

Coursework Code of Practice

October 2017

This code of practice covers the issue, submission, assessment and return of coursework within WEDC in the School of Architecture, Building and Civil Engineering. It is based on the University Coursework Code of Practice as approved by the Teaching and Learning Committee.

1. The Responsible Examiner for each module shall ensure that the module specification contains, in the "teaching, learning and assessment" field, a brief indication of the number and nature of assessed coursework assignments that students will be set, together with the proportion of total module marks that each assignment will represent.
2. To enable students to plan their activities, Responsible Examiners shall provide students with information about the timing of coursework assignments (a) in writing within the first three days of the module and (b) when an assignment is handed out. This information will identify whichever of the following dates are relevant to the assignment in question: when it will be set; when it will be undertaken; when it will be submitted; when feedback will be provided; when it will be returned with marks shown.
3. The Programme Director and Responsible Examiners will use their best endeavours to ensure that the overall pattern of coursework requirements on programmes as a whole (as well as individual modules) involves not only an appropriate mixture of forms of assessment but also a phasing of assignments which does not place students under undue pressure, and which permits timely feedback of coursework performance.
4. The member of staff who sets the coursework assignment shall provide a written statement of the aims and objectives of the assignment and the work required by the student to meet these objectives. The student will also be informed in writing of how the work will be assessed, the breakdown of the marks to be awarded and the form of feedback that the students can expect. The time and date for each coursework assignment to be submitted shall be clearly stated, together with any necessary instructions as to whether the coursework is to be submitted using standard procedures or directly to the member of staff responsible for setting the assignment. The member of staff will also provide information as to when assignments will be returned to students.
5. When a coursework assignment is issued to a class each student should sign in the relevant column of the WEDC Coursework Issue and Return Form to indicate receipt of that assignment.
6. All coursework assignments must be submitted with a printed Coursework Submission cover-sheet at the time and place stated on the coursework instructions. The student is responsible for securely fastening ALL parts of the coursework to the cover sheet, and it must be signed by the student. No coursework will be accepted unless the coursework is submitted with a completed Coursework Submission sheet.
7. Coursework cover sheets can be printed by logging-in at <http://caspa.lboro.ac.uk/signon/> see the attached guidelines.
8. Students should generally not show their name on coursework items. Student ID numbers should be used to identify coursework items.
9. The member of staff who sets the coursework assignment shall make themselves available to individual students or groups of students to discuss any queries on the coursework.
10. Completed coursework assignments, with a printed coursework cover sheet attached, should be posted into the coursework drop-box (outside HH.0.11) on weekdays between 08:30 and 14:00, unless special arrangements for other times are announced. The box will be emptied at 14:00 on days when coursework items should be submitted. Submissions made after 14:00 will be considered to be late (see below).
11. Helena Geary will notify students when coursework assignments have been marked and are ready for collection. Coursework items can then be collected on weekdays between 08:30 & 09:00 and between 13:30 & 14:00 from Helena Geary in room HH.0.11.
12. Coursework not submitted at the correct time and place without adequate justification will be marked at zero and graded 'F'.

