

## Guide to Assessments Background Data

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### Contents

- 1.0 Overview**
- 2.0 Maintenance of Sub-Assessments**
- 3.0 Maintenance of Coursework Assessments**
  - 3.1 When is coursework coursework ?
  - 3.2 Management of coursework assessments on the da

**Integrated Exams System — Course Maintenance (Assessments)**

## Integrated Exams System — Course Maintenance (Assessments)

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- ' Week number – enter the week in which the assessment is submitted if known (this should be known for assessments that are non-coursework submissions e.g. essays and dissertations)
- ' Day – enter the day of the week in which the assessment is submitted if known
- ' Time – enter the time of day that the assessment should be submitted by if known
- ' Sub Date – is used to specify a submission date that lies outside term time
- ' Comments – free text field for comments
- ' Type – use this field to indicate whether the mode is a normal mode of assessment or a special mode used either for resits or for Visiting & Exchange students (the total weight for each type should equal 100%)
- ' Pass only – use this field to indicate that a course has a pass/fail only marking scale
- ' Click the **Save** button

### To Delete a sub-assessment:

- ' Click in a field belonging to the assessment mode which you wish to delete
- ' Click the **Delete** button

### To Edit a sub-assessment:

- ' Change the fields you wish to update
- ' Click the **Save** button

### 3.0 Maintenance of Coursework Assessments

#### 3.1 When is coursework coursework?

A submission that is handed in to the school or department should be set up as coursework. If the submission date or the time when marking is completed are beyond the end of the last term in which the course is taught the marks entry for the coursework should not be delegated to tutors (teaching groups).

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- ' Enter the Term and Week for the assessment (the day and time will usually be dependant on the teaching timetable so are not specified here)
- ' Submission remark – use this field to record comments about the submission
- ' Comments – use this field to record general comments about the assessment
- ' Submission Weight – complete this when the conflation rule selected is “Weighted Assessments (All)” – you should enter the weight that each assessment contributes to the conflated coursework mark (rather than the weight they contribute to the overall course mark).
- ' Click the **Save** button when data entry is complete

### To Delete a coursework assessment:

- ' Click in a field belonging to the assessment mode which you wish to delete
- ' Click the **Delete** button

### To Edit a coursework assessment:

- ' Change the fields you wish to update
- ' Click the **Save** button