

Assessment submitted – job done



What happens next?

We know that you have worked extremely hard across all of your modules to submit work that you are proud of.

You might not want to think about your marks quite yet, but we wanted to give you a reminder of what will happen to your submitted work over the next few weeks and what systems we have in place to ensure that it is marked thoroughly and fairly.

What happens to my work now it has been submitted?

Firstly all assignments are officially recorded in the administrative office (we receive thousands per year, so this takes a little while). Those assignments that are submitted using esaf (electronic submission, assessment and feedback) do not need to be recorded in the administrative office (students will be informed when to use esaf). The assignments are distributed to academic staff to start the marking process. There is a pre-marking internal moderation process during which a sample of scripts is marked by the whole marking team to ensure consistency.

Each member of staff then marks their allocated assessments. We ask for your patience as we get this done – please bear in mind that most academics will receive a large number of assessments to mark (often more than one module), and also have other on-going duties such as teaching.

Each module will then go through a post-marking internal moderation process. This is usually led by the module tutor and is done to ensure that not only are marks being awarded consistently, but the quality of feedback is also to a high standard. We only return work to you when we are confident that it has been marked consistently across the whole marking team.

When the internal moderation is complete, the scripts are returned to the administration office where the marks are officially recorded before assessments are available for you to collect.



When can I expect to get my work?

The University aims to return assessments to you 20 working days after the specified assessment submission date. A great deal of work goes into this process from both academic and administrative staff, and once your work is available to collect we will send you an email or text to let you know.

If for any reason (such as staff absence) the release of

marks is likely to be delayed we will inform you as soon as possible.

What is an external examiner?

As well as checking our marking internally, each module also has a nominated external examiner who will review our assessment processes and marked work. This will be a relevant subject expert from another University, and once internal moderation is complete they will be sent a sample of work to review. It is the role of the external examiner to formally agree the marks based on the sample they receive and attend our module examination board to provide feedback to the teaching team.

We want to get your marked work back to you as soon as possible, so in most cases the external examiner has not formally agreed marks by the time we make your feedback available. That is why when you collect your feedback the mark is referred to as 'unconfirmed' – this means that we are still awaiting approval from the external examiner.





What should I do once I have received my feedback?

We appreciate you will be anxious to find out what mark your assessment has been awarded, but please do ensure that you take the time to reflect on the feedback that is provided. This is designed to help you understand why you were awarded the mark and should help you improve your future assessments.

We recommend that you read through the feedback, including the answer guide, (more than once) and identify areas where the work could have been improved, even if you did well. Academic staff take a great deal of care to give you thoughtful, constructive feedback, so do not miss out on the opportunity to learn from this. You can also speak to your lecturer or seminar tutor if you need further guidance on what the feedback means.

Finally ... we wish you the best of luck with your marks.