WHAT HAPPENS TO MY WORK AFTER SUBMISSION?

1 **YOUR WORK IS ANONYMISED AND SENT TO THE MARKER**
Some work cannot be anonymised e.g. presentations.

YOUR WORK IS EVALUATED FOR ACADEMIC INTEGRITY
Your work is checked by the marker for things like plagiarism and collusion. **2**

3 **WORK IS MARKED USING MARKING CRITERIA**
The marker is usually your module convenor, but may be another member of the marking team. Where relevant, specific learning difficulty (SPLD) marking guidelines are applied. At this point, feedback is produced (usually in writing).

MODERATION
Around 10% of assignments from a module are marked by a second academic. This is to ensure the standard of marking is consistent, fair, and in line with the marking criteria. **4**

5 **MARKS ARE CHECKED AND RELEASED**
At this stage your mark is provisional. You should receive your mark and feedback **within 15 term-time days of submission.**

SAMPLES ARE CHECKED BY EXTERNAL EXAMINER
A sample of module assignments are checked by an academic from another university to ensure our academic standards are correct, and our marking and assessment processes are fair. **6**

7 **MARKS ARE APPROVED**
An Assessment, Progression and Awarding Committee (APAC) looks at module and individual results to check standards are appropriate and processes have been fair. They make decisions about students' progression to the next stage or final award.

Your assessment's journey

1. Sent to marker → 2. Academic integrity check → 3. Marking

4. Moderation

7. APAC & Award ← 6. External Examiner ← 5. Mark & Feedback

What do we mean by 'term-time days'?
A 'term-time day' is any working day (Monday-Friday) that falls within standard term dates, as published on our website.

When might this timeline change?
This timeline may be impacted by circumstances including Academic Misconduct, unexpected staff absence, or mitigation and extensions. In such cases, you will be informed of any changes to the timeline.

What happens with exam assessments?

The journey of your exam assessments is broadly the same as other work you submit, but there are some differences

ONLINE VS. IN-PERSON EXAMS
Online exams accessed via Exams ELE and submitted through BART are treated in the same way as other submitted work.

In-person exam scripts are handed to the module marking team and marked by hand (step 3).

EXAM QUIZZES ON ELE
An exam completed on ELE (ELE Timed Quiz) will have some automated marking, but tutors will still check and moderate marks (steps 2-4).

FEEDBACK
Depending on the module, the feedback you receive may be in one of the following formats:
- individual feedback (may be provided on request)
- generic feedback or model answers via ELE
- group feedback sessions
- script viewing sessions
- feedback cover sheet on BART
- 1-1 feedback during tutor office hours

MARK RELEASE DATES
Term 1 exam assessment marks will be provisional when they are released in Term 2. The marks for Term 2 exam assessments will not be released until after review from the external examiner and APAC (steps 6-7).