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<th>Continuous Assessment Procedures</th>
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## Version Control and Change History

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<td>2</td>
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THE ROLE OF CONTINUOUS ASSESSMENT

Continuous assessment may include course work, practical exercises, assignments, projects, laboratory work and ancillary written examinations or tests, depending on the programme of study and on individual modules making up a programme. The function of continuous assessment is to facilitate student learning by:

- Assessing the students’ practical application of module material as well as their theoretical knowledge in each module
- Assessing the students’ ability to conduct research as well as their reporting and presentation skills
- Providing feedback to students and to lecturers
- Enhancing the students’ overall chances of success
- Motivating students to work throughout the programme.
- Reinforcing and expanding students’ learning
- Encouraging diversity in learning styles amongst students.

Some of the roles outlined above may be more relevant to particular modules and programmes than others. When a programme is designed and submitted to Academic Council for validation, or when a programme is reviewed, the programme team should identify and set out the reasons why continuous assessment is included. The programme development team should determine a general policy on the types of assessment and the proportion of marks to be devoted to each piece of continuous assessment work across the whole programme in order to achieve a level of consistency across modules and stages within the programme. Any special assessment requirements and assessment instruments will also be identified and specified. The reasons for implementing any such special arrangements will be specified also.

1 ADMINISTERING CONTINUOUS ASSESSMENT

1. COMMUNICATION OF CONTINUOUS ASSESSMENT REGULATIONS AND RESULTS TO STUDENTS

1.1 At the commencement of the semester/year/stage each student will be given in writing:
   i) an overview of the division of the assessment between continuous assessment and final examination for each module as set out in the programme schedule.
   ii) An outline of those elements of the continuous assessment that are recoverable and non-recoverable.

1.2 Each lecturer will check the Programme Schedule and will verify how his/her particular module is to be assessed and communicate to her/his students a schedule of assessment/coursework to be completed with an explanation of how the continuous assessment marks are to be compiled for the module. Students will also be given the following information in written format:

   i) The title of each continuous assessment assignment, project or exercise to be completed,
ii) The date on which the work is to be submitted and the procedure for submission of this work,

iii) Any guidelines that the lecturer feels are necessary for the completion of the work.

1.3 Continuous assessment results will be communicated to students within a reasonable period and normally prior to the submission of the next continuous assessment component. This will be done in a manner that will respect the confidentiality of the marks for each student, or in the case of group work the confidentiality of the group mark.

2. MAINTENANCE OF CONTINUOUS ASSESSMENT RECORDS

2.1 The responsibility for managing the receipt of a piece of assessment rests with the lecturer. Students will sign-in the piece of work to the lecturer using a standard cover sheet, by a specified date and time. Lecturers must maintain accurate and verifiable records of assessment submissions and of C/A marks in each component for each student in his/her modules. Such records should be made available to External Examiners on request.

2.2 Students will have the opportunity to discuss their cumulative continuous assessment marks for a module on an ongoing basis with their lecturers and are entitled to an explanation of how their overall continuous assessment mark is calculated.

2.3 Each lecturer will provide an opportunity for his or her students to view the record of their cumulative continuous assessment marks during one class period in the last week of the semester. Students who view their marks are required to sign the record to acknowledge receipt of their continuous assessment marks as of that date. Where students are absent the lecturer will mark “absent” against their name in the continuous assessment record.

2.4 Every reasonable effort will be made to ensure that all continuous assessment work is completed, submitted and marked prior to the end of the module, so that the mark recorded at this time is the final overall continuous assessment mark in the module. This is normal practice but there may be exceptions with regard to extended essays or projects etc., where marks are not available at this time.

