

Guide to Assessments Background Data

Author: Colin Clark
29th July 2004

Contents

- 1.0 Overview
- 2.0 Maintenance of Sub-Assessments
- 3.0 Maintenance of Coursework Assessments
 - 3.1 When is coursework coursework ?
 - 3.2 Management of coursework assessments on the database.

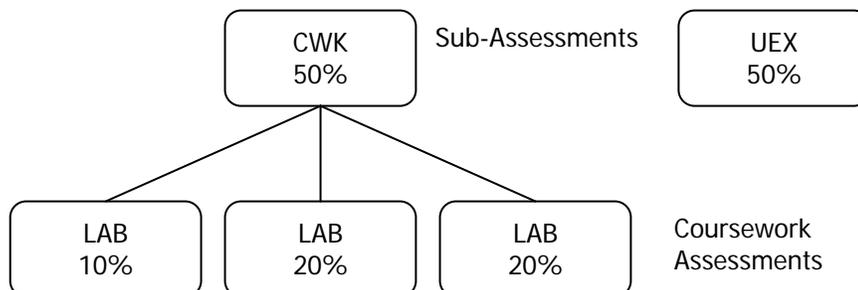
1.0 Overview

From October 2004 the Integrated Exams System will obtain information about how courses are assessed from the Programmes and Courses part of the central database. Most of this information is maintained using the Programmes and Courses – Course Maintenance option on the main database menu (other information pertinent to the Exams System can be maintained using the Programmes and Courses – Programme Maintenance option).

Just prior to the start of the Autumn term coursework assessments will be generated automatically by the system using the information that has been entered in the Course Maintenance Assessments tab – so it is essential that this data is set up and verified by mid-September. Mark entry will not automatically be delegated to teaching groups (this may be done in the future) so the delegation process will give an opportunity for the set up of assessments to be reviewed before it is used. It would be sensible to ask Course Assessment Convenors to carry out this task as they may have the best knowledge of how the coursework for their courses should look.

The core assessments data is accessed via the Assessments tab on the Course Maintenance screen. This tab allows a hierarchy of assessments to be set up. The top level (the assessments that are immediately visible on the assessments tab) contains information about the sub-assessments for a course (there may be one or more sub-assessments). Individual pieces of coursework **MUST NOT** be specified at the sub-assessment level. Where a course is assessed by coursework a sub-assessment with the mode CWK must be entered. This will allow a drill-down to a screen where the individual pieces of coursework may be specified.

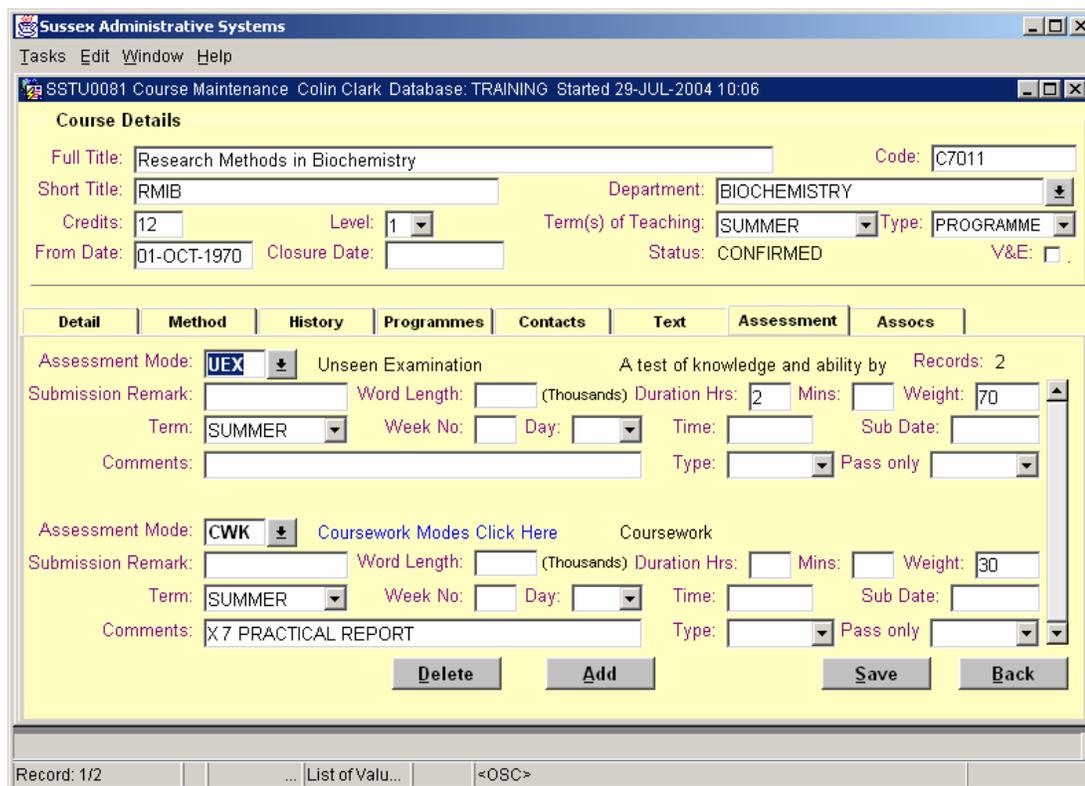
e.g. Course A1234 is assessed by 3 lab reports (coursework) and an unseen exam.



