

SCHOOL OF CREATIVE ARTS
ASSESSMENT POLICY

*The SSCA Assessment Policy falls under University Regulation 12.2.10.R1: Assessment: Management and Supervision.
Assessment is also governed in line with the Arts Faculty Assessment Guidelines.*

1. Notice of Assessment

Details of assessment are contained within the details of subjects in the UoM Undergraduate Handbook. Subject examiners/lecturers will advise students of the content of each component of assessment including length or extent, proportion of total marks and due date for submission. This will normally be done at the first class and should be in writing. Assessment details will be posted on noticeboards before the end of the second week in Semester 2. Any modifications to the details of assessment as set out within the Handbook must be notified in writing and agreed to by students. Students should be aware of who will be assessing their work, including components of work, and the standards expected for each component of the work.

2. Special Consideration

Students requesting special consideration for appropriate reasons should apply formally on the appropriate Application for Special Consideration form. Rules governing special consideration are set out on the back of the form, technically no later than three working days after the relevant submission date of the component of assessment. Requests for special consideration are handed in to the School Office. Students who wish to keep reasons for special consideration confidential can attach a confidential letter for the Head of School or School Administrator. Staff are advised by a Student Administration Officer the names of students who have applied for special consideration.

Normally special consideration is given to allow an extension to submission time or as an appropriate reason for lack of attendance at classes. Normally special consideration will not affect assessment grades.

3. Late Submission

Students requesting an extension must apply on the appropriate Assignment Extension form. The subject examiner or responsible lecturer must sign the extension form with an agreed new due date. Requests for extensions will normally be made one week before the due date.

Students submitting late work without extensions will be penalised at the rate of 10% for each week after the due submission date. Work that is handed in more than three weeks late will receive a Pass grade

at best. After four weeks work will not be examined and a Fail will be recorded for that component of the assessment.

Students submitting late work, with or without extensions, must hand work in to the lecturer concerned or to the School Office for date stamping/initialling. Students submitting late work are responsible for ensuring this is done within normal office hours. Late submissions left in boxes, under doorways or in pigeon holes without date stamping/initialling will be deemed to be submitted on the date collected.

4. Marking

All practical work will be marked by a panel of examiners (at least two). All other work will be moderated within the subject area and within the School. Final results will be moderated results, not necessarily a compilation of raw scores of the various components.

5. Hurdle Requirements

Hurdle requirements may be imposed for certain subjects. Hurdle requirements will be clearly stated within the assessment guidelines in the Handbook and other documentation. Hurdle requirements may include successful completion of all components of the work or attendance requirements.

6. Participation

A proportion of assessment may be attributed to class attendance and participation. This component will depend on not only attendance but participation in class.

7. Exemption from Assessment Components

Students applying for an exemption from certain assessment components or permission to vary course requirements must apply on the appropriate Application to Vary Course Requirements form.

8. Request to Review Assessment

Any requests to review assessment must be made on procedural grounds to the examiner/lecturer concerned. Students who are not satisfied that the matter has been resolved must then apply in writing to the Head of School.