EXTENUATING CIRCUMSTANCES WHAT IS CONSIDERED

- In each case, the student must provide verifiable independent evidence

- In the case of a medical issue, this would mean a Medical Certificate from a registered NHS GP, clearly identifying the start and anticipated end date of the medical issue

EXTENUATING CIRCUMSTANCES REQUESTS

- Extenuating Circumstances requests are dealt with by the **Academic Office** and **SHOULD NOT** be sent to the London Assessments Team

- All requests should be submitted to the Academic Office not more than **21 days after** the deadline of the assessment, presentation or examination date.

- Requests to lift the late submission penalty must be accompanied by the London Assessments' confirmation that your work has been received and accepted for marking (e.g. our email response)

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HOW TO SUBMIT YOUR EXTENUATING CIRCUMSTANCES REQUEST

- Fill in new online Extenuating Circumstances Application Form
- Students wishing to apply for Extenuating Circumstances should to login to their **MyTSD account** and access the form under the '**Data Changes and Forms**' tab on the '**Forms**' menu.
- For additional guidance on how to file your request, please refer to the file "Student Guide on Extenuating Circumstances Online Application Form" on London Students' Hall on Moodle

- Please note:
  - Your request will only be considered if appropriate *evidence* is provided
  - The Academic Office will review your request and respond it accordingly
  - The previous Appendix SC01 version of the form will no longer be accepted.

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EXTENUATING CIRCUMSTANCES

WHAT IS NOT CONSIDERED

- The following are NOT normally considered to be extenuating circumstances:
  - Loss of work as a result of theft or the breakdown of a computer or other electronic equipment;
    - electronic back ups (save your work on different sources)
    - hard copies
    - drafts of work in progress
    - managing the time allocated for completing the assessment

  - Difficulty in gaining access to available materials such as books or videos;

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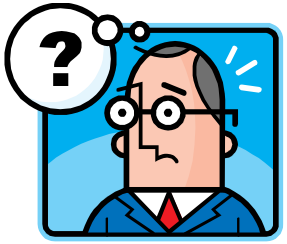
EXTENUATING CIRCUMSTANCES

WHAT IS NOT CONSIDERED

- Long standing impairments or medical conditions, unless it can be demonstrated through evidence that there has been an increase in severity at the time of the assessment, such that the student's academic performance may have been adversely affected;

Students should report long standing impairments and conditions to Student Services to ensure that, where appropriate, adjustments are made to the assessment regime and support arrangements are put in place well before the assessment period commences.

WHEN THINGS GO WRONG



- *"I was trying to upload my work, but Moodle did not work!!!!!"*
- *"I uploaded the incorrect file!!! Help me Help me !"*
- *"I lost my pen drive with all my assessments…"*
- *"I forgot to submit my work …"*
- *"My computer broke down, crashed"*
- *"I did not have access to the internet"*
- *"I was at work so I could not submit my assessment on Moodle"*
- *"I tried to upload my work but it says: file error, format not accepted. It was not my fault, the system crashed"*
- *"Please help! I uploaded my assessment from the other university!!!"*
- *"I need an extension, I have a very bad headache"*
- *"I missed my train and could not be here on time"*

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WHEN THINGS GO WRONG

- A Student emails saying he/she cannot upload his/her work because Moodle is not responding
  - **OUTCOME:** the Student has probably left it to the very last minute and as a result, was not able to submit his/her work. The student should send an email to London Assessments explaining what happened. In most cases, it will be treated as a late submission and penalized accordingly.

- A Student submits a late submission 4 days after the deadline
  - **OUTCOME**: His/her mark is capped to 40%, (50% for Level 7) unless extenuating circumstances apply.

- A Student sends a late submission 7 days after the deadline at 2:00PM
  - **OUTCOME**: The work is not accepted and recorded as Zero NA, unless extenuating circumstances apply. Deadlines are at 2:00pm and the work was submitted beyond 1 week of its deadline

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WHEN THINGS GO WRONG

- In nearly a week after the submission deadline had elapsed, a Student contacted us explaining that he/she had asked a friend to upload the assessment for him/her, but the FRIEND, uploaded his own assignment, which generated a similarity index of 96%.
  - **OUTCOME**: The Student took a very high risk by providing a third person with his/her login details and relying on the friend to deal with his/her own responsibility.

    As a result, the friend made a mistake which put the Student in a very difficult and serious situation.

    From the assessment point of view, there is nothing that can be done here. The student's work will be referred for Academic Misconduct investigation.

A student should NEVER share his/her login details with someone else, nor should the Student rely on someone else to do their work.

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Additional Important Notes

- The pass mark for a module is 40%. (50% at Level 7).

- The maximum number of resit attempts that can be allowed for any module will be two (one for level 7). This means you will have three chances (two for level 7) in total to pass a module.

- Normally, when a student has failed to complete a module on which they have used all their attempts and the module is not eligible for condonement, the student will be **required to withdraw from the programme.**

Please ensure that you attempt and pass ALL modules and complete all resits/rework or you could be withdrawn from the programme.

REFERENCES

- Academic Quality Handbook
  - Chapter_13_Student_Cases
- Students’ Hall page - Moodle

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SUMMING UP

- Always submit your work on time
  - Allow time to complete
  - Allow time to deal with problems
  - Make sure your work is final
  - Make sure your work is your own
  - Do not leave everything to the last minute

- Late Submissions
  - To London Assessments
  - Will be penalised accordingly
  - Not allowed for RESIT Students
  - Need to be submitted correctly
  - The 2:00pm rule applies
  - LondonAssessments@uwtsd.ac.uk

- Extenuating Circumstances
  - To the Academic Office
  - Completed online Extenuating Circumstances Application Form in **MyTSD account**
  - Confirmation that assessment was submitted
  - With substantiating evidence
  - Must be submitted not more than 21 days after the assessment deadline or date of a presentation/examination

- In the event of a technical problem or query
  - Contact London Assessments or IT Help desk *well in advance*
  - Allow plenty of time BEFORE submission deadline to deal with your issues

EMAILS TO REMEMBER

- Assessment Issues
  - LondonAssessments@uwtsd.ac.uk
- IT Issues
  - LondonITServiceDesk@uwtsd.ac.uk
- Academic Office
  - aocases@uwtsd.ac.uk

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EMAILS TO REMEMBER

- London Disability
  - disability@uwtsd.ac.uk

- London Wellbeing

  wellbeingsupport@uwtsd.ac.uk

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Any Questions?

Thank You!