

University modes of assessment from 2019/20 (updated 2022)

All assessments should be appropriate to the FHEQ level of the module and test specific module learning outcomes. Schools should deliver the assessment as formally approved by either the Course Validation Panel or School Education Committee, as stipulated in the module specification.

A full description of the features of Online Examination Modes can be found in Appendix 1

Generic category	Definition	Assessment mode	Other comments
Written exam	A written assessment taken under timed conditions. The duration is normally 1 or 2 hours. Written exams will usually be scheduled in an assessment period (A1, A2 or A3).	1) <u>Unseen Exam (UEX)</u> : A test of knowledge and understanding by question(s) not known to the student prior to the examination.	Held on campus; requires an invigilator.
		2) <u>Seen Exam (EXS)</u> : A test, under examination conditions, where the student is aware of the subject/s or questions beforehand.	Held on campus; requires an invigilator.
		3) <u>Open Examination (OEX)</u> : A test of knowledge and understanding by questions not known to the student prior to the examination. Students may take notes or books into the examination.	Held on campus; requires an invigilator. Students should have explicit information well before the exam about which materials they will be allowed to bring into the exam and about expectations for use of materials in the exam e.g. referencing.
		4) <u>Test (TST)</u> : A written test, administered within the timetabled teaching period.	Held on campus or remotely. School organises any reasonable adjustments for students with a disability. School provides invigilation if on campus.
		5) <u>Computer Based Examination (CEX)</u> : A computer based test of knowledge and understanding by question/s not known to the student prior to the examination. May be scheduled within the timetabled teaching or assessment period.	Held on campus or remotely. Invigilation required if on campus.
		6) <u>Multiple Choice Questions (MCQ)</u> : A test of knowledge and understanding where the student is required to select the correct answer/s from a list.	Held on campus or remotely. Invigilation required if on campus.

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		7) <u>Distance Exam (DEX)</u> : A test of knowledge and understanding where the student is required to complete the exam remotely under timed conditions and to submit the file electronically, as instructed, by the end of the exam. Late submission is not permitted.	Held remotely. Does not require an invigilator.
Submission	A written or digital assessment that is submitted physically or electronically.	1) <u>Essay (ESS)</u> : A written composition with a specified word length, which, typically, on the basis of existing literature, proceeds to sustain a coherent argument.	
		2) <u>Log (LOG)</u> : A record of observations, events and behaviour (of themselves or others).	
		3) <u>Report (REP)</u> : A description, review, summary or other account of an activity, proposed activity or experience. This may include a report of a series of investigations undertaken as part of a research project.	
		4) <u>Dissertation (DIS)</u> : A substantial piece of writing deriving from research that a student has undertaken independently. Dissertations are carried out under the guidance of a supervisor.	
		5) <u>Problem Set (PRB)</u> : A collection of problems requiring a solution to be solved by the student.	

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		6) <u>Software Exercise (SOE)</u> : A software exercise or problem requiring a technical solution.	
		7) <u>Take Away Paper (TAP)</u> : An assessment submitted within 24 or 48 hours (or exceptionally 72 hours) from the time of the unseen question/s publication, in which the student may use web resources, notes and/or texts. A TAP is typically used to provide a task where information must be assembled within a short time-frame. A TAP (24 hr or 48 hr) will have a notional 'work time' of up to 8 hours. No late submission is permitted.	TAPs are not normally scheduled during assessment periods. TAPs are normally released and submitted no later than 10am on the relevant day. <i>24hr TAPs can be centrally timetabled if they are set during the assessment periods (A1/A2/A3) however a student may have a TAP deadline and an exam on the same day.</i>
		8) <u>Media (MED)</u> : A digital file consisting of an audio or video recording.	
Portfolio	A collection of work that relates to a given topic or theme, which has been produced over a period of time.	<u>Portfolio (POF)</u> : A collection of work that relates to a given topic or theme, which has been produced over a period of time.	
Project output	Output from project work, often of a practical nature, other than a dissertation or written report.	<u>Project (PRJ)</u> : A detailed analysis of a topic, possibly involving some original research undertaken by the student, which may make use of data and/or primary sources. The project output may be written, digital or creative.	
Oral assessment	A conversation or oral presentation on a given topic where the student is advised in advance of the duration.	1) <u>Presentation (PRE)</u> : A prepared oral presentation by a student before a Marker/s and/or peers, where knowledge, technical content, ability to answer questions and presentational skills are assessed. 2) <u>Oral (ORL)</u> : A test of knowledge and/or ability conducted between a Marker/s and a student by means of spoken face-to-face questioning led by the Marker/s in which the student has no knowledge of the questions beforehand.	
Group written submission	A written report prepared collectively by a group.	<u>Group written submission (GWS)</u> : A written report prepared collectively by a group. No late submission is permitted.	

