PUBLICATION OF INFORMATION ABOUT ASSESSMENT TO STUDENTS

Modes of assessment

1. The University uses a range of approved modes of assessment. The modes and their descriptors can be found via the link here.

Marking Criteria

2. Marking criteria are statements of the characteristics of assessed work that attract different ranges of marks from the marking scale. They are produced by the Board of Study and vary in ways appropriate to different disciplines but are kept under review by School Education Committee. Every year students should receive, or be directed to, a set of up-to-date marking criteria relevant to their assessed work.

Assessment information and schedule

3. Information about contributory module assessments and schedules (modes, weightings and deadlines) is formally agreed by School Education Committees and is not subject to local variation by tutors. General information about assessments is published to students via a combination of course and module documentation, school or departmental notice boards, the modules listing on departmental web pages. The definitive and complete assessment details for all contributory assessments are provided via Sussex Direct. School Curriculum and Assessment Officers are the first point of contact in case of a query.

Availability of past question papers

4. Copies of relevant question papers used in examinations over the previous two years where available, are published by the Student Systems and Records Office to students via Sussex Direct (Module Resources).

5. Previous examination papers reflect what occurred in previous years and do not necessarily reflect the form or content of examinations for the current year. It is the duty of the Chair of the Board of Study to flag to students where the examination format has changed from the previous year or where there is a change to the format of a resit paper compared to the main paper.

Notice boards and/or web pages

6. Schools and departments must provide notice boards and/or web pages dedicated to examination information (including format and rubric of individual question papers including resit papers, where significant changes from previous years can be flagged). The Deputy Chair of the PAB will send copies of such information to the Student Systems and Records Office.

Submission of assessments that contribute to progression or award

7. Assessments must be submitted in English (unless stated otherwise in the assessment task), in the format specified in the assessment task, to the location and by the deadline published on Sussex Direct.

8. Students should be asked to submit two copies of written assessments to the School Office that owns the assessment, unless the assessment is submitted electronically. This allows a sample to be retained as set out in the ‘Marking, Moderation and
Feedback Regulations'. Any assessments submitted by post must be received by the School Office by the relevant assessment deadline.