

REASSESSMENTS SUBMISSION LINK SET-UP GUIDE

Birmingham Assessments Team

27 May 2025

This guide provides instructions for setting up Moodle Retake submission links. It includes:

- RESIT submission link
- REWORK submission link

IMPORTANT: All submission links should include both DRAFT and FINAL options. Please note that ONLY Resits require Assessment Specification.

PLEASE NOTE

IICL Birmingham offers a range of re-assessment types (e.g. presentations, essays, exams).

This guide ONLY covers the link set up guide, it does not advise directly on the Reassessments Task.

If unsure, contact the author of the Assessment Spec or the Module Leader (ML) / Programme Manager (PM) for clarification.

Re - Assessment Type and Corresponding Link

REASSESSMENT TYPE	LINK + ASSESSMENT SPECS
Resit	Resit Submission Link and Assessment Specs for that resit
Rework	Rework Assessment Specs and Rework Advise text (see below).

REWORK TEXT

NOTE FOR STUDENTS:

You are required to **Rework** this module as you did not pass it previously.

To complete your rework submission:

1. Read the feedback provided by your original tutor on your original submission and improve your work in line with their feedback. You will find your feedback on your original submission in Moodle/ Turnitin in the 'Feedback' section of the term you submitted your work into previously.
2. Submit your Rework assessment document in the Moodle Links "Submission Links Rework" in the Final Link, by the deadline date and time ("Due Date") stated in that Final Link.

PLEASE NOTE: If you have any questions or need any help with any of the above, please contact the Birmingham Assessments Team, via email birminghamassessments@uwtsd.ac.uk OR phone 0121 229 3000 OR visit them in person via the Helpdesk on campus.

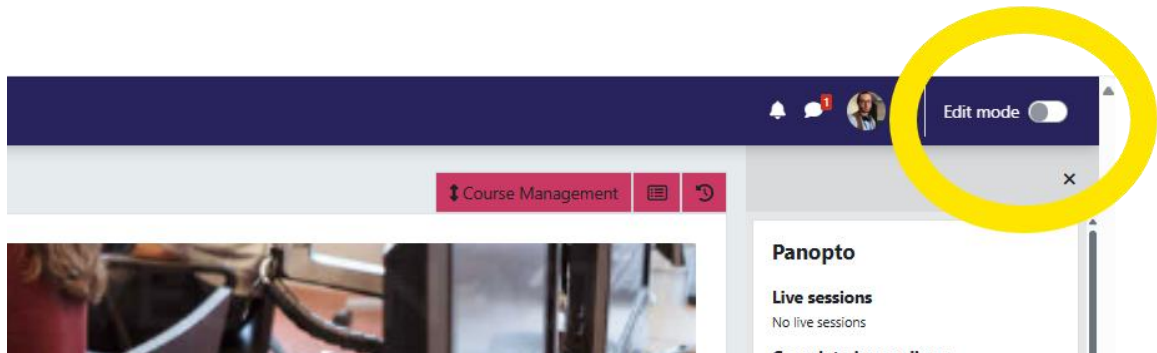
ASSESSMENT SPECS UPLOAD (RESIT & REWORK)

GENERAL INFORMATION (To be completely rolled over in September 2025 term)

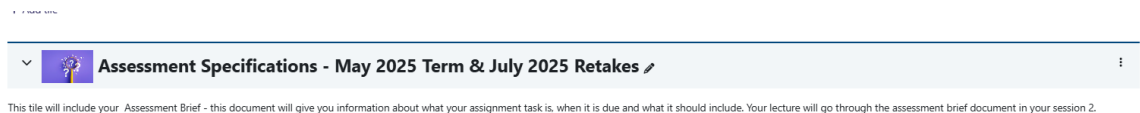
Once you log into a correct Moodle page for the module you can start by navigating to the "Assessment Specifications" Tile. Here you will create a 2 activities (Resit Assessment Spec and Rework Text) that you will be able to restrict to specific groups of students. Meaning Resits Students will see Resit Specs and Rework Students will see the Rework Text.

You will be creating a “Image and Text” activity, which is an additional skill to pick up when working with our VLE.

