# ASSESSMENT WORKSHOP

Bart Plange – Senior Assessments Officer

Meleri Wigley – Assessments Officer

Deepika Sachdeva– Assessments Officer

Albert Fedillaga - Assessments  Officer

Manjula Sivasatkunanathan - Assessments  Officer (Week ends)

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*October 2020 Intake*

# HOW TO CONTACT US

- Assessments Hot-Desk Times:
  - 11am to 12pm
  - 1pm to 2pm
  - 3pm to 4pm

- LondonAssessments@uwtsd.ac.uk

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# YOUR RESPONSIBILITIES

- To submit your work on time
  - Your deadline will always be at **23.59**
- 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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# HOW TO SUBMIT YOUR ASSESSMENT TO MOODLE

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

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# NOTES TO REMEMBER

- Deadlines are always at **23:59** of the assigned date in the assessment schedule
  - **DO NOT leave to '23:58' to upload your work. You might encounter difficulties trying to gain access**
  - **In other words …. DO NOT leave it to the LAST MINUTE**!
- If you **miss the deadline, or if you have any technical difficulties**, you will need to send an email to London Assessments with your work. *Please follow the procedure for 'Submitting your work via email'*
  - *Note: Penalties apply if a Late Submission!*
- *You should ALWAYS use your* ***University email address*** *when communicating with us!*

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# NOTES TO REMEMBER

- London Assessments distinguishes between assessments submitted after the deadline and substitute assessments
- A student **may not** request an assessment to be substituted after the deadline has elapsed
  - *You should only submit your work when it is your final version to avoid any disappointment*
- Because some students have previously sent a replacement assessment - with an attempt to avoid allegations of Academic Misconduct when they had become aware of a high similarity index - under normal circumstances substitute assessments will be rejected

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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:

- Send an email **with** your work to
  LondonAssessments@uwtsd.ac.uk

- For your work to be considered, your email should contain:
  - *Your name*
  - *Your student number*
  - *The module name or code*
  - *The assignment number (which assignment it refers to)*
  - *Your assignment!*

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# LATE SUBMISSIONS

- London Assessments will **ALWAYS** respond to your email
  - If you DO NOT receive a reply, you should assume that we have not received your email – so send it again until you get confirmation of the receipt!
  - Always check your inbox for our replies (**even if you are on holidays!**)
  - You will need our confirmation of receipt of your work (our confirmation email) in order to submit an Extenuating Circumstances request to the Academic Office
- Late submissions also fall into the 23:59 rule

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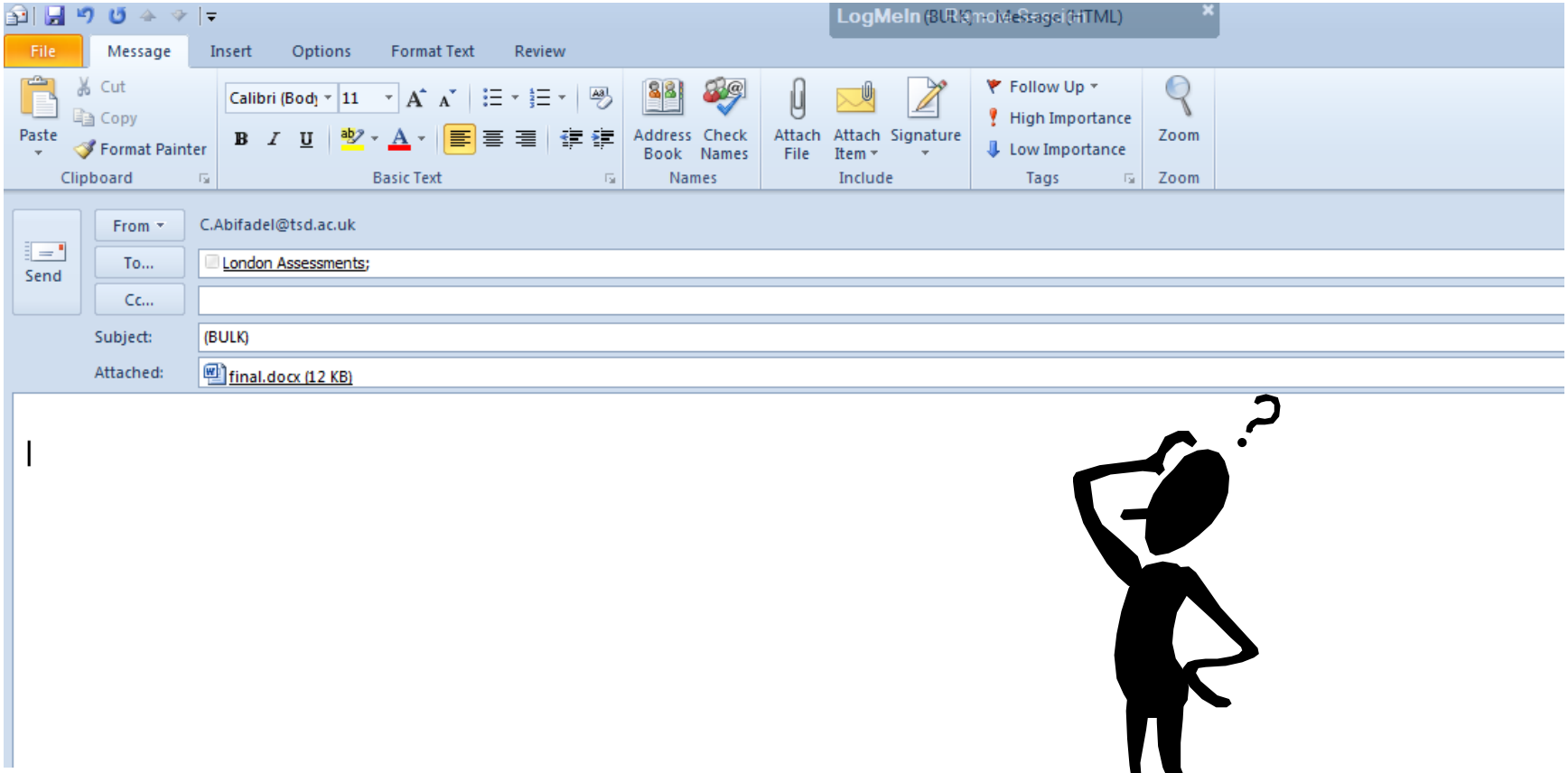
# LATE SUBMISSION - EMAIL



