

<b>Coursework Briefs – Guidance</b>			
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## **1. Introduction**

It is important that the module assessment system operates consistently, fairly and effectively across the University. The overall aim is to ensure that staff and students know what to expect and what is expected of them, in good time. However, the wide diversity of types and objectives of module assignments makes it difficult to prescribe good practice in specific detail without inhibiting flexibility and innovation.

The following sets out the minimum requirements for coursework briefs.

## **2. Module details**

The module details must be clearly stated and include:

- a. The programme title
- b. Module code
- c. Module title

## **3. Assignment details**

The assignment details must be clearly stated and include:

- a. The assignment title.
- b. Name of the Module Leader who has set the assignment.

## **4. Assignment requirements**

The precise requirements for the assignment must be stated clearly and:

- a. Provide consistent, correct and relevant instructions.
- b. Provide clearly numbered questions and, where appropriate, sections.
- c. Use language that is consistent across the programme which is clear, concise, and unambiguous.
- d. Be written in good English.

## **5. Word limits**

The coursework brief should state:

- a. The maximum word limit which if necessary can be a range (excluding references, bibliography etc).
- b. That no penalty will be applied if the word limit is exceeded by 5%.
- c. That if the word limit is exceeded that the work will receive a mark of zero.
- d. That student must state on their submission form the number of words (excluding references, bibliography etc).

## 6. Allocation of marks

The allocation of marks for each question, and where relevant for each part of a question, must be provided.

## 7. Referencing and Academic Honesty

This section must clearly state:

- a. The referencing system that must be used.
- b. That all assessed work must conform to BUE's Exam and Assessment Regulations.
- c. That any student suspected of plagiarism, or collusion, will be subject to the procedures set out in the GAR.
- d. Whether the assessment should be submitted via Turnitin.

## 8. Group work

If an assignment requires students to work in groups clear instructions must be provided that state clearly:

- a. The size of groups and how they will be composed.
- b. How the contribution of individual group members will be assessed.

## 9. Submission requirements

The precise submission requirements for the assignment must be stated clearly and include:

- a. Deadline: Date and time of final submission deadline.
- b. Mode of submission: How and where submission must be made.
- c. Word limit: The overall word limit must be stated and whether this includes/excludes the title page, contents page, acknowledgements, diagrams, tables, bibliography and appendices etc.
- d. Format: Clear instructions must be provided and should include information on whether the assignment must:
  - a. Follow a particular format e.g. report format or dissertation format etc.
  - b. Be word-processed.
  - c. Be submitted on A4.
  - d. Have a specific page size.
  - e. Be double spaced.
  - f. Use a specific font.
  - g. Use a specific font size.
- e. Turnitin: Whether the assignment should be submitted via Turnitin.
- f. Coursework submission form: The requirement for a fully completed and signed Coursework Submission and Statement of Academic Honesty Form to accompany all assignments and where a copy of the form can be obtained.

## 10. Marking, return and feedback arrangements

The precise arrangements for marking, return and feedback must be stated clearly and include:

- a. When the assignment will be marked – (Week beginning).
- b. How the assignment will be returned.
- c. How feedback will be provided.

## **11. Marking guidelines**

A statement must be provided that sets out clearly the criteria against which the assignment will be assessed.

## **12. Layout and format of module coursework briefs**

The requirements for a consistent layout and font must be stated:

- a. Use font size 12.
- b. Use Arial.
- c. Have page numbers centred on the bottom of each page in the format - Page 1 of 4.
- d. Be double spaced.
- e. Have clear numbering of questions.
- f. Have clear numbering of sections if applicable.

The format and layout required for specific assessment types including reports and dissertations should be provided as appropriate.

## **13. Review and proofing of module coursework briefs**

Module Leaders must ensure that all coursework briefs are reviewed and proof-read and should:

- a. Use the checklist in the Guidelines for Designed Marking of Examinations: This will appear on the BUE website in the staff section. There will be a link to it from the current GAR (Paragraph 13.7). This allows you to check all coursework briefs for format, formulation of questions, allocation of marks and their effectiveness in assessing the specified ILOs.
- b. Ensure that no copyright laws are infringed in the formulation of coursework briefs.

## **14. Preparation of model answers/outlines**

When writing a module coursework brief, Module Leaders must also prepare a model answer/outline that clearly sets out the elements required in students' responses at different levels. This is required to support consistency in marking and to ensure equity and transparency.

*These should be withheld from students.*