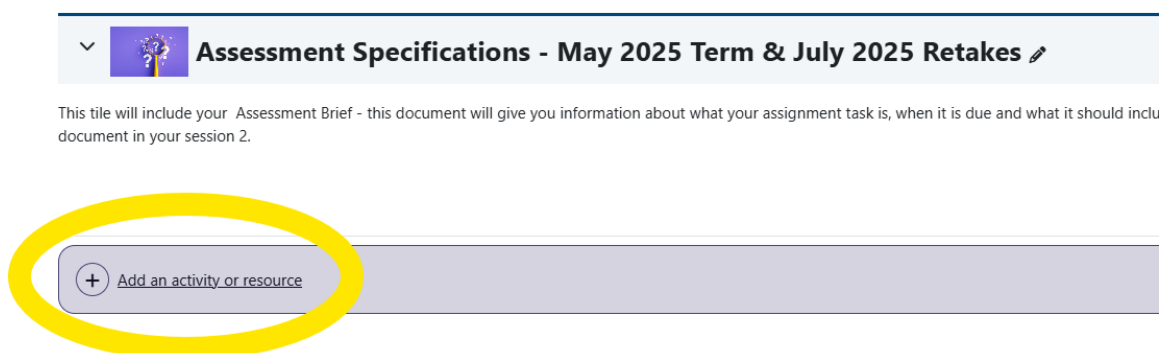
1. Enable Edit Mode



2. Locate Activity Tile named “Assessment Specifications”



3. Click Add activity or resource



4. Choose “Text and Media” Area (for more info please visit: [Text and media area - MoodleDocs](#))

Add an activity or resource

Search

AllActivitiesResources

 Assignment ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ	 File ☆ ⓘ
 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group choice ☆ ⓘ	 IMS content package ☆ ⓘ	 Interactive Content ☆ ⓘ
 Lesson ☆ ⓘ	 LinkedIn Learning ☆ ⓘ	 MATLAB Coding Problem ☆ ⓘ	 Microsoft Learn ☆ ⓘ	 Online Resource Lists ☆ ⓘ	 Page ☆ ⓘ
 Panopto Student... ☆ ⓘ	 Panopto Video ☆ ⓘ	 Questionnaire ☆ ⓘ	 Quiz ☆ ⓘ	 Reservation ☆ ⓘ	 Scheduler ☆ ⓘ
 SCORM package ☆ ⓘ	 Survey ☆ ⓘ	 Text and media area ☆ ⓘ	 Turnitin Assignment ☆ ⓘ	 Turnitin Assignment LTI ☆ ⓘ	 URL ☆ ⓘ
 Vevox ☆ ⓘ	 Whiteboard ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ		

5. Create “Retake Specifications” and save.

Updating Text and media area in Assessment Specifications - May 2025 Term & July 2025 Retakes

Expand all

General

Title in course index

Text

Retake Specifications

Edit View Insert Format Tools Table Help

Retake Specifications

h3 2 words tiny

Common module settings

Restrict access

Completion conditions

Tags

☐ Send content change notification

Save and return to course Cancel

6. Upload Resit Assessment Spec(s) from IICL Quality Folder. If not available please contact PM as soon as possible with an Urgent Query.

PLEASE NOTE: the guide on how to upload a document to Moodle is in Assessment Specs Upload Guide and the Naming rules are in “Moodle IICL Birmingham” document)

7. Restrict the Access to “Resit” students only (incl. visibility)

PLEASE NOTE: the group naming for Retake Students – this will be shown as e.g. MAY25_Resits; for Resit Students in the current term & MAY25_Rework; for Rework Students in the current term)

PLEASE NOTE: the guide on how to restrict access is in Assessment Specs Upload Guide.

8. Create a “Text and Media” area for Rework Text.

SUBMISSION LINK (RESIT & REWORK)

PLEASE NOTE: Link types and Draft / Final submission links should be set up as per general guidance in Submission Link Setup Guide.

PLEASE NOTE: There are differences in the text upload for FINAL SUBMISSION LINK

PLEASE NOTE: Most of the link can be copied from the previous submission links with change to deadline and text as per below. The new links need to be created if Assessment Specs changes (form of assessment, etc.) or if the Module did not have Retakes before (New Modules).

1. Traditional Link (Turnitin)

Settings – DRAFT & FINAL

- Use the correct naming conventions (refer to: [MOODLE IICL BIRMINGHAM \(AY 2425\) PDF](#))
- Use the following summaries:

DRAFT SUBMISSION LINK

- You will not receive marks for this draft submission.
- You may request feedback by contacting your lecturer via email.
- This link allows you to check your similarity score and similarity report before submitting your final assessment.

FINAL SUBMISSION LINK

- Retake Assessments will automatically be capped at 40% (Undergraduate) or 50% (Postgraduate) unless extenuating circumstances apply.
- There is **no late submission period** for Retake Assessments. Assessments submitted after the deadline will not be marked and will be treated as non-submission.
- Note: The Birmingham Assessments Team cannot upload assessments to Moodle.

