

# Assessment and Quality Newsletter: September 2017

## University Regulations

Welcome to the new Academic Year! In preparation for the new term and the new academic cycle, we've prepared a few updates on policies and procedures that are coming into force for 2017/18.

There is also information on who to contact for help and advice, should you come unstuck at any point.

There have been amendments to three aspects of UAL's regulations that will be in place for this academic year 2017/18: The key changes are as follows:

- Late Submission Penalties
- Extenuating Circumstances:
- Online Submission for Written Assignments

The details for each of these are below.

### Late Submission Penalties

From the start of the 2017/18 academic year the penalty for submitting after the deadline has been amended. There had been a growing belief from some staff and students that although the existing regulation was very clear to understand and administer, the penalty of outright failure for missing a deadline was too severe. Following research across the sector a number of alternative methodologies were considered by the Academic Quality and Standards Committee in June 2017. It was agreed that UAL would implement regulations that provided two points within a 24 hour period after the deadline where progressive penalties would be incurred.

#### 1. Submitting within an hour of a deadline:

Where a student fails to submit their work on time, but manages to hand in within an hour of their assessment deadline, they will lose one increment from the mark their work has achieved. So, if when their work is assessed, the agreed mark is a B, it would be reduced one increment and become a B-.

#### 2. Submitting between 1 hour and 24 hours after the deadline:

The second sanction, where work would still be accepted and marked, would result in the student's work being reduced by one full letter grade. To use the example above: If the agreed mark was a B, it would become a C to recognise the lateness of submission. If a student submits more than 24 hours after the deadline the work would be considered a non-submission and therefore a fail.



*Pepe Lowe, BA Textile Design, Chelsea © Alys Tomlinson*

### The impact of these changes:

Although the new regulations will have an impact on how we set and administer assessment it is the belief of AQSC that the resulting penalties for late submission are more proportional and the outcome will be fairer to students. Of course the key message to students should still be to submit their work by the set deadline otherwise they will incur a penalty.

Further detail and information is available on the Assessment webpages;

<http://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/3-assessment/>

## Extenuating Circumstances:

The University has worked very closely with the Student Union to review and improve the Extenuating Circumstances process and in particular the outcome for students. In the review the key driver was to ensure that a student who was affected by ECs would still be able to achieve their full potential. It was also important to provide clarity on the outcomes as early in the process as possible so that the student was clear on what they needed to do to successfully complete an assessment.

## The New Process:



It is important to note that the criteria and process for submitting and considering an EC has not changed and therefore guidance for students in relation to this should remain the same. It is the outcome of a validated EC that has significantly changed for the student. Where a student has an EC validated, they are now entitled to a maximum of fourteen calendar days extension after the submission deadline. Work submitted within that period will be marked as if on time. It was agreed that this would provide students ample time to prepare their work to the standard they are satisfied with.

Where students with validated EC's are able to submit work by the original deadline, they would be provided with a choice by the Exam Board of either an increment *or* the option to resubmit their work without penalty.

Further detail on the changes can be found on the Extenuating Circumstances webpages:

<http://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/6-extenuating-circumstances/>

## Online Submission for Written Assignments

Although already normal practice across most of the university, it is now confirmed policy that all predominantly text based assignments up to 5000 words should use an online submission process.

The online submission enhances the process for students who would not need to come into college to hand in work that can be submitted just as easily online. It also reduces the initial administrative burden with the receipting process being automatic through our online submission options.

With this practice firmly established in most parts of the university already, there is already guidance and support available (with online resources already in place from the e-Learning team). In addition to this, there are contact points within each college with Technology Enhanced Learning Co-ordinators available.

If you want to know more about how the process works, or where you can find more guidance, all of the details are on the Assessment and Quality pages on the Staff Intranet.

<https://myintranet.arts.ac.uk/staffonly/policies-regulations/assessment-information-for-staff/online-assessment/>

Guidance for staff and students on setting up and submitting online can be found [here](#).

## Help and Advice

### Assessment & Quality

If you need help or advice on the Assessment regulations or some guidance on the new policies explained above, please contact the Assessment and Quality team:

[Jo Mayhew](#) : Senior Administrator: Complaints, Appeals and Assessment (x 6057);

[Gareth Evans](#): Manager: Complaints, Appeals and Assessment (x 2338);

[John Lally](#) Assessment and Quality (x 6059).

### College

If you need help or advice on the Assessment regulations or some guidance on the new policies explained within your College please contact one of the following:

- Camberwell, Chelsea and Wimbledon – Steve Murray, Jo Brayton or Mary Ha for ECs
- CSM –Andrew Pickles, Geoff Rowe or Ben Smith for ECs
- LCC – Owen Williams, James Goulds or Jamila Pennycook for ECs
- LCF – Jason Quaglia, Deborah Wade or Dionne Spencer for ECs