Other data that the exams system will rely on is the programme element information (will be used to drive the progression rules) held in the link between programmes and courses maintained via the Programme Maintenance screen, and the syllabus rules also held on the link between programmes and courses (will be used to determine which courses are Mandatory).

2.0 Maintenance of Sub-Assessments

When the Assessment tab is first selected the screen will appear as below (if no assessment details have been input the fields on the tab will be empty):



To Add a sub-assessment:

Either click in an empty Assessment Mode field or if no empty rows click the **Add** button

- ★ Select an assessment mode from the drop down list. The modes in the list are taken from the list of approved modes of assessment maintained by Academic Office (<http://www.sussex.ac.uk/Units/academic/academicoffice/modesofassess.pdf>). Note coursework assessments should not be specified here – if a course is assessed by coursework use mode CWK here (after you have saved at this level you will be able to click on the CWK and add the actual coursework assessments)
- ★ Submission remark – free text field for additional information about the submission
- ★ Word length – complete this if it is relevant to the assessment mode, expressed in thousands e.g. “10” means 10,000.
- ★ Duration – complete these fields if they are relevant to the assessment mode, expressed in hours and minutes
- ★ Weight – enter the weight for this sub-assessment. If you have entered CWK as the assessment mode enter the weight of all the coursework relative to the other sub-assessments. If there is only one sub-assessment the weight should be 100%
- ★ Term – enter the term in which the assessment takes place (if CWK then this will usually be the same as the terms of teaching, if UEX and it is an end of year exam it will be SUMMER)

- ★ Week number – enter the week in which the assessment is submitted if known (this should be known for assessments that are non-coursework submissions e.g. essays and dissertations)
- ★ Day – enter the day of the week in which the assessment is submitted if known
- ★ Time – enter the time of day that the assessment should be submitted by if known
- ★ Sub Date – is used to specify a submission date that lies outside term time
- ★ Comments – free text field for comments
- ★ Type – use this field to indicate whether the mode is a normal mode of assessment or a special mode used either for resits or for Visiting & Exchange students (the total weight for each type should equal 100%)
- ★ Pass only – use this field to indicate that a course has a pass/fail only marking scale
- ★ Click the **Save** button

To Delete a sub-assessment:

- ★ Click in a field belonging to the assessment mode which you wish to delete
- ★ Click the **Delete** button

To Edit a sub-assessment:

