Imperial College London

FACULTY OF NATURAL SCIENCES
GOOD PRACTICE GUIDE- COURSEWORK SETTING AND MARKING

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FACULTY OF NATURAL SCIENCES

Introduction

This document contains examples of good