3. NOTIFICATION OF LEGITIMATE VERIFIABLE ABSENCE FROM ASSESSMENTS.

A student who is absent from any continuous assessment exercise, or misses an assessment deadline for what he/she considers to be legitimate verifiable reasons and wishes those reasons to be taken into consideration, should inform the lecturer of his/her intended absence prior to the assessment completion date and must apply in writing directly to the module lecturer with supporting / substantiating documentation, where possible, within 10 working days following the date of the assessment or deadline. The appropriate application form (available from the School/Department Office) must be used. Where required by individual Heads of
School, a duplicate of the application should also be submitted to the School/Department Office within the same deadline. The student should provide documentation to support that which he/she considers to be legitimate reasons for the absence. This should be retained by the module lecturer and, where required by the Head of School, copies of this documentation (medical certificates etc) should be submitted to the School/Department Office.

Late applications will only be considered in the event of an absence from a continuous assessment component where valid reasons for this absence exist and where this absence continues for more than 10 working days after the date of the assessment/deadline.

The module lecture will review the application, decide on the matter and inform the student of the outcome of their application.

4. DEALING WITH LEGITIMATE VERIFIABLE ABSENCE FROM CONTINUOUS ASSESSMENTS.

Definition of Terms: A recoverable continuous assessment element as used in this context refers to a continuous assessment element where it is possible to set another assessment to replace that element missed by the student. Examples of such an element might include a written assignment where an alternative substitute assessment title could be given to students to assess the learning outcomes. A non-recoverable continuous assessment element is one where due to the nature of the assessment, or where the Programme Board decides, it is not possible to provide students with an opportunity to repeat this assessment. An example of this might be a microbiology or biochemistry laboratory practical where students work as a group in completing the exercise.

Introduction

Each application will be considered on an individual basis. Where it is accepted that an absence or non-submission of an assessment is legitimate, and depending on the circumstances, the nature of the module and of the assessment in question, the lecturer will have discretion to decide which of the following courses outlined at 4.1 will be taken.

4.1 In the case of recoverable assessments:

(i) The student will be required to repeat the assessment that was missed

(ii) The student will be given an alternative assessment opportunity in lieu of the missed exercise

(iii) The deadline for submission of the assessment will be extended

(iv) The other C/A components may be re-weighted for that student to take account of the missing assessment mark
4.2 In the case of non-recoverable assessments, for example where in the opinion of a Programme Board:

(i) participation and attendance in class/group are essential requirements of the assessment or

(ii) the assessment required the setting up of specialist equipment and the assistance of technical support staff which would normally only be afforded to group exercises or

(iii) the assessment is a written examination in which the class group participated as a unit or

(iv) that it is not feasible or appropriate to repeat the assessment.

In this case a result of “ABS” (abbreviation for ABSENT) will be recorded against the student for that exercise. The lecturer will report all such absences to the appropriate Examination Board at the end of the academic semester. The detrimental effect of any such absences on the student’s overall final assessment mark in a module will be a matter for the appropriate Examination Board. The Examination Board may adjust the student’s assessment results, as it deems appropriate in light of the recorded legitimate absences.

5. DEALING WITH THE LATE SUBMISSION OF CONTINUOUS ASSESSMENT MATERIAL.

5.1 Marking material submitted late.
Where a student submits work after the submission deadline without agreement from the lecturer the following provisions will normally apply:

a. Material submitted four weeks after the due submission date or after the start of the examination period at the end of the relevant semester will not be marked.

b. The marks awarded will be reduced by 20% for material submitted up to one week following the submission date. (e.g. a essay submitted four days late which had a face value of 60% would be given 48%, a piece of work of value 45% would be allocated 36%)

c. If an assignment is overdue by more than one week but is submitted within four weeks of the due date it should be marked as b above but the maximum mark attainable is 40%.
6. REPEAT CONTINUOUS ASSESSMENT

6.1 Designation of Continuous Assessment components as Recoverable and Non-recoverable and entitlement of students.
Programme Boards will decide for each module, those components of CA that can be repeated (recoverable CA components) without re-attendance and those that cannot (non-recoverable CA components) be repeated without re-attending. Students will be entitled to repeat or re-submit recoverable continuous assessment components without re-attending the module by permission of Programme Board.

