POLICY ON ASSESSMENTS WITH MULTIPLE SUBMISSION REQUIREMENTS

Introduction

Across different schools within BUV, there are modules in which assessments are either comprised of multiple elements in a portfolio style, or more than one file submission is required for an individual element. BUV requires a policy to understand how these assessments are treated when students submit these elements late, or not at all.

This policy is valid for all degree programmes offered at BUV.

Multiple elements for one overall assessment mark

For example, Introduction to 3D Games Engines has two assessments on the MD: I3DGE 1 (50%) and I3DGE 2 (50%). I3DGE 1 (50%) includes 3 elements:

- Assignment 1 Development Blogs (10%)
- Final Video (10%)
- Capture the Flag Level (30%)

However, only the overall grade of 50% is reported to SU as this is indicated on the module descriptor.

Late Submission

- If a student has submitted at least one element of assessment within the required timeline, then we can consider the student as having submitted the overall assessment in time.
- Any late components are to be marked in accordance with the existing late assessment policy, with any late components being capped at a grade of 40.
- Extenuating circumstances forms may be submitted, and if upheld, the grade for that element will be uncapped.

Non-Submissions

- If a student has submitted at least one element of the assessment, then we can consider that a submission has been made for that assessment overall.
- In cases where the student does not submit one or more required element, a zero grade should be recorded for these components, and the overall grade for the module is to be calculated based on the applicable weightings. A NS grade is not to be used.

Y1S1 Reworks

- In Y1S1, students may rework failed assessments. In cases where the failed assessment comprises multiple elements, the student is to be offered the opportunity to rework all elements of that assessment, as long as the overall grade for the assessment is under 40.
    - Elements which are late or not submitted cannot be offered a rework.

- If the overall grade for the assessment is 40 or more, no reworks can be offered on any elements.

Multiple document submissions required for one assessment

In some cases, more than one file submission or requirement is required for an individual element or assessment.

For example, where an assessment has two submissions required, each weighted as 50% of the element, or a presentation requires both a .pptx file submission and attendance at a presentation.

Late Submission

- If **any** required submission is Late, then **either** the entire element is to be marked as Late and capped at 40, **or** credit will only be provided for the on-time submission, and the late element will receive zero marks. The approach providing the higher mark for the assessment will be taken.

Non-Submissions

- If **any** required submission is not provided but at least one submission has been made, then credit will only be provided for the submitted documents. The entire element will not be marked as NS. A NS grade is not to be used.

Y1S1 Reworks

- In Y1S1, students may rework failed assessments. In cases where the failed element requires multiple submissions, the student is to be offered the opportunity to rework all failing submissions of that element, as long as the overall grade for the assessment is under 40.
  - Elements which are late or not submitted cannot be offered a rework.
  - Elements which receive a passing grade cannot be offered a rework
- If the overall grade for the element is 40 or more, no reworks can be offered on any submissions.

Changelog:	Valid from: June 2022
June 2022:	Prepared by: Head of Quality and Academic Development
• Clarification that reworks are only offered if an element is below 40	Reviewed by: Quality Assurance Committee Approved by: Deputy Chief Academic Officer CCP Programme Leader