



UNIVERSITY OF
LIVERPOOL

CODE OF PRACTICE ON ASSESSMENT

APPENDIX Q

Coursework Submission Policy

2023-24

Applicable to all cohorts

In the Code of Practice on Assessment and all Appendices the term “student” includes apprentices on degree apprenticeship programmes

Coursework Submission Policy

1. Definition of coursework covered by the policy

- 1.1. The policy applies to all credit bearing assignments except formal examinations and in-class tests¹, which are governed by Appendix D of the Code of Practice on Assessment. It applies to ***all*** taught undergraduate and modular postgraduate programmes.
- 1.2. The policy focuses on modular programmes but the principles of the policy should also be applied to coursework in non-modular (e.g. clinical) programmes wherever possible. The term 'module' therefore encompasses the learning and assessment that constitute the non-modular undergraduate programmes.
- 1.3. The policy may also be applied to formative assignments (non-credit bearing or diagnostic assignments) at the discretion of the module coordinator/leader.

2. Assessment loads and submission dates

- 2.1. To enable effective time management, students should be provided with the assessment submission dates at the start of teaching of each module. This also applies to fieldwork tasks and placement assessments. Exceptions to this may normally only be allowed for assessments involving external partners or assessments based on external events the timing of which is not in the control of the University e.g. Tribunals, Select Committees.
- 2.2. To enable students to prepare for assessment they should be provided with the assignment titles/briefs at the earliest possible opportunity.
- 2.3. The coursework assessment deadlines should be timed, as far as is possible, to allow for students to benefit from feedback on coursework prior to any formal examination.
- 2.4. It is the responsibility of each student to ensure that they have submitted the final version of their coursework by the deadline. Resubmission of assignments will not normally be allowed.
- 2.5. Receipt of submitted coursework should be formally acknowledged through a system which can include email or other electronic receipt showing the date (and time where required) of submission, or, in the exceptional cases, through a paper-based receipt or recording system. Such evidence should be retained by the students.

3. Electronic submission

- 3.1. All coursework items must be submitted electronically, unless the file format or design of the exercise does not permit submission through an e-system purchased or supported by the University; or otherwise falls within the exceptions listed in paragraph 3.2. The module materials must inform students if electronic submission is not possible. Whether the work is submitted as a single file or multiple documents packaged into one file, it is the student's responsibility to ensure that all parts of the assessment are submitted in full.

¹ As defined in the Annexe to Appendix D of the Code of Practice on Assessment in-class tests are tests and other timed assessments which take place during term, often during the normal timetabled class, and which are summative (in that the marks contribute to the overall module mark).

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- 3.2. Exceptions, which must be approved by the Board of Studies, may include:
- Non-written assessments such as design products, performances, oral presentations or laboratory notebooks
 - Assessments containing visual, graphic or mathematical elements as prescribed by the module coordinator/leader (or equivalent)
 - Situations where it would be impossible to administer electronic submission using current systems.

For these exceptions the student is responsible for the costs of production

In the case of dissertations and projects, submission of a hard copy in addition to an electronic submission may be permitted but the costs of such additional copies must be met by the Department/School concerned.

- 3.3. All exceptional categories must be signed off by the Board of Studies and the students must be informed in the module materials that the relevant tasks do not fall within the requirement of electronic submission.
- 3.4. Students should be provided with guidance on the particular process of electronic submission to follow in their module or programme handbooks or assessment briefs. This should include information for students who have declared a specific learning difficulty about how the marker will be informed that the student's work should be marked in accordance with the guidelines in Annex1 of Appendix K of the Code of Practice on Assessment.
- 3.5. In the event that University systems temporarily do not allow electronic submission, the submission time will be extended by an appropriate period. Students must be notified as soon as possible with as much information as available about the period of suspension of electronic submission. Students **must not** use alternative methods to submit their work e.g. by emailing their tutors directly.
- 3.6. The University is not responsible for technical problems that are not related to its systems, including online connection speed.
- 3.7. Online marking refers to the methods whereby students' coursework is digitally edited, commented upon or annotated. Whilst academic staff are encouraged to use electronic methods of marking and feedback wherever possible, the actual methods are not prescribed. It is expected that the method of marking and feedback used will continue to enable standard moderation and external examining procedures to be carried out.
- 3.8. Where online marking of assignments submitted electronically is not used, the School or Institute must decide how the marking should be completed and how the feedback should be returned to the students. The School or Institute must cover all related costs.
- 3.9. The Head of Department/Dean of School or their nominee is responsible for ensuring that students have been given training on electronic submission at periods of student induction and throughout the programme as required.
- 3.10. The Head of Department/Dean of School is responsible for ensuring that staff have been trained in (or are otherwise comfortable with) online submission and, where appropriate, marking and feedback.

4. Anonymous marking

- 4.1. This applies to both electronic and non-electronic submissions. Anonymity should be maintained for all internal marking and moderation but does not have to extend to external examining. For students with Specific Learning Difficulties anonymity should be maintained as far as is reasonably practicable

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- 4.2. Module coordinators/leaders (or equivalent) are responsible for ensuring that anonymous marking is enabled for every module, regardless of the number of students registered on any module.
- 4.3. Any exempt coursework that is not marked anonymously should be clearly identified in module handbooks and information given to students. Exempt coursework could include:
 - a. Design products or other manufactured outputs where anonymity would be less likely to be sustained throughout production
 - b. Dissertations/research products where individuals have been assigned to specific topics and/or subject to close supervision by academic or technical staff
 - c. Performances e.g. recitals
 - d. Continuous assessment conducted in class or laboratories or in specific settings such as work placements or the online PGT classrooms
 - e. Work that is assessed in the presence of the student, e.g. clinical assessments, oral examinations, presentations, practical labs, language labs, workshops, tutorial or seminar based assessment
 - f. Group work where both the product and process of working as a team are assessed.

5. Circumstances when multiple copies or additional hard copies should be submitted

- 5.1. Students are not required to submit multiple copies of any assignments except when authorised by the Board of Studies, for example where graphic or mathematical formatting of text could be affected by online submission. In this situation the module coordinator/leader must ensure that instructions to students are clearly stated in module handbooks. One copy should be submitted online to enable a Turnitin check of similarity and a hard copy should be submitted so that student's intended graphic or mathematical formatting can be preserved. In the case of such multiple submissions the time of submission shall be deemed to be that of the later of the online and hard copy submissions.
- 5.2. Where any assignments are to be assessed by multiple markers and/or where assignments that have been submitted electronically are not to be marked on-line the cost of production of hard and additional copies of the assignment must be met by the Department/School concerned.

6. Feedback arrangements

- 6.1. Feedback on the students' work, whether online or paper-based, should be provided in accordance with the Policy on Feedback detailed in Appendix N of the Code of Practice on Assessment.