# Solent University

# Coursework Assessment Brief

# Assessment Details

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| Unit Title: |  |
| Unit Code: |  |
| Unit Leader: |  |
| Level: |  |
| Assessment Title: |  |
| Assessment Number: |  |
| Assessment Type: |  |
| Restrictions on Time/Word Count: |  |
| Consequence of not meeting time/word count limit: | There is no penalty for submitting below the word/count limit, but students should be aware that there is a risk they may not maximise their potential mark.  Assignments should be presented appropriately in line with the restrictions stated above; if an assignment exceeds the time/word count this will be taken in account in the marks given using the assessment criteria shown.\*  OR  It is essential that assignments keep within the time/word count limit stated above. Any work beyond the maximum time/word length permitted will be disregarded and not accounted for in the final grade.\*  (\*Please delete one of the statements above) |
| Individual/Group: |  |
| Assessment Weighting: |  |
| Issue Date: |  |
| Hand In Date: |  |
| Planned Feedback Date: |  |
| Mode of Submission: | Hard copy/on-line/presentation/viva/DVD/audio file (delete as appropriate) |
| Number of copies to be submitted: | Where on-line submission via ‘Solent Online Learning’ is used, students are not required to submit a hard copy. |
| Anonymous Marking | This assessment:  1. Will be marked anonymously or 2. Is exempt from anonymous marking.   (delete as appropriate) |

# Assessment Task

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# Assessment criteria

# Learning Outcomes

This assessment will enable students to demonstrate in full or in part the learning outcomes identified in the unit descriptors.

# Late Submissions

Students are reminded that:

1. If this assessment is submitted late i.e. within 5 working days of the submission deadline, the mark will be capped at 40% if a pass mark is achieved;
2. If this assessment is submitted later than 5 working days after the submission deadline, the work will be regarded as a non-submission and will be awarded a zero;
3. If this assessment is being submitted as a referred piece of work (second or third attempt) then it must be submitted by the deadline date; any Refer assessment submitted late will be regarded as a non-submission and will be awarded a zero.

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2o-assessment-principles-and-regulations.pdf?t=1534423842941>

# Extenuating Circumstances

The University’s Extenuating Circumstances procedure is in place if there are genuine circumstances that may prevent a student submitting an assessment. If students are not 'fit to study’, they can either request an extension to the submission deadline of 5 working days or they can request to submit the assessment at the next opportunity (Defer). In both instances students must submit an EC application with relevant evidence. If accepted by the EC Panel there will be no academic penalty for late submission or non-submission dependent on what is requested. Students are reminded that EC covers only short term issues (20 working days) and that if they experience longer term matters that impact on learning then they must contact the Student Hub for advice.

A summary of guidance notes for students is given below:

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2p-extenuating-circumstances.pdf?t=1534423896787>

# Academic Misconduct

Any submission must be students’ own work and, where facts or ideas have been used from other sources, these sources must be appropriately referenced. The University’s Academic Handbook includes the definitions of all practices that will be deemed to constitute academic misconduct. Students should check this link before submitting their work.

Procedures relating to student academic misconduct are given below:

<http://portal.solent.ac.uk/support/official-documents/information-for-students/complaints-conduct/student-academic-misconduct.aspx>

**Ethics Policy**

The work being carried out by students must be in compliance with the Ethics Policy. Where there is an ethical issue, as specified within the Ethics Policy, then students will need an ethics release or an ethical approval prior to the start of the project.

The Ethics Policy is contained within Section 2S of the Academic Handbook:

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2s-university-ethics-policy.pdf>

**Grade marking**

The University uses a letter grade scale for the marking of assessments. Unless students have been specifically informed otherwise their marked assignment will be awarded a letter grade. More detailed information on grade marking and the grade scale can be found on the portal and in the Student Handbook.

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2o-annex-2-assessment-regulations-grade-marking-scale.pdf?t=1534424273208>

**Guidance for online submission through Solent Online Learning (SOL)**

<http://learn.solent.ac.uk/onlinesubmission>