

Feedback to students on coursework

1. The University has agreed the following policy for implementation by all Schools and Departments:

Comments and (where appropriate) grades on coursework should be communicated to the students concerned no later than 15 working days from the date set for submission during term time.

Whenever possible, however, the response time should be shorter. There will be no guarantee that coursework submitted after the date set for submission will be returned to the student within the period specified above.

Where there is good reason, exceptions to this policy may be made for specific items of coursework with the approval of the relevant School Teaching and Learning Committee, in which case the period of time for return of comments (and grades, where appropriate) will be communicated to students.

This policy relates to work submitted or undertaken during the teaching of a course and not to work submitted in a subsequent term after the conclusion of the course.

2. The following is guidance to Schools and Departments in implementing the policy:

2.1 Coursework takes many forms (whether or not it counts towards an award or classification). It can be defined as work completed and submitted or delivered during the module. Module documentation must make clear:

2.1.1 what coursework is required;

2.1.2. what, if any, of that work will be included in formal assessment.

2.2 Whatever its form, coursework should be "returned" to the student both marked and commented upon (where coursework is not written but, for example, spoken, there should still be commentary, formative in nature, by the tutor).

2.3 A mark must be given where the coursework contributes to the formal assessment of an award which should be communicated in writing, if not posted on Sussex Direct, using a standard form of advice which should explicitly state the following conditions under which such provisional marks are released:

2.3.1 that all marks are provisional and subject to external examination until ratified by the relevant Examination Board;

2.3.2 marks are not appealable until ratification.

2.4 Where the coursework does not contribute to the formal assessment for an award, an indication of level or grade, rather than a precise mark, may be given.

2.5 Students should be clearly informed of:

2.5.1 the status of any mark or grade

- that where the coursework contributes to the assessment for the award the mark is provisional, and subject to external examination, until ratified by the relevant examination board
- that where the coursework does not contribute to the assessment for the award, the grade given is based on the work completed and is not a prediction of future performance

2.5.2 the central importance of the comments making up the formative assessment of the work.

2.6 Schools and departments should use Sussex Direct as the primary vehicle for delivering feedback to students and consider developing cover sheets on which to provide formative feedback for other work not amenable to feedback via Sussex Direct. Comments on strengths and weaknesses could be supplemented in tutor/student discussions. Any cover sheets used should be lodged with School Teaching and Learning Committee.

Academic Office

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