Checklists for Programme Handbooks and Module Guides for Assessment Policy Compliance

Please use these checklists to ensure that your programme handbook and module guides meet the expectations of the Assessment Policy in terms of published information to students.

These checklists specifically relate to the Assessment Policy and are not a definitive list of all items that should go in your programme handbook and module guides. Details of other programme and module specific information that should be included can be found in the Programme Administration Handbook provided by the Registry.

Standard text has been produced for some of the items below which can be inserted into the relevant documents. These are indicated by asterisks. The text is available from the Teaching and Learning pages on StaffNet.

If you have any queries about the checklists, please contact Stephen Scott, Teaching and Learning Co-ordinator.

Programme Handbook – All programmes

	✓
Details of the requirements and weightings of all module assessments	
Full assessment schedule for the academic year	
Details of the assessment submission procedures and deadlines	
Details of the timing, nature and extent of feedback students can expect to receive	
Guidance about when it is no longer appropriate for staff to continue providing feedback, particularly on formative work	
Details of the academic misconduct process and advice on avoiding plagiarism *	
Programme aims and learning outcomes	
Grade-related assessment criteria for the programme	
Details of how assessments will be marked	
Clear explanation of the moderation process and the external examiner's role *	
Information on extenuating circumstances and late submission policies	
Details of when students can expect their marks to be ratified	
The role of both the Programme Examination Board and the University Examination Board in ratifying the student's marks and awards *	
Details of who will provide students with assessment results and how and when this will be done	
Details of who students can contact if they need clarification of their results	
Outline of the requirements for progressing to the next stage of the programme	
The pre-requisite requirements and the impact that passing or failing individual modules will have on the student's eligibility to take other modules	
Procedures for progression and the calculation of the final degree classification (Refer to relevant section of Student Handbook, if applicable)	

Programme Handbook – Programmes with PSRB accreditation (In addition to the above)

	✓
Information about how PSRB accreditation affects the programme	
The modules that must be passed, and at what levels, to meet the PSRB requirements, where appropriate	
Details of relevant contacts in PSRBs who students can approach for further information, where appropriate	
Details of expectations after students graduate from an accredited programme	

Module Guide

	✓
Details of the requirements and weightings of module assessments, both formative and summative	
Details of the assessment submission procedures and deadlines for the module	
Module aims and learning outcomes	
Assessment rationale	
Link between the module assessment and the programme/module learning outcomes	
Details of the timing, nature and extent of feedback students can expect to receive	
Guidance about when it is no longer appropriate for staff to continue providing feedback	
Details of the academic misconduct process and advice on avoiding plagiarism *	
Grade-related assessment criteria for the module	
Details of how assessments will be marked	
Clear explanation of the moderation process and the external examiner's role *	
Information on extenuating circumstances and late submission policies	
The role of the Programme Examination Board in ratifying module results *	
Details of who will provide students with module results and how and when this will be done	
Details of who students can contact if they need clarification of their results	
Details of when students can expect their marks to be ratified	
Information about how PSRB accreditation affects the module (if applicable)	