13. Any coursework submitted later than the agreed submission date must be submitted to the Taught Course Administrator. Late submissions will only be assessed and awarded a grade if a Mitigating Circumstances form is submitted, with supporting documentary evidence, and accepted by the Review Board.
14. Representations for Mitigating Circumstances must be submitted on a University Mitigating Circumstances form, to the Examinations Office, and in accordance with the notes for guidance stated upon that form. Note that supporting evidence MUST be provided and this must be submitted directly to the Taught Course Administrator. Details of the University's Mitigating Circumstances procedures are on web page: <http://www.lboro.ac.uk/admin/ar/student/exams/ip>
15. The Taught Course Administrator shall operate an effective and secure arrangement for collecting and recording the submission of coursework assignments and shall maintain a reliable record of coursework assignments received.
16. The Taught Course Administrator or the member of staff responsible for the coursework assignment will maintain a list showing which students submitted coursework on or before the submission date and any coursework received at a later date.
17. The member of staff responsible for the coursework assignment will also be responsible for issuing written feedback on each student's performance; or appropriate feedback on each group's performance in the case of group assignments. This feedback will include guidance on why the mark was given and how it could have been improved. Feedback will normally be provided when marked coursework items are returned. The communication of the mark will be individual and confidential except where a common mark is given for group work.
18. Where coursework takes the form of in-class tests the Responsible Examiner for the module will ensure that the test takes place in an appropriate environment and in the same manner as an examination. Students will sign a class list to confirm their attendance.
19. Students who are registered for re-assessment will receive additional information concerning coursework and coursework deadlines. These requirements may vary from those originally set for the module.
20. Any student with an individual grievance with respect to the coursework should report such a grievance either to the Responsible Examiner of the Module or to the Programme Director. Any group of students with a grievance should report the grievance both to the Responsible Examiner of the module and to the Programme Director.
21. Where appropriate, grievances with respect to a coursework assignment should be discussed at a staff student meeting.
22. Coursework must be the original work of the student submitting the assignment. All work that has been used from other reports and relevant texts (including Internet sources) should be appropriately referenced.
23. Where a member of staff responsible for an assignment suspects that plagiarism has occurred he/she shall interview the student(s) and investigate further before awarding any grade. The member of staff should liaise with the Responsible Examiner of the module, if appropriate, and with the Programme Director where necessary. Where these staff agree that there is evidence of plagiarism then no mark will be awarded. A report shall then be forwarded to the Dean of School. Students involved in cases of plagiarism may also make a representation to the Dean of School should they wish to do so. When informed of cases of plagiarism the Dean of School will inform the University authorities which will deal with the issue through the Academic Misconduct procedures: <http://www.lboro.ac.uk/students/welcome/handbook/exams/misconduct/>
24. The Taught Course Administrator shall retain a copy of a selection of coursework assignments for record purposes.
25. For any module assessed by coursework alone each student must make their coursework available if required for review by the External Examiner before the next meeting of the Review Board.
26. All staff involved in assessing coursework must be able to demonstrate that feedback has taken place.
27. Coursework assignments should be assessed, and marks awarded, on the basis of the marking schedule provided to the students in the coursework briefing document. Feedback to the students should include a mark on the basis of the following scale:

Mark Range (%)		Description
80% or above		Marks of 80% or above will be used for individual courseworks which show exceptional merit.
75-79%	Upper end of range described	Very good grasp of material that displays thorough comprehension, informed criticism and analytical skill. The overall presentation is concise and well expressed, without any major errors.
70-74%	Lower end of range described	
65-69%	Upper end of range described	A middle range answer which shows familiarity and comprehension of many of the salient issues and some critical dialogue with the material. Answers at the lower end of the range may contain a few errors, omissions and insufficiently well expressed ideas.
60-64%	Lower end of range described	
55-59%	Upper end of range described	An adequate answer which demonstrates an elementary understanding of the basic issues involved. Nevertheless the answer is deficient in terms of material covered or level of comprehension. The answer is insufficiently researched, and not well presented.
50-54%	Lower end of range described	
45-49%	Upper end of range described	Some major points are included, but lack of understanding is shown, together with mention of some irrelevant points.
40-44%	Lower end of range described	
Less than 40%		Very few or none of the major points present; many irrelevant or incorrect points are included and the answer shows a serious lack of understanding.

NOTES:

