



## **Electronic Management of Assessment (EMA) Guidelines**

1. The term eSubmission is used very widely to cover a range of activities which include: eSubmission, eMarking, eFeedback, eReturn and plagiarism deterrence.
2. eSubmission means the electronic submission of student assignments. There is usually a mixture of practice between “e” and paper in the assessment process.
3. The General Examination and Assessment Regulations for taught courses (GEAR) and the University’s Assessment Policy provide the overarching regulatory framework. These guidelines on eSubmission aim to ensure greater consistency in the use of eSubmission across the University. The guidance is in alignment with GEAR and has been approved by Academic Standards Committee.
4. Any university supported eSubmission tool is approved for eSubmission.
5. Information Services (IS) must be notified at least a month in advance of any summative assessment using university computers.
6. Decisions need to be made regarding responsibilities, communication and support. These decisions may be made at School or Module level. In the interests of consistency, Module Leaders must inform students whether coursework submission, marking or feedback will be electronic or paper-based and that this applies uniformly to all students on the module.
7. It is recognised that exceptions exist to eSubmission where submission is creative coursework (e.g. art work), some types of portfolio, presentation and group work.

### **Information for staff and students**

8. Information for staff and students is available on the Registry Staffcentral web page. The information includes details of file types and maximum file sizes. In the ‘Assessment’ part of each study area on studentcentral, there are links to student and staff support information, explaining how to use Turnitin.

### **Support**

9. Support for staff is provided centrally through Information Services, and staff should contact their Learning Technologies Adviser (LTA) who can guide them through the EMA process. LTAs offer staff development sessions, ideally for groups or course/module teams, but also on a one-to-one basis. These sessions can be booked on request by contacting the LTA. Technical support for staff and students is provided by the Service Desk.

## Staff and students with disabilities/special requirements

10. University regulations for special examination arrangements are available within GEAR. Please consult with the Disability Support service regarding particular technical support requirements. Staff are encouraged to set up separate eSubmission points for students who have SLPs.

## Storage of eSubmissions

11. Submissions via Turnitin are stored securely on external servers as part of a national database of submissions made by other FE and HE institutions. This satisfies the University's data protection and privacy requirements in relation to usage, copyright and ownership of submitted materials. However, any files downloaded to an academic's non-University computer are the responsibility of the academic in line with IS regulations.

## eSubmission – Guidance for staff

12. Within studentcentral, set up the assignment submission point in the 'Assessment' part of the study area

- **IMPORTANT:** When creating the submission point, make sure that the 'Reveal grades to students only on post date?' setting is set to 'Yes' so that, when marking online, marks and feedback are released to students on the correct date and not before. If you are unsure about this point, contact your Learning Technologies Adviser (LTA).

13. Student access to studentcentral

- check that all students can access studentcentral well before the date of submission.

14. Guidance to students on the eSubmission process

- make sure students know the exact location for eSubmission including the name of the module and the assignment title.
- give students the dates and times from which they can start submitting online and when the submission point closes; Turnitin shows these as the Start Date and the Due Date.
- inform students where they can find information about eSubmission.

15. File types and size

- inform the students of the acceptable file types that can be submitted online.
- inform students that files cannot exceed the maximum file size.
- inform students that it is their responsibility to make sure that the file they submit is not corrupted and the one they mean to submit.
- inform students that only one file can be submitted to a Turnitin submission point, however, if the settings allow, students can re-submit up until the Due Date.
- the Blackboard Assignment tool accepts more than one file and, if the settings allow, students can re-submit up until the Due Date.

16. Number of submissions

- decide whether students will be able to submit multiple times prior to the deadline or not. If using the Blackboard Assignment tool, mark the latest submission.

#### 17.Submission timing

- set a deadline within normal university working hours (Monday – Friday 9am-4pm) as technical support is available during these times.
- provide details of what students should do in the event that the University system is unavailable at the published submission deadline for the assignment.

#### 18.Late submissions

- set up a separate late submission/extension point and set the Start Date for just after the main, on-time submission point has closed.

#### 19.Receipt of submission

- when using Turnitin, the system automatically generates a digital receipt confirming a successful submission. The receipt is also emailed to the student's university email address. Tutors should advise students to store these receipts securely in the event of a submission query.

#### 20.Feedback

- inform students about how they will receive their feedback and results.

#### 21.Technical

- make students aware of the process and responsibility for submission in the event of a technical difficulty, either on a University or an external system.
- check University communication channels for details of any system maintenance or a technical difficulty that would have prevented students submitting to a deadline.

### **eSubmission – Guidance for students**

22.You are responsible for knowing how to e-submit your assignment.

#### 23.Access to studentcentral

- check you can access the appropriate module in studentcentral well before the date of submission.

#### 24.File types

- submit the required file type, check the file is not corrupted and the one you mean to submit. When submitting to Turnitin, note that you can submit one file only, cover sheets and appendices should be part of one file and not saved as separate files.

### **eMarking**

25.eMarking means the electronic marking of student assignments. Decisions should be made about whether the marking will be “e” or on paper. These decisions might be made at School or module level. For consistency, the whole cohort should receive the equivalent experience on any single assignment. Schools may consider providing laptops and/or rooms with 2 monitors per computer to support eMarking.

## 26. Printing

- individual academics are responsible for printing assignments if they wish to mark them on paper. The printing cost is paid by the University on campus but costs of printing at home would not be reimbursed.

## 27. Different markers

- different markers are able to access the eSubmission through Turnitin if they are registered as users on studentcentral and enrolled on the required course areas.

## 28. Annotation

- academics decide whether or not it is appropriate to annotate the assignment.

## 29. Proformas

- academics, courses and schools may use rubrics to facilitate standardised and efficient marking. There is a standardised undergraduate rubric available in Turnitin.

## 30. Peer marking

- peer assessment of work by students submitting to the same submission point in Turnitin can be undertaken electronically. Academics can decide if peer assessment marking should inform the final grade of a summative assessment. Allowing additional time for students to undertake a peer assessment should be considered as part of the submission process and deadlines within the timetable.

## 31. Anonymous marking

- academics to decide if anonymous marking is required when setting up a submission point.

## eFeedback

32. eFeedback means the provision of electronic feedback on student assignments. For consistency, the whole cohort should receive the equivalent experience on any single assignment.

- eFeedback tools include Turnitin's Grademark and studentcentral's Assignment tool, but also audio and video feedback, annotated assignments, and separate feedback documents.

## eReturn

33. eReturn means the electronic return of the mark for the assignment. All feedback should be typewritten. Turnitin refers to eReturn as the "Post Date".

## 34. eReturn of marks

- staff decide how students will access their mark and inform the students.

## 35. eReturn of assignment

- staff decide how students will access their feedback and inform the students. Staff should clearly indicate when feedback will be made available.

## External examining

36. External examiners can access assessments for moderation and the associated documentation electronically via email or through giving them access to selected areas of studentcentral.

## **Transfer of marks to CAMS**

37. Currently there is no automatic transfer of marks from studentcentral to CAMS. However, marks can be downloaded from the Grade Centre in Studentcentral and uploaded into CAMS.

## **Storage of assessments**

38. It is recommended that papers marked online using GradeMark are downloaded and stored in a safe place offline.

## **Plagiarism – detection and deterrence**

39. Turnitin's Originality Report function can assist the investigation process when plagiarism is suspected but cannot replace academic judgement in such cases. Originality Reports can help deter plagiarism if students understand their function.

40. There are separate guidelines for handling plagiarism.