# Assessment(s) Module Handbook Template Text

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## Description:

This contains a template to construct descriptions of assessments and their submission/completion guidelines for inclusion on Canvas pages and/or within module handbooks. It contains all of the necessary information that students need to know that are common across all assessments, plus editable spaces for staff to add in their own details that are specific to each assessment.

## Instructions for use:

Use the template to construct descriptions of your assessments and their submission/completion for your students. Amend the relevant parts of this text, and then simply copy/paste the text into your module/programme handbooks as appropriate. Yellow-highlighted text indicates where something should be adapted/entered for your specific module or programme. Blue highlighted text indicates further instructions for using this template.

If you find this resource useful, please feel free to share with others. Please do so, while also retaining this cover sheet. If you are using this resource from outside the University of Liverpool, we would ask you to attribute our text – thank you.



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## Module Assessment

### Assessment Summary

The Learning Outcomes for this module will be met over [number] assessments:

1. [Assessment type] of [word count/size/length] weighted at [%] of the module.

[Assessment detail – use this space to outline details of the assessment, including a description of the assessment and what the students are meant to produce, it’s context and position within the module, the learning outcomes it assesses, and the benefits that students will get from completing it in both knowledge and employability terms as applicable].

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### Assessment Schedule and Submission/Completion Procedure

[Assessment 1 Title] is [due/will take place] on [Day Month Year] at [Time].

[Assessment 2 Title] is [due/will take place] on [Day Month Year] at [Time].

[Delete the below paragraphs as appropriate to the assessments on your module/programme]

#### Coursework

The assessed coursework ([essay, report, presentation, poster, etc.]) should be submitted to the submission area of the module on Canvas *before the deadline passes*. Your module tutor will provide you will any relevant information on the acceptable file formats for submission for the coursework. Visual assessments such as presentations or posters will also be delivered verbally alongside the submission of the visual aids – your module tutor will provide you with further details of when and where this will take place.

#### In-Person Examinations

The in-person examination(s) will take place at the pre-determined date, time and location and for the stated duration. Your module tutor will provide you with further details of the examination and where/when to present yourself.

The University’s guidance on what to expect – and the expectations placed on you as a candidate – in in-person exams is outlined here:

* [Notes for Guidance for Examination Candidates](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.liverpool.ac.uk%2Fmedia%2Flivacuk%2Fstudent-administration%2Fexams%2Fdocuments%2FNotesforguidanceforexaminationscandidates.docx&wdOrigin=BROWSELINK)

#### Online/Take-Home Examinations

You will receive information from your module tutor regarding the details, time-slot and duration of the online or take-home examinations and exactly how they are to be completed. For extended open-book examinations, you will also be informed of the submission deadline, and any particular piece of software you might need to use to complete it.

### Late Submissions, Missed/Late Examinations and Extenuating Circumstances

#### Late Submission of Coursework

If you submit a piece of coursework assessment late, a penalty of 5% of the total marks for the assessment will apply for each 24-hour period immediately following the submission deadline. Work submitted more than five working days after the deadline will receive a mark of 0%. Deadlines *cannot be extended* for any students, with the exception of those on programmes delivered in partnership with Kaplan Open Learning.

However, students *are* entitled to request exemption from the application of late-submission penalties for a piece of coursework submitted up to two weeks after the deadline has passed. You should note that the decision to waive the late-submission penalty is at the discretion of your Head/Dean of the Institute/School. You should **consult your module tutor as soon as possible** should you submit work late and have a valid reason to request exemption from a late-submission penalty.

#### Lateness or Non-Attendance of Examinations

You should arrive at the examination room no later than 15 minutes before the start of the exam, as you may need to hear important information on the exam’s completion before it starts. If you arrive at the examination room less than half-an-hour after it starts, you will be allowed in, but you will not receive any extra time to make up for the time you missed at the start. If you arrive more than half-an-hour after the start of an examination, you will not be allowed into the room, and will be deemed absent from the exam. If you know beforehand that you will be late, you should contact the Exams Team (+44(0) 151 794 6759) as soon as possible, as they may be able to make alternative arrangements for you (though this is not guaranteed).

