

Continuous Assessment Procedures

Date approved:	11 th May 2018	Date policy will take effect:	1 st September 2018	Date of Next Review:	May 2021
Approving Authority:	Academic Council				
Responsibility	Registrar, Head of Teaching and Learning, Heads of School				
Consultation undertaken:	Academic Quality Sub-Committee				
Supporting documents, procedures & forms of this policy:					
Reference(s)	Assessment and Learning Policy Marks and Standards Academic Integrity Policy Group work Framework and Guidelines				

Audience:	Public – accessible to anyone
Expiry Date of Policy:	Not applicable
Category:	Student-Centred Learning, Teaching and Assessment

1. Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	10/10/2007	Standing Committee of Academic Council	Agreed
2	19/12/2011	AMPC	CA Coversheet
3	03/03/2014	AMPC	CA Coversheet updated
4	11/05/2018	Academic Council	Full review of Procedures

2. THE ROLE OF CONTINUOUS ASSESSMENT

These regulations are governed by the principles of the DkIT Assessment and Learning Policy. This policy recognizes that assessment is an integral part of the learning process and not simply a measurement of it, i.e. assessment of, for and as learning. The policy encompasses the following five principles:

1. Assessment will promote learning
2. Feedback is a core component of assessment
3. Assessment will be considered at the programme level
4. Assessment will be fair, ethical and learner-centered
5. Good practice will be supported

The Continuous Assessment procedures apply to all elements of student assessment except final examinations. Continuous assessment may include practical exercises and examinations, written assignments, projects, oral presentations, performances, reflective journals, interviews, portfolios, work placement assessments 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:

- Reinforcing and expanding students' learning
- Measuring and certifying students' learning.
- Assessing the students' practical application of module material as well as their theoretical knowledge in each module
- Providing feedback to students
- Providing information on student progress to lecturers
- Motivating students to work throughout the programme.
- Supporting diversity in learning styles among students.

Some of the roles outlined above may be more relevant to particular modules and programmes than others. Programme development teams will develop a general strategy 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 and to ensure that all of the learning outcomes for the programme can be achieved and measured. 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.

3. DEFINITION OF TERMS

Assessment: *Learner assessment (specifically assessment of learning) means inference (e.g. judgement, or estimation or evaluation) of a learner's knowledge, skill or competence by comparison with a standard based on appropriate evidence.*

Assessment Element: *An assessment task and criteria, along with procedures for its conduct and grading scheme. Each assessment element is explicitly listed in the relevant module descriptor.*

Failed Element: *A Failed Element is an assessment element which has a specific pass requirement, in addition to that for the module as a whole. Where a module has a Failed Element, this should be indicated on the Approved Programme Schedule (as a Special*

Regulation) and in the Module Descriptor.

Recoverable continuous assessment element: *All assessment is assumed to be recoverable unless indicated in the module descriptor or agreed by the programme board to be non-recoverable.*

Non-recoverable continuous assessment element: *This is an assessment element which is described as non-recoverable in the module descriptor or by the programme board.*

Non-recoverable assessments may occur, where in the opinion of a Programme Board that:

- 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) it is not feasible or practical to repeat the assessment.

4. COMMUNICATION OF CONTINUOUS ASSESSMENT INFORMATION AND RESULTS TO STUDENTS

At the commencement of the semester/year each student will be given:

- i) A continuous assessment schedule which contains an overview of the compilation of marks for each module as set out in the approved programme schedule and module descriptor.
- ii) An outline of those elements of the continuous assessment which are non-recoverable.
- iii) Deadlines for the submission of continuous assessment elements and/or dates of assessment events (e.g. class tests).
- iv) Special regulations that relate to assessment, e.g. elements which have specific pass requirements (i.e. FE, Failed Elements).

Students will also be given an assessment brief for each individual assessment element, containing the following information (where relevant):

- i) The title of each continuous assessment element 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
- iv) The criteria to be used for marking the assessment element
- v) The method of feedback to be employed by the lecturer

The results of continuous assessment will be communicated to students within a reasonable period and normally prior to the submission of the next continuous assessment element. 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.

Students must submit all written assignments with a signed coversheet (see appendix 1). This can be uploaded (or selected) electronically for assessments which are submitted in soft format.