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Group presentation	A presentation prepared and made collectively by a group.	<u>Group Presentation (GPN)</u> : A presentation prepared and made collectively by a group.	
Practical assessment	An assessment of a student's practical skills or competence.	1) <u>Practical Assessment (PRA)</u> : A practical assessment that may be taken under timed conditions that is observed or recorded and may require an invigilator.	
		2) <u>Observation (OBS)</u> : A report submitted about a student based on an observation, including observation of individual performance over a period of time.	
Peer Review Assessment	An assessment to develop skills in reflection through the review, assessment and provision of feedback on work of one or more peers.	<u>Peer Review Assessment (PER)</u> : An assessment to develop skills in reflection through the review, assessment and provision of feedback on work of one or more peers.	Peer Review Assessments will use the Peer Review Assignment Tool in Canvas and are only available for use on assessments weighted less than 30% of a module mark. Reviews will be completed anonymously by students.

Version 4 updated October 2022 to include appendix 1

Version 3 updated May 2020

Appendix 1

Online Examination Modes

Mode	Description	Duration	Multiple attempts?	Submission point
Distance Examination (DEX) Introduced 2019-20	Described as: a test of knowledge and understanding where the student is required to complete the exam remotely under timed conditions and to submit the file electronically, as instructed, by the end of the exam. Late submission if not permitted	Students have 24 hours to complete the assessment (although guidance should indicate the expected time that should be taken i.e. 2 hours and should indicate which, if any resources, can be accessed and the expected word limit. DEX mode to be retained as it is currently for 22/23. Schools can move to a different exam-mode (e.g. CEX) in 22/23 if they choose. Reasonable adjustments are incorporated within the 24-hour window		Submission point Canvas Turnitin ³ or Canvas Online ⁴ These both use the University's standard e-submission workflows and are automatically created in the relevant Canvas module
Computer Based Examination (CEX) Introduced 2019-20	Described as: a computer- based test of knowledge and understanding by question/s not known to the student prior to the examination. May be scheduled within the timetabled teaching or assessment period.	Removal of the 24-hour window for both modes. CEX and MCQ assessments will have a single duration of up to 2 hours. This is to ensure that all students take the assessment at the same time regardless of location. A 30-minute administrative period should be added. For example, a 2 hour assessment is available for 2.5 hours (150 minutes). This is a reduction in administrative time in most cases. This window is to allow for technological issues, downloading, scanning and uploading. Within the duration of the exam + 30-minute administrative period students can submit files as many times as required. This accounts for instances where students submit the wrong file, or a file is corrupted. Students who continue to encounter problems beyond the 30-minute administration period should be guided to submit to a dedicated email box in the School as a last resort.	Multiple attempts permitted, allowing resubmission of the assignment – but at the discretion of the school and clearly communicated to students if allowed	The recommended submission point is 'Ask Tutor'. Note - the submission point for CEX needs to be manually created using either Canvas Turnitin or Canvas Online. For MCQ, Classic Quizzes should be used.

		<p>Where no file upload is required, methods for students to upload RA stickers should still be made available. Please see staff and student guidance for how to do this.</p> <p>Individual reasonable adjustments are added to the original assessment duration at the student level (manually in Canvas)</p>		
Multiple Choice Questions (MCQ)	Described as: a test of knowledge and understanding where the student is required to select the correct answer/s from a list	<p>Removal of the 24-hour window for both modes. CEX and MCQ assessments will have a single duration of up to 2 hours. This is to ensure that all students take the assessment at the same time regardless of location.</p> <p>No administrative time is added to the exam duration. No second submissions/attempt will be permitted for MCQs.</p> <p>Individual reasonable adjustments are added to the original assessment duration at the student level (manually in Canvas)</p>	<p>Multiple attempts not permitted</p> <p>To increase security – questions can be set to view one at a time and to be randomised or where large question banks are available for the questions to be randomised</p>	