e-Submission of Coursework

Assessment Policy Context

Below is a list of specific UEL Assessment Policy requirements and their implications or requirements with regards to the electronic submission of coursework.

| **Anonymous Submissions** | To comply with the Assessment Policy (section 3.5) anonymous marking must be undertaken to avoid ‘unconscious bias’.

The Turnitin link must be created to ensure student submissions are anonymous and allow students the flexibility to resubmit their coursework until the due date. These settings are available in ‘Optional Settings’ when creating Turnitin links. Further details are available under the ‘Creating a Turnitin Link’ section of the e-Submission Guidance. |
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| **Late Submissions** | Late submission of Coursework (of up to one week from the deadline) is allowed as part of the extenuation process. Students wishing to claim extenuation will require access to submit their work within a week of the submission deadline.

Module Leaders should make provision for late submissions, e.g. create a separate Turnitin link that becomes available immediately after the deadline for submissions has passed.

Further guidance is available from the ‘Extenuation and e-Submission’ Guidance. |
| **Accessibility Considerations** | The Assessment Policy states ‘All time-frames set for coursework submission should have reasonable adjustments embedded within the assessment process’ (Section 6.3).

If you have a student with a disability which prevents them from using/submitting to Turnitin, please liaise directly with the student and Disability Dyslexia Access Centre to provide an appropriate solution for submission. |
| **Second Marking** | The Assessment Policy preferred method of second marking is ‘second marking as sampling or moderation’ (section 3.6). Using Turnitin GradeMark, second marking occurs in the same way as first marking, with the second marker accessing the Turnitin link(s) and moderating with the first markers comments available.

The Assessment Policy requires ‘at least 15% or 10 individual pieces (whichever is the greatest) should be second marked’ (section 3.6). Using Turnitin Grademark, the second marker can either be given the details of specific submissions requiring second marking or they can choose from all submissions in the assignment inbox.

To ensure Second Marking is visible, second markers are asked to ensure they annotate any comments with ‘2M’ or their initials so external
<table>
<thead>
<tr>
<th><strong>Examiners and students</strong> can see evidence of second marking. See the ‘Second Marking and e-Submission’ guidance for further information.</th>
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<td><strong>External Examiners</strong></td>
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<td><strong>Returning Work to Students</strong></td>
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