- ★ Change the fields you wish to update
- ★ Click the **Save** button

3.0 Maintenance of Coursework Assessments

3.1 When is coursework coursework?

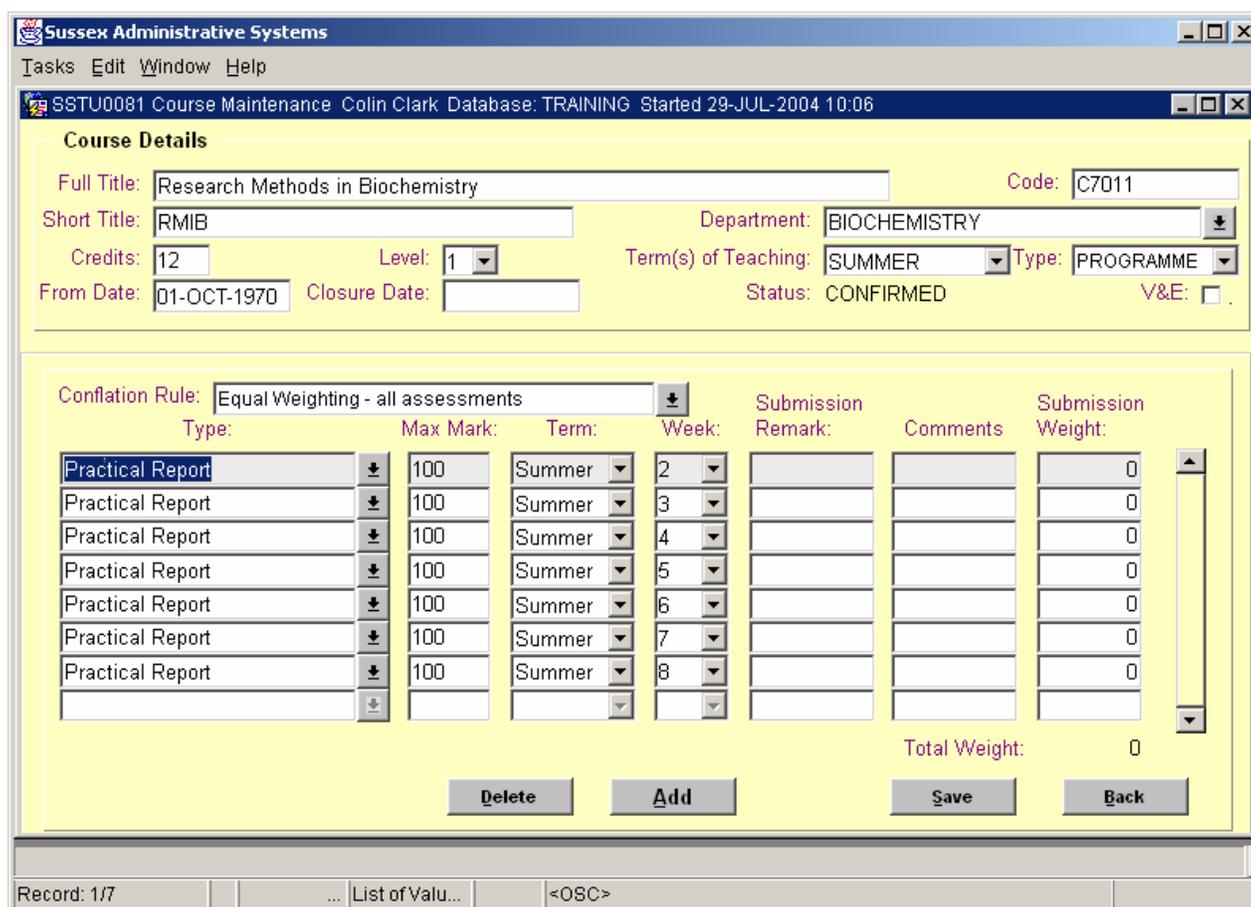
A submission that is handed in to the school or department should be set up as coursework. If the submission date or the time when marking is completed are beyond the end of the last term in which the course is taught the marks entry for the coursework should not be delegated to tutors (teaching groups).

A submission that is handed in to the undergraduate office should be set up as a sub-assessment.

3.2 Management of coursework assessments on the database.

To Add Coursework assessments:

- ★ First add a CWK sub-assessment following the 'Add a sub-assessment' instructions above
- ★ Click on the [Coursework Modes Click Here](#) text adjacent to the CWK assessment mode
- ★ You should be presented with the screen below (with empty rows if a new set of coursework modes)



Type	Max Mark	Term	Week	Remark	Comments	Submission Weight
Practical Report	100	Summer	2			0
Practical Report	100	Summer	3			0
Practical Report	100	Summer	4			0
Practical Report	100	Summer	5			0
Practical Report	100	Summer	6			0
Practical Report	100	Summer	7			0
Practical Report	100	Summer	8			0

- ★ Pick a conflation rule for the coursework from the drop down list
- ★ Click in the type box and use the drop down menu to select an assessment mode (or start typing the name of the mode)
- ★ Enter the Max Mark (scale) for the assessment

- ★ Enter the Term and Week for the assessment (the day and time will usually be dependant on the teaching timetable so are not specified here)
- ★ Submission remark – use this field to record comments about the submission
- ★ Comments – use this field to record general comments about the assessment
- ★ Submission Weight – complete this when the conflation rule selected is “Weighted Assessments (All)” – you should enter the weight that each assessment contributes to the conflated coursework mark (rather than the weight they contribute to the overall course mark).
- ★ Click the **Save** button when data entry is complete

To Delete a coursework assessment:

- ★ Click in a field belonging to the assessment mode which you wish to delete
- ★ Click the **Delete** button

To Edit a coursework assessment:

- ★ Change the fields you wish to update
- ★ Click the **Save** button