6.2 Recoverable Continuous Assessment carry forward of marks
In the case of a student who is repeating a final module examination, marks awarded on the basis of C/A shall normally be carried forward from the original consideration to the repeat consideration.

6.3 Recoverable Continuous Assessment (RCA)- resubmission
Where a student has been awarded such low marks for C/A element (less than 40) that a pass in the module as a whole is unlikely, the student may re-submit recoverable continuous assessment components for consideration at the Examination Board. The CA mark will be re-calculated taking into consideration the re-marked components.

6.4 Non-Recoverable Continuous Assessments (NCA)
In the case of non-recoverable continuous assessment elements, work cannot be re-submitted for consideration at any Examination Board. Such continuous assessment elements can only be repeated by means of re-attendance.

6.5 Repeating & Attending Students
Students who repeat attendance in a module, in addition to repeating the examination in that module, will forfeit their original continuous assessment marks and must take the assessments offered during the repeat attendance. Only the marks awarded, as a result of the repeat assessment and examination will be considered. Students who are taking repeat examinations without re-enrolling for classes carry forward their continuous assessment marks from the most recent previous consideration.

7. APPEALING CONTINUOUS ASSESSMENT MARKS

7.1 Where a student does not agree with the continuous assessment marks awarded, he/she may request a review of the mark. Prior to submitting a request for a review, the student must discuss the mark with the lecturer involved. If the student remains unsatisfied with the mark awarded he/she should:

write to the Head of Department or the person deputised by the Head of Department within 5 days of receiving their provisional result requesting a review of the continuous assessment mark. The Head of Department will decide if the request is valid and warrants further examination.
ii) In the event of the Head of Department deciding that the request is allowable then he/she will discuss the provisional mark with the lecturer in the first instance. Thereafter, the Head of Department may refer the work to the external examiner for consideration prior to the Examination Board meeting.

iii) The decision of the External Examiner will be final and no requests for review of continuous assessment marks will be allowed after the final mark in a module has been allocated by Examination Board.

8. ACCS Students

ACCS students participate in full time programmes on a different basis than full time students and may have very individual needs with regard to attendance for particular assessments or scheduled term tests etc. Where appropriate a greater degree of flexibility will be applied when assessing ACCS students and different assessment arrangements may apply to them. This will be determined on an individual and on a module-by-module basis.

**Academic Conditions associated with Continuous Assessment**

- Assignments should be submitted in accordance with the instructions given by the lecturer associated with the module
- 10 marks deducted for poor use of language, presentation and academic referencing errors and for work which is 10% under or over the word limit.
- Work not submitted on time will be subject to a penalty as follows:
  1. Material submitted four weeks after the due submission date or after the start of the examination period at the end of the relevant semester will not be marked.
  2. The marks awarded will be reduced by 20% for material submitted up to one week following the submission date. (*e.g a essay submitted four days late which had a face value of 60% would be given 48%, a piece of work of value 45% would be allocated 36%)*)
  3. If an assignment is overdue by more than one week but is submitted within four weeks of the due date it will be marked as at 2 above but the maximum mark attainable is 40%.
Continuous Assessment Cover Sheet

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DECLARATION: I declare that:

- This work is entirely my own, and no part of it has been copied from any other person’s words or ideas, except as specifically acknowledged through the use of inverted commas and in-text references;
- No part of this assignment has been written for me by any other person except where such collaboration has been authorised by the lecturer concerned;
- I understand that I am bound by DkIT Academic Integrity Policy. I understand that I may be penalised if I have violated the policy in any way;
- This assignment has not been submitted for any other module at DkIT or any other institution, unless authorised by the relevant Lecturer(s);
- I have read and abided by all of the requirements set down for this assignment.

SIGNATURE: ___________________________ DATE: ________________

Lecturer’s Comments:

Provisional Mark: ______  Lecturers Signature: _______________ Date: __________

Work submitted late will be subject to penalties in accordance with the DkIT Continuous Assessment Policy

CA Coversheet agreed AMPC No 19, 19.11.12