Non-attendance at, or non-completion of, an examination will obviously result in a 0% mark for that exam. However, the University recognises that, sometimes, students are prevented from attending or completing their examinations due to illness or other unforeseen exceptional circumstances, or that you might have attended the examination but otherwise not have performed as well as you might have done. Students who feel that they have a genuine reason why they were late or why they might have underperformed should refer to the Extenuating Circumstances Policy (see next section).

#### Extenuating Circumstances

The University operates an Extenuating Circumstances Policy for serious circumstances that are beyond your control and that may have affected your performance in an assessment. These circumstances are usually severe illness, the onset of a new long-term health condition for which a reasonable adjustment has not already been put in place, bereavement, or other exceptional situations where your performance on a course has been affected and it is not your fault.

Full information on the Extenuating Circumstances Policy, exactly what constitutes ‘extenuating circumstances’ and the procedure to follow when seeking it is outlined fully in Appendix M and Appendix M (Annexe 1) of the Code of Practice on Assessment (COPA), available here:

* Appendix M: [Policy on Extenuating Circumstances in Relation to Performance in Assessments and Examinations](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_cop_assess.pdf).
* Appendix M (Annexe 1): [Extenuating Circumstances Policy Guidelines for Students and Staff](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf).

If you wish to apply for Extenuating Circumstances, you must inform your department or school (via your module tutor or your academic adviser) in writing *ahead of the examination taking place/assessment submission date*. The application form for Extenuating Circumstances is provided here:

* [Application for Consideration of Extenuating Circumstances](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/extenuating-circumstances-form.docx).

### Referencing, Plagiarism and Academic Integrity

Submitted coursework should always adhere to the [Harvard/APA/MHRA/Chicago/Other] referencing system to acknowledge the use of others’ work in the completion of the assessment. All use of primary and secondary sources should be appropriately cited and referenced.

For help with referencing, you should refer to:

* [The Library’s guide to Referencing](https://libguides.liverpool.ac.uk/referencing)
* [The Library’s KnowHow guide to Referencing](https://libguides.liverpool.ac.uk/knowhow/tutorials). This is available via this hub site – click on your relevant faculty and navigate your way from there.

The University takes plagiarism – the passing off someone else’s work as your own – extremely seriously and a robust procedure to detect, prevent and manage suspected cases of plagiarism, as well as wider breaches of Academic Integrity, is in place. Penalties can range from minor loss of marks for accidental breaches, to the award of 0% marks, written warnings, loss of entire module marks, or even suspension or termination of studies for very serious and deliberate breaches.

Breaches of Academic Integrity include the use of Essay Mills, or any third-party, to produce your work for you, as well as the use of automated software that is designed to improve the fundamental aspects of your work for you. Due to recently-passed legislation, the use of Essay Mills **is now illegal**, and the suspected use of one can potentially lead to criminal prosecution. If you are approached by a third-party offering to assist you with, or complete your work for you, do not engage with them – it is not worth the risk.

Full details of the University’s Academic Integrity Policy and the process for managing breaches of it are outlined here:

* Appendix L: [Code of Practice on Assessment - Academic Integrity Policy](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_L_cop_assess.pdf).

### Marking Criteria

[Provide the students with details of the assessments’ marking criteria/assessment rubrics here, or point them towards the rubric hosted on the Canvas module space, as appropriate].

### Feedback

You can expect to receive feedback on your assessment within 15 working days of the submission of your assessments, in line with the University’s policy. However, there may be exceptional times where your tutor is unable to provide feedback in this window (for example, if there is a delay from an external examiner, or due to illness). In these cases, your tutor will inform you of the details of when you can expect your feedback.