

# Marking and Marking policies

In line with UEA's marking policy. The following procedure should be taken for assessing all work.

The University Centre South Essex's **Policy on Internal Moderation and Double Marking for Undergraduate Work** can be accessed under University of East Anglia tab on the HE section of the website: [www.southessex.ac.uk/he/he-policies-and-procedures](http://www.southessex.ac.uk/he/he-policies-and-procedures) and outlines how work is marked/moderated/double marked.

All assessments worth more than 40% of an individual module are subject to single marking with moderation except where the work comprises 30 credits which are all double marked (e.g. all dissertations). A sample of assessments is moderated by a second marker/moderator to ensure that marking is fair and assessments have been marked against the assessment criteria.

Examinations - All year 1 examinations are single marked with moderation as per course work. Year 2 examinations are marked and sample moderated if the exam represents 50% or less of the module assessment. If the exam represents 50% or more of the module then they are second marked. All year 3 examinations are second marked.

If you do not understand a grade you have received for an assessment you should make an appointment to see your personal tutor/module leader/programme leader to discuss the grade and feedback provided.

It is essential that you complete extenuating circumstances forms carefully and provide all relevant information, including the action you would like the Board of Examiners to take. Evidence is required to support your claim and if it relates to an exam then specific medical evidence which covers the date of the exam must be supplied otherwise your claim will be rejected. We strongly advise that you seek guidance in completing the form, please see your personal tutor or contact Student Services. [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk). The Guidelines for reporting extenuating circumstances and extenuating circumstances forms can be accessed under University of East Anglia tab on the HE section of the website: [www.southessex.ac.uk/he/he-policies-and-procedures](http://www.southessex.ac.uk/he/he-policies-and-procedures)

## Anonymous marking

Anonymous marking is the 'marking of students' submitted work without their identity being revealed to the person carrying out the marking at the time the work is marked, so that the assessment is unbiased' ([www.qaa.ac.uk](http://www.qaa.ac.uk)). The main reason for anonymised marking is that it is fairer. Anonymity helps to ensure that conscious or unconscious prejudice does not affect marks, and that each piece of work will be judged on its merits and not in relation to the marker's other impressions of the student. Students should submit all coursework with a coversheet which contains your student number. Any additional forms (student support coversheets / extenuating lateness forms etc) should contain your student number only, and not your name.

## Coursework Submission and Return

Policy on Submission of Work for Assessment (Taught Programmes): Submission of Anonymised Work for Assessment, Word Limits and Penalties, Extensions and Penalties for Unauthorised Late Submission, Provisional Marks and Feedback, and Retention of Coursework can be accessed under University of East Anglia tab on the HE section of the website: [www.southessex.ac.uk/he/he-policies-and-procedures](http://www.southessex.ac.uk/he/he-policies-and-procedures). Useful information, such as how to submit your work and how you receive your marks and feedback, is available from the HE Learning Resources Facilitator ([lisa.charkiewitz@southessex.ac.uk](mailto:lisa.charkiewitz@southessex.ac.uk)) or your personal tutor

For electronic submission using Turnitin, please go to the Assignments page on Canvas.

## Word Limits and Word Count Penalties

If your assignment has a word limit, you will be penalised if you exceed the word limit. The policy, covered in the 'submission of work for assessment' regulation above, clarifies what should be included and excluded in the word count. You must include your word count on the coursework coversheet when you submit your work. Specifically, where appropriate:

- The word limit for assignments will be clearly published, normally in the assessment title. Word limits for written assignments, projects, reports and dissertations should include footnotes and endnotes, references (in the main text), tables and illustrations and if applicable, the abstract, title page and the contents page. Any appendices and the bibliography shall be excluded from the word count. Where it is agreed that bibliographic referencing will take the form of footnotes and/or endnotes this will not be included in the word count – any additional notes within the body of the text will be counted.

## Penalties for Exceeding the Word Limit

|   |   |
|---|---|
| Less than 10% over word limit                                     | No Penalty  |
| 10% or more over the word limit                                   | Deduction of 10 <b>marks</b> from the original mark |
| Failure to provide an electronic copy when requested              | Mark capped to the pass mark                        |
| Intentional misrepresentation of the word count on the coversheet | Mark capped to the pass mark                        |

NOTE:

1. When the original mark is within 10 marks of the pass mark, the penalty will be capped at the pass mark
2. Original marks below the pass mark will not be penalised

## Deadlines

The deadline for submission of coursework is 17:00 (5.00 p.m.) on the submission/due day.

## Penalties for Late Submission in The Absence of Acceptable Extenuating Circumstances

| <i>Work submitted</i>  | <i>Marks deducted</i>  |
|--|--|
| After 17:00 on the due date and before 17:00 on the day following the due date (up to 24 hours late)                                 | 3 marks  |
| After 17:00 on the day after the due date and before 17:00 on the third day after the due date (up to 48 hours late)                 | 10 marks   |
| After 17:00 on the third day after the due date and before 17:00 on the 20 <sup>th</sup> day after the due date.(over 48 hours late) | All the marks the work merits if submitted on time (i.e. no marks awarded) |
| After 20 working days  | Work will not be marked and a mark of zero will be entered.                |

Saturdays, Sundays and Bank Holidays **will** be taken into account for the purposes of calculation of marks deducted.

### **Feedback – Turnaround Times**

All assessments should be marked and feedback should be provided to students within 4 working weeks (20 working days) of the deadline. With the one exception to this being Year 3 dissertations which will be double this, ie. 8 working weeks (40 working days). Any problems meeting these deadlines should be communicated to the Programme Partnership Manager immediately.