

## **Consultation on Submission of Work for Summative Assessment Policy**

### **School of Arts, Languages & Cultures**

The SALC consultation on the draft has not produced any significant comments, so the School has no revisions to propose to the new points (4.10 – 4.13) of the draft policy.

### **School of Law**

We discussed this at our Teaching and Learning Committee. This is how the item was minuted:

Summative Assessment Policy Consultation

Received: Policy and implementation plan circulated from Faculty

Reported: That at the University's Teaching and Learning Group (TLG) the Institutional requirements with regards printing and binding assessed coursework were discussed. TLG endorsed the use of electronic submission and it was proposed that a policy be drafted to set out expectations in terms of the submission of assessed work and the requirements on students and schools for printing and binding. It was agreed that this would be done by revising the current Policy on Submission of Work for Summative Assessment on Taught Programmes (which is part of the University's Assessment Framework).

A draft 'Policy on Submission of Work for Summative Assessment on Taught Programmes' has been developed for Schools to consult on by the 10 December 2014.

Noted: That TLC felt that the policy was not helpful and consistent and raised concerns that if students were greeted with this policy it would cause dissatisfaction.

### **Manchester Business School**

#### **(FT MBA & Global MBA):**

Just to note that only individual assignments can easily be set up through Turnitin. For group submissions, the Global team uses workarounds, asking one group member to upload the assignment and link it to other group members. On the full-time MBA programme, group submissions are set up via BB and hence are not put through Turnitin.

#### **(comments from members of UG Committee):**

The only comment on this was in respect of 4.10 All written assessed coursework, including dissertations, must be submitted online and subjected to plagiarism software'. The comment related to this being difficult for non-textual submissions, e.g., when coursework may include diagrams.

#### **(Assessment Co-ordinator, PGT Programmes):**

4.10 All assessed PGT coursework (including dissertations) is submitted on-line and via Turnitin. Copies of presentations are also put through the software

4.12 We want to continue with hard copy submission of the dissertations as many staff have indicated they are unwilling to mark dissertations electronically. School funding has already been allocated to pay for this provision. We will make it clear in the dissertation handbook that students are expected to submit hard copy

4.14 Admin take all possible steps but find it difficult to ensure anonymity in e-submissions, we raised this with Karen Niven [School Elearning Lead] and I have also discussed with TLAN, there doesn't seem to be a solution to this unfortunately and TLAN recognised that anonymity cannot be maintained to the same degree with e-submission.

4.15 Admin staff have indicated their students are to email the work to them in the case of a technical difficulty with submission, this option was preferred to a generic or centralised submission point

**Associate Head of Division (MOMS) for Teaching & Assistant Associate Dean, Teaching, Learning & Students):**

I have one comment relating to this and would request that in light of the [policy] the rules relating to late submission of PGT dissertations is revisited. There is zero tolerance here, but I can see a situation where somebody is a couple of days late and then the dissertation achieves a good mark and the fail will result in them not getting a merit or distinction.