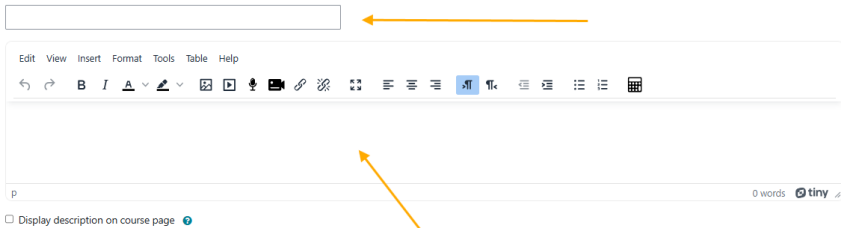
Adding a new Turnitin Assignment to Submission Links – May 2025 Term

Expand all

General

Turnitin Assignment Name

Summary



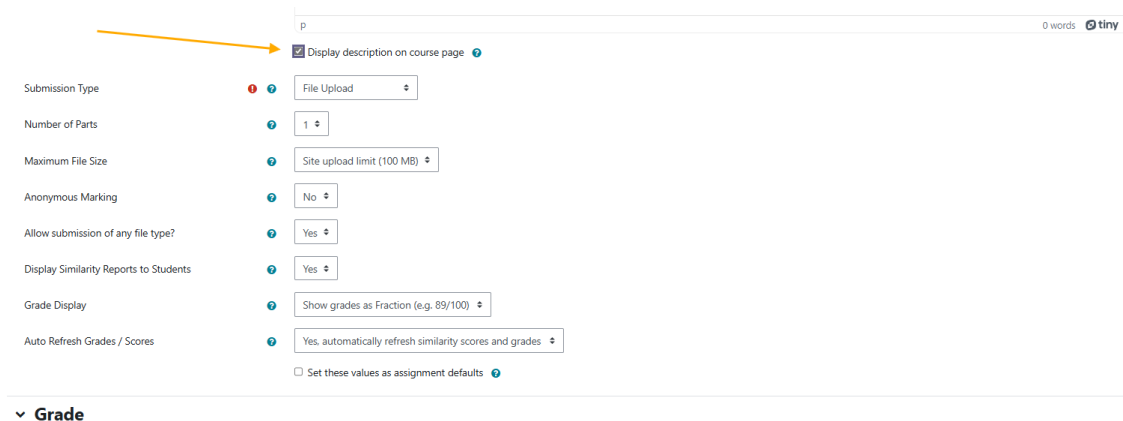
0 words tiny

☐ Display description on course page

Settings to Configure

- Parts: Determines the number of tabs (used for some portfolio submissions).

Note: If using rubrics, each rubric must be in a separate link – not separate tabs.



0 words tiny

☒ Display description on course page

Submission Type: File Upload

Number of Parts: 1

Maximum File Size: Site upload limit (100 MB)

Anonymous Marking: No

Allow submission of any file type?: Yes

Display Similarity Reports to Students: Yes

Grade Display: Show grades as Fraction (e.g. 89/100)

Auto Refresh Grades / Scores: Yes, automatically refresh similarity scores and grades

☐ Set these values as assignment defaults

Grade

Grading and Dates:

- Due Date: As per Assessment Spec
- Post Date: When students can view provisional results and feedback
- Max Marks: Usually out of 100, but check the Assessment Spec (e.g. some tasks may be out of 50)

Grade
Type
Point
Maximum grade
100
Grade category
Uncategorised
Grade to pass

Assignment Part 1
Name
Part 1
Start Date
19 May 2025 10:46
Due Date
26 May 2025 10:46
Post Date
26 May 2025 10:46
Max Marks
100

Similarity Report:

- Configure separately for Draft and Final links

Similarity Report Options
Allow Submissions after the Due Date
Yes
Report Generation Speed
Generate reports immediately (students can resubmit until due date); After 3 resubmissions, reports generate after 24 hours
Store Student Papers
No Repository

Note: If you do not select "Yes" for at least one of the "Check against..." options below then a Similarity report will NOT be generated.

Check against stored student papers
Yes
Check against internet
Yes
Check against journals, periodicals and publications
Yes
Exclude Bibliography
No
Exclude Quoted Material
No
Exclude Small Matches
Words

DRAFT SETTINGS ^

▼ Similarity Report Options

Allow Submissions after the Due Date	Yes
Report Generation Speed	Generate reports immediately (students cannot resubmit)
Store Student Papers	Standard Repository

Note: If you do not select "Yes" for at least one of the "Check against..." options below then a Similarity report will NOT be generated.

