

Assessment Timings, Turnarounds & Monitoring

Regulation Basics

- All marks are provisional until they have passed an Exam Board
- Marks and feedback to student within 20 clear term-time working days of submission deadline
- Masters Dissertations only must be marked and feedback returned within 30 clear working days

Information to Students

Module:

- Assessment tasks, deadlines and mark/feedback return as soon as the module starts.
- Specifics of feedback: oral, written, group, individual
- Specifics of marking scheme in portfolios, etc.

Discipline/institute/programme:

- Policy on marking turnaround when it is not 20 working term-time days – NEVER more, but it might be less.
- Communication expectation in relation to delays or issues with marking turnaround

Common Issues

- Marking delayed – students not told until after turnaround deadline has passed
- Specifics of feedback not communicated or adhered to
 - I.e. if you give primarily group feedback, and then shorter individual feedback, then the students need to know from day 1
- Feedback methods inconsistent
- Use of rubrics
- Language/style – first page, first two pages, etc.
- Feedback too late to make a difference to next assignment

Marking Delays

“Staff must seek written permission from the Academic Director in the event that marking and feedback cannot be completed within this timescale and students must be notified accordingly.”

Agree at Discipline level how this should work

Encourage staff not to leave it to the last moment → expected vs. unexpected delays

Who notifies students and how

Notification to Students

Apology for delay needed

Clear information on reason for delay if appropriate

When will they get their feedback/marks

Any other effects

Change of future deadlines, etc.

Monitoring Turnaround

- Part of the report to Academic Standards Committee
 - Check your Institute's system re monitoring
 - Institute office monitoring?
 - PM monitoring ?
 - Assessment team monitoring?
- If you need to monitor, then set up a spreadsheet at the beginning of the year, and ask colleagues to fill it in and update it as appropriate.

Bigger issue = Scheduling assignments

Student workload over term/semester should be relatively even

Programme team to discuss and agree ALL deadlines

Take into account feedback turnaround

Signpost the system to the students

Remember moderation and external examination requirements