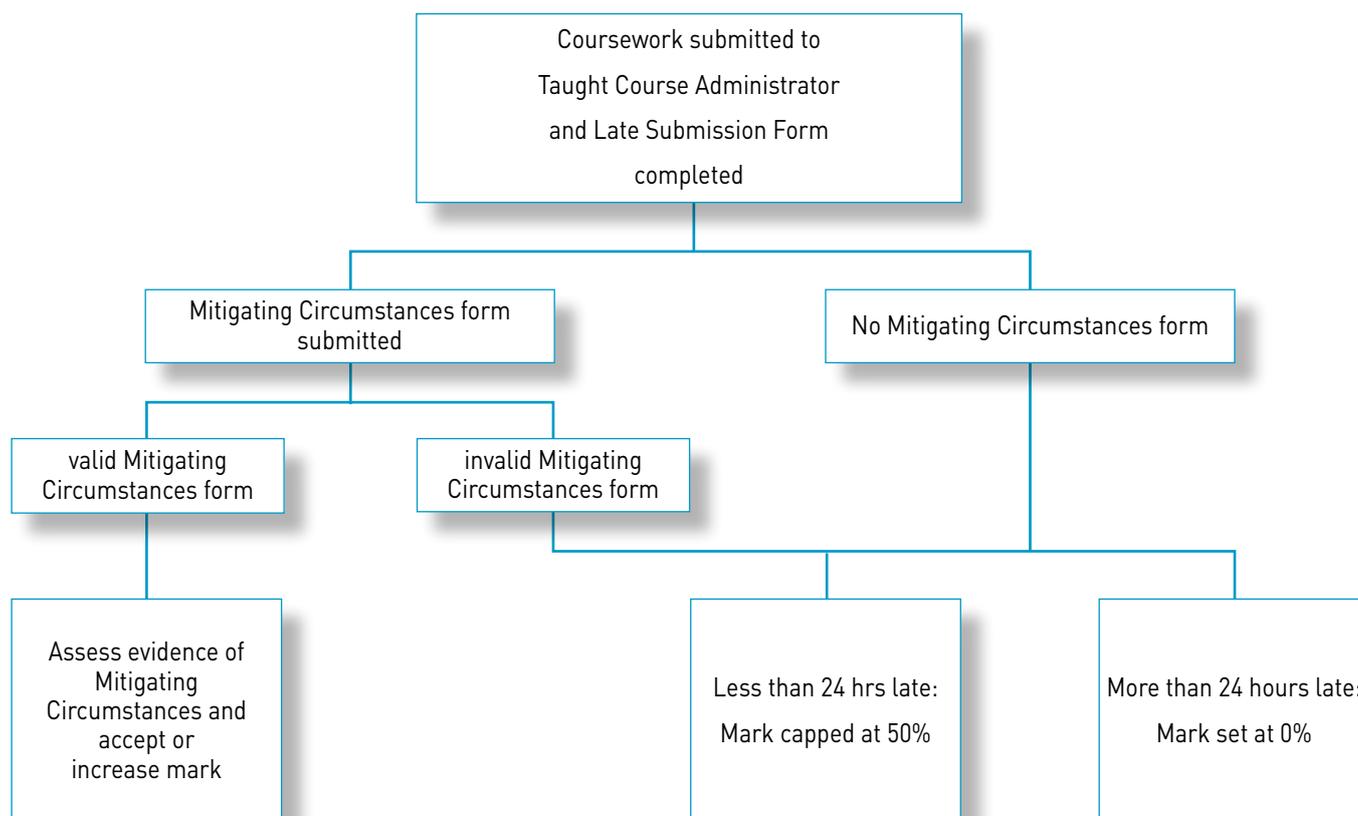
1. Numerical questions will normally be marked for analytical method and accuracy using a marking scheme for specific steps in the solution.
2. Marks on returned coursework should always be regarded by the students and staff as provisional, since they may be subject to moderation before being fixed (Confirmed) at a Review Board.
3. Descriptions for ranges of marks may be revised to suit specific types of coursework.

Note: **WEDC Procedures for Late Submission of Coursework** follows:

WEDC Procedures for Late Submission of Coursework

1. All late work should be submitted to the Taught Course Administrator and a 'Late coursework hand-in form' completed. If the Administrator is unavailable there will be a designated member of WEDC Administrative staff that will take on this duty.
2. The student will be advised to also submit a Mitigating Circumstances form if he/she considers there is reason for a valid claim. The Mitigating Circumstances form and guidance notes are available at: <http://www.lboro.ac.uk/admin/ar/student/exams/ip/> A Mitigating Circumstances form should be submitted to Helena Geary in room HH.0.11. She will forward it to the relevant University authorities.
3. Work submitted up to 24 hours late without a Mitigating Circumstances form or with an invalid Mitigating Circumstances form will be 'capped' at 50% (i.e. the mark will not exceed 50%)
4. Work submitted after 24 hours late without a Mitigating Circumstances form or with an invalid Mitigating Circumstances form will be marked at 0%.
5. Late work submitted with a valid Mitigating Circumstances form will be assessed on available evidence (as considered by the WEDC Mitigating Circumstances Panel that meets near to the date of Review Boards (formerly Module Boards)).
6. Staff will not accept late coursework — students must be directed to the Taught Course Administrator or whoever, in their absence, is taking on their role in the General Office.

The process is summarised below:



Additional note to staff:

Where coursework is received less than 24 hours late feedback can be provided on the script, or in another form, but no grade should be included. However the mark awarded should be communicated to the Taught Course Administrator in the usual way, highlighting that the mark may need to be capped depending on the outcome of the **Mitigating Circumstances Panel**.

If the coursework is more than 24 hours late and no Mitigating Circumstances form has yet been received the Taught Course Administrator will inform markers that neither marking nor feedback should take place until further notice.