# Solent University

# Coursework Assessment Brief

# Assessment Details (please delete all blue sections before publishing to students)

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| --- | --- |
| Module Title: |  |
| Module Code: |  |
| Module 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 you should be aware that there is a risk you may not maximise your 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: |  |
| If a group | Clearly state here how marks are identified for each student, do they all get the same mark or what evidence will be used to differentiate marks? You must not use the team discretion, marking must be based on evidence and linked to the learning outcomes. |
| 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. It is expected that each assessment will have just one assessment point and method) |
| 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

# Please add in your own assessment criteria for the assignment here. This small screen shot is only an example, so please create your own.

Table

Description automatically generated

# Learning Outcomes

This assessment will enable you to demonstrate in full or in part your fulfilment of the following learning outcomes identified in the Module Descriptor:

**Living CV**

As part of the University's Work Ready, Future Ready strategy, you will be expected to build a professional, Living CV as you successfully engage and pass each module of your degree.

The Living CV outputs evidenced on completion of this assessment are:

1.

2.

Please add these to your CV via the Living CV builder platform on Solent Futures Online [Solent Futures Online](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsolentfutures.careercentre.me%2Fprogrammes%2F%3FprogrammeID%3DThzJ%252bRbk%252bQXoSlEaujPR0g%253d%253d&data=04%7C01%7Cian.harris%40solent.ac.uk%7Cf1bda34c4d564e82f6cb08da067fdf48%7Cd684e4cd491a4577bf33546478d72e3c%7C0%7C0%7C637829443517919744%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ObCFbM3zY7CgU6SVNtitaq1udg0%2Bzlp1GuCAJ1y1utw%3D&reserved=0)

# Important Information

# These links were live when this template was published. However, the policies are currently being reviewed and updated versions may be in place prior to the start of the 2022-23 academic year. If so, the template online will be updated with the live links, and therefore prior to publishing the assessment brief to students please copy and paste the latest version of this section to the final assessment brief.

# Late Submissions

You are reminded that:

1. If this assessment is submitted late i.e. within 7 calendar 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 7 calendar 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, 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.

[Assessment regulations](https://www.solent.ac.uk/about/documents/assessment-regulations.pdf)

# Extenuating Circumstances

The University’s Extenuating Circumstances (EC) procedure is in place if there are genuine short term exceptional circumstances that may prevent you submitting an assessment. If you are not 'fit to study’, you can either request an extension to the submission deadline of 7 calendar days or you can request to submit the assessment at the next opportunity, i.e. the resit period (as a Defer without capping of the grade). In both instances you must submit an EC application with relevant evidence. If accepted under the university regulations there will be no academic penalty for late submission or non-submission dependent on what is requested. You are reminded that EC covers only short term issues (20 working days) and that if you experience longer term matters that impact on your learning then you must contact the Student Hub for advice.

Please find a link to the EC policy below:

[Extenuating Circumstances](https://students.solent.ac.uk/official-documents/quality-management/academic-handbook/2p-extenuating-circumstances.pdf)

# Academic Misconduct

Any submission must be your 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. You should check this link before submitting your work.

Procedures relating to student academic misconduct are given below:

[Academic Misconduct](https://students.solent.ac.uk/official-documents/quality-management/academic-handbook/4l-student-academic-misconduct-procedure.pdf)

**Ethics Policy**

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

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

[Ethics Policy](https://staff.solent.ac.uk/official-documents/quality-management/academic-handbook/2s-solent-university-ethics-policy.pdf)

**Grade marking**

The University uses an alpha numeric grade scale for the marking of assessments. Unless you have been specifically informed otherwise your marked assignment will be awarded a letter/number grade. More detailed information on grade marking and the grade scale can be found on the portal and in the Student Handbook.

[Grade Marking Scale](https://staff.solent.ac.uk/official-documents/quality-management/academic-handbook/2o-assessment-regulations-annex-1-grade-marking-scale.pdf)

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

[Online Submission](http://learn.solent.ac.uk/onlinesubmission)