Check against stored student papers	Yes
Check against internet	Yes
Check against journals, periodicals and publications	Yes
Exclude Bibliography	No
Exclude Quoted Material	No
Exclude Small Matches	Words

FINAL SETTINGS^

Common Module Settings:

▼ Common module settings

Availability	Show on course page
ID number	
Force language	Do not force
Include in course content download	Yes
Group mode	Visible groups

- Ensure Visible groups is selected – this helps academic staff identify their groups

Specific File Extensions / Ethics Forms / E-Portfolios / Websites

- Use the correct naming conventions (see PDF guide)

Submission Summaries

Use the same DRAFT and FINAL summaries as listed under the Traditional Link section.

Expand all

▼ **General**

Assignment name

Description

Edit View Insert Format Tools Table Help
 Undo Redo Bold Italic Text color Background color Link Unlink Image Video Audio Embed Code Table

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☒ Display description on course page

Settings to Configure

- Due Date: As per Assessment Spec

▼ **Availability**

Allow submissions from

☒ Enable
 19 May 2025 00:00

Due date

☒ Enable
 26 May 2025 00:00

Cut-off date

☐ Enable
 19 May 2025 11:37

Remind me to grade by

☐ Enable
 2 June 2025 00:00

☒ Always show description

Submission Type:

- For File Submissions: Use the “Choose” function to specify accepted file extensions
- Use “All file types” for Ethics Forms unless otherwise specified

▼ **Submission types**

Submission types

☐ Online text
 ☒ File submissions

Maximum number of uploaded files

20

Maximum submission size

Course upload limit (100 MB)

Accepted file types

No selection

- For Online Text: Allows students to paste a web address (do not set a word limit)

✓ Submission types

Submission types

☒ Online text  ☐ File submissions 

Word limit



☐ Enable

Turnitin:

- Scroll to Turnitin Integrity Plugin Settings and disable Turnitin

✓ Turnitin Integrity plugin settings

☐ Enable Turnitin

Exclude from Similarity Reports



☐ Bibliography
☐ Quotes

Submission indexing



☒ Index all submissions

Generate Similarity Reports



☒ Immediately
☐ Immediately and regenerate on due date
☐ Due Date

Student access



☐ Allow students to view Similarity Reports

☐ Process draft submissions 

[Learn more about Turnitin settings](#)

☐ Send content change notification 

Panopto Submission Link

- Use the correct naming conventions (see PDF guide)
- No Draft Link required for Panopto submissions

FINAL SUBMISSION LINK

Use the same FINAL summary as above.

✚ Adding a new Panopto Student Submission to Submission Links – May 2025 Term

Expand all

✓ General

Name



Description

Edit View Insert Format Tools Table Help

  **B** *I*                              

P 0 words 

☐ Display description on course page 

Settings to Configure

- Due Date: As per Assessment Spec
- Cut-off Date: Disable this option
- All other settings can remain as default

Display description on course page

Allow submissions from	 ☒ Enable	19	May	2025	11	53	
Due Date	 ☒ Enable	26	May	2025	11	53	
Cut-off date	 ☐ Enable	26	May	2025	11	53	
Prevent late submissions		No					
Allow resubmitting		No					

Final Tips

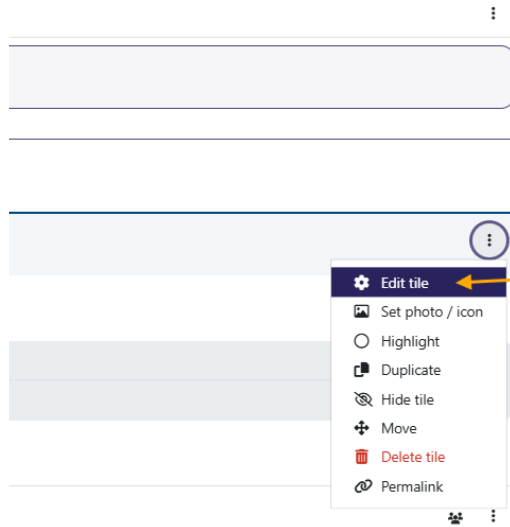
Always double-check:

- Dates
- Visibility
- Group settings
- File types (if applicable)

When duplicating links, ensure all settings are updated to reflect the new assessment.

Restricting Tiles

Please restrict the main submission tile by groups for the current Reworking/Resiting students.



Restrict access

Access restrictions

 Student must match any of the following

Group 

or

Group 

or

Group 

Three orange arrows point to the 'Student' label, the 'must' dropdown, and the 'any' dropdown respectively.