

Dear Student

I am now able to offer further and more detailed guidance on the assessment arrangements that we have put in place in response to the coronavirus pandemic.

Student Assessment Options

As I said in my email on Monday, exceptionally this year, you will have the option to:

1. Submit all or some of your assessments as scheduled in April/May 2020 or
2. Defer all or some of your assessments until the week commencing 6th July 2020

For level 6 dissertations/independent study/independent projects only, you will have the option to:

1. Submit as scheduled on 30th April 2020 or
2. Request an extension of two weeks until 14th May 2020 or
3. Defer submission until Wednesday 1st July 2020

This applies to standard taught courses with a September start date.

Nursing and Midwifery students have been contacted separately as they have different dissertation hand in dates. PGCE and undergraduate ITT students will also be contacted separately.

See note below about students studying in partner institutions.

You will be able to make this decision from 10.00am on Friday 27th March by going to your SOLE page and completing a very short form. **You must submit your choices by 10.00am on Monday 6th April 2020.** If you have not submitted your choices by that deadline, you will be deemed to have chosen to submit assessments on the original due dates in April/May and must do so.

Important: Please Read

Before making your decision, you should take your time to read the following carefully:

- Once you have made a decision, you cannot change your mind.
- If you opt to submit in April/May but are unable to submit because, for example, you are unwell, you must claim mitigating circumstances in the usual way.

April/May Submission

- If you submit all your assessments in April/May and pass them, you will receive confirmation either that you have progressed to the next level of your course, or your degree classification/award in June 2020.

- If you submit your assessments in April/May, and fail all or some of them, you will resit in July in the usual way. In accordance with our Academic Regulations, you will only be allowed these two assessment opportunities.

July Submission

- If you submit all your assessments in July and pass them, you will receive confirmation either that you have progressed to the next level of your course, or your degree classification/award in August 2020.
- If you submit your assessments in July, and fail all or some of them, you will resit in August. In accordance with our Academic Regulations, you will only be allowed these two assessment opportunities.

Examinations

We will be holding exams as scheduled in the week beginning 11th May 2020. However, because of the exceptional circumstances, we will be holding exams online. You will be able to access a copy of the exam timetable in SOLE by 15th April at the latest.

We will be writing to each student registered for an exam to explain in detail how you will be able to sit your exam. This is broadly the way that it will work: your exam paper will be released to you via Blackboard at the scheduled start time of the exam. You will therefore need internet access to log in to your Blackboard page, and to upload your answers at the end of the exam. However, you will not need to stay online for the entirety of the exam.

You will be given extra time to reflect that you are doing the exam online. This is in addition to any extra time that you may be allowed as a reasonable adjustment. If you are allowed extra time as a reasonable adjustment, your end time will be personally calculated and you and your tutor will be told of this.

Over the next few weeks, we will be individually reviewing any other recommended reasonable adjustments, to ensure that we can accommodate them. We will be contacting you personally but it will take a little while.

You are advised to prepare for these exams exactly as you would have for conventional on-campus exams.

Academic Misconduct Regulations will apply throughout and you must submit your exam script by Blackboard. You will not have the opportunity to run your script through Turnitin yourself first as you usually do, because this is a different type of assessment.

When you make your choice of assessment dates as described earlier, you will have the opportunity to tell us if you have any specific difficulties doing exams at home. We will contact you individually if necessary.

In the interest of fairness to all students, we have made the decision to hold all three sittings of exams (May, July and August) online in the same way. There is therefore no advantage in deferring your exams until July, unless you have specific reasons to do so.

Formal teaching will finish as scheduled on 1st May for students not in Nursing, Midwifery and some Education courses. After this, academic staff will be marking exam scripts and coursework, and may take annual leave, as these exceptional arrangements mean that they may now be unable to take annual leave for some of August. Although I am sure that everybody will do their best, you should be aware that they may therefore not be available for additional academic support throughout the period after the May exams and before the July exams.

Wherever possible, therefore, we suggest that you sit the assessments and exams in May as scheduled.

Students studying at partner colleges and institutions

The arrangements for the majority of students studying at partners will be as stated in this email, but there may be some exceptions, which we are currently clarifying. Students studying at partner colleges and institutions should therefore await further guidance from their course leader before competing and submitting the form.

I hope that this is helpful to you. I realise that you may have questions about individual circumstances and assessments. Please do contact your Head of Department, Course Leader or Personal Academic Tutor for further assistance, but I would ask you to be patient as we move to our new way of working and new assessment arrangements.

Best wishes

Sarah

Professor Sarah Greer
Deputy Vice Chancellor and Provost