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# LATE SUBMISSION - EMAIL

To: londonassessments@tsd.ac.uk

Subject: Late Submission - Jose Silva (ID1205555) - SBUS4010 Business Information Systems

Dear _____,

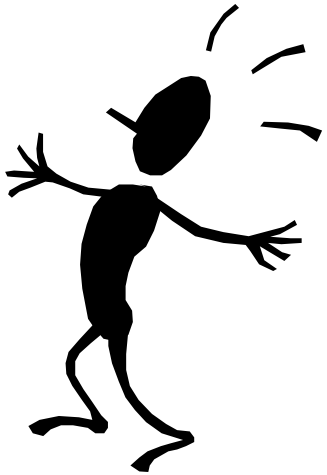
Please find attached my late submission:

Jose Silva – ID 1205555
SBUS4010 – Business Information Systems
Assignment 1 *OR* Presentations Slides

Thank you,

Jose Silva *(Student Name)*
ID 1205555 *(Student Number)*

You need to include all the information indicated or your request will not be considered.



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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%*

  **Re-sit Students**

  - *if submitted within 1 week of the deadline, a late penalty will be applied – the mark will be recorded as 0%. If an ECP outcome is to lift the penalty, the full mark capped to 40% (50% for Level 7) will be given*
  - *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 23.59 rule also applies for late submissions*

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# 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

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# 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 **within 21 days** of the deadline of the assessment
- 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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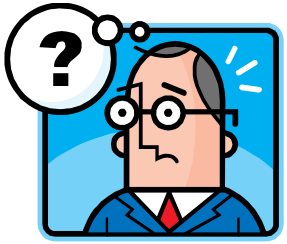
# EXTENUATING CIRCUMSTANCES

## *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 sends an email requesting a late submission. After checking the submission link on Moodle, we can confirm that there was already a submission made, on time, by that Student.
  - **OUTCOME**: The late submission cannot be accepted as there was already a submission made. After the deadline has elapsed, no re-submission can be made.
- 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.

# WHEN THINGS GO WRONG

- A Student emails at 00:10 saying that he/she was trying to re-submit his/her work but Moodle was not responding. Now that the deadline has passed, the file uploaded is not the correct one
  - **OUTCOME**: The Student left it to the very last minute to re-submit, taking a risk. After the deadline has elapsed, no substitution of assessments can be made. The file uploaded is the one which will be sent for marking
- A Student sends 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 00:10
  - **OUTCOME**: The work is not accepted and recorded as Zero NA, unless extenuating circumstances apply. Deadlines are at 23:59pm and the work was submitted beyond 1 week of its deadline

# WHEN THINGS GO WRONG

- In nearly a week after the submission deadline had elapsed, a Student contacted us explaining that he 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

- Complexity of Assessment Deadlines
  - Unlike a conventional University UWTSD runs three terms a year beginning mid Oct, mid Feb and mid Jun. Every term represents a 16 week cycle. Students have 10 weeks of teaching, then during week 11 and 12 they submit assessments and sit examinations, by the end of week 16 all results will have been marked, moderated, sent to the External Examiner, considered by Examining Board and released to all students on the same day.
- Publishing of feedback
  - Provisional Feedback and results for the mid-term submissions will be made available to you within 7 - 15 working days of the date of submission.
  - Provisional Feedback and results for all end of term submissions including tests and exams will also be made available to you when it is ready.
  - Final feedback and results will be released to all students on the same date through Moodle following the announcement of the Examining Board's decision relating to your progression.
  - This would normally be Friday before a new term commences, hence feedback for the June 2020 submissions will be released on Friday 2nd October 2020. This is the same date where you will be able to view the October 2020 classes timetable on the Students' Hall page in Moodle.
- How to view your feedback and submit your work
  - Guides on how to submit your work and view feedback on Moodle is available on Students' Hall. Here is a small demonstration

# 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 23:59pm 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
  - itsd@uwtsd.ac.uk
- Academic Office
  - aocases@uwtsd.ac.uk

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# Any Questions?

Thank You!