5. MAINTENANCE OF CONTINUOUS ASSESSMENT RECORDS

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 (or tick on Moodle), by a specified date and time. Lecturers must maintain accurate and verifiable records of assessment submissions and of continuous assessment marks, in each component for each student in their modules. Such records should be made available to External Examiners on request.

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.

Each lecturer will provide an opportunity for his or her students to view the record of their cumulative continuous assessment marks during the semester.

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.

Feedback opportunities must be provided for all assessment tasks in accordance with the Assessment and Learning Policy.

6. NOTIFICATION OF LEGITIMATE VERIFIABLE ABSENCE FROM ASSESSMENT OR LATE SUBMISSION OF ASSESSMENT.

A student who is absent from a 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 prior to the assessment completion date or as soon as possible thereafter. They must apply in writing to the School Office with supporting / substantiating documentation, where possible, within 10 working days following the date of the assessment or 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 School Office.

Late applications will only be considered in the event of an absence from a continuous assessment element 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 lecturer will review the application, decide on the matter and inform the student of the outcome of their application.

7. DEALING WITH LEGITIMATE VERIFIABLE ABSENCE FROM ASSESSMENT OR LATE SUBMISSION OF ASSESSMENT.

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 actions will be taken in the case of recoverable assessments.

- (a) If the assessment is not submitted or submitted late:
 - i. The deadline for submission of the assessment will be extended, without penalty.
- (b) If the student is absent from an assessment event:
 - i. The student will be required to repeat the assessment that was missed; or
 - ii. the student will be given an alternative assessment opportunity in lieu of the missed assessment.

In some cases it may not be feasible or practical to repeat the assessment or submit it late (e.g. close to the end of a semester), in which case the other continuous assessment elements may be re-weighted for that student to take account of the missing assessment mark.

8. DEALING WITH ABSENCES FROM CONTINUOUS ASSESSMENTS OR NON-SUBMISSION OF CONTINUOUS ASSESSMENTS WHICH ARE NOT CONSIDERED LEGITIMATE AND/OR VERIFIABLE.

In this case, a result of zero will be recorded against the student for that element. The detrimental effect of any such absences or non-submissions on the student's overall final assessment mark in a module will be a matter for the appropriate Examination Board.

9. DEALING WITH THE LATE SUBMISSION OF CONTINUOUS ASSESSMENT.

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 to the assessment element 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%.

10. REPEATING CONTINUOUS ASSESSMENT

Students who repeat-attend a 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 repeating assessment elements without re-enrolling for classes carry forward their marks from the most recent previous considerations of assessment elements that are not being repeated. The decision regarding which elements are to be repeated is made by the Examination Board (see section B4 of Marks and Standards).

11. REVIEWING CONTINUOUS ASSESSMENT MARKS

Where a student does not agree with the continuous assessment mark awarded, they may request a review of the mark. Prior to submitting a request for a review, the student should have obtained feedback on the assignment from their lecturer(s) in accordance with the Principle 2 of the Assessment and Learning Policy. If the student remains unsatisfied with the mark awarded they should appeal the Examination Board decision in writing using Institute Academic Appeals Process (see Appendix 4 of Marks and Standards), citing the grounds for the appeal.

All review requests are followed by an administrative recheck of the recording and calculation of the marks awarded. Following the recheck, the Registrar determines whether an appeal of the academic decision is warranted. If the Registrar is satisfied that grounds for an appeal are not established, the original mark or grade will stand. If the Registrar determines that an appeal of the academic decision is warranted, they will authorize that the continuous assessment material on which the mark is based is forwarded to the external examiner for review. The decision of the external examiner stands and no further review is permitted.

Appendix 1: CA Coversheet

		<h3>Continuous Assessment Cover Sheet</h3>	
Student Name:		Student Number:	
Programme:	Stage:	Complete Student Checklist:	
Module:		Re-read brief	<input type="radio"/>
Due Date:	No. Pages:	References and Bibliography	<input type="radio"/>
Lecturer's Name:		Proofread	<input type="radio"/>
Assignment No. and/or Description/Topic:		Mode of Submission:	
		Softcopy <input type="radio"/> Hardcopy <input type="radio"/>	
<p>DECLARATION: I declare that:</p> <ul style="list-style-type: none"> • 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. <p>Signature..... Date.....</p>			

Lecturer's Comments:

Provisional Mark : _____ **Lecturers Signature :** _____ **Date:** _____

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