

Information for Students on Assessment

- 1.1 At the beginning of their programme of study, individual students should be provided with the assessment regulations for the programme and also the general regulations, including those governing [academic integrity](#), [special considerations \(including deadline extension requests\)](#) and appeals.
- 1.2 Information should be presented in clear language which enables all students to understand what is expected of them. Information should also be made available about the range of support services, including study skills support that are offered by the University.
- 1.3 Each student should be given, at the beginning of each semester or year, the details of the assessment method for each module, including coursework and/or examination requirements, deadlines for submission and the criteria by which work will be assessed. Students should also be made aware of any formative assessment on the module and the differences between formative and summative assessment explained.
- 1.4 Students should also be given information on how and when they will receive feedback on their assessments, including any formative assessment.
- 1.5 Issues relating to academic writing skills, including how to avoid breaches of [academic integrity](#), and how to use references appropriately to the discipline, should be reinforced near assessment submissions deadlines. In presenting such advice staff should be aware of cultural differences (where 'plagiarism' of learned scholars' work may be considered desirable in students' own work). Staff should not assume that all students, including those educated through the UK school system, will necessarily understand the conventions of good academic writing skills, and that what we define as plagiarism is inherently 'wrong' - the expectation of what is acceptable at HE level in the UK HE system should be positively explained and reinforced. It should be clearly explained to students that material downloaded from the Internet must be attributed in the normal way.
- 1.6 Students should be encouraged to disclose any medical conditions or other issue that might impact on their assessment so that they can be directed to the [Enabling Services](#) for additional support if required.

| Document Information | |
|----------------------|--|
| Author | Quality Standards and Accreditation Team |
| Owner (committee) | Academic Quality and Standards Committee |
| Approved Date | July 2014 |
| Last Revision | August 2018 |
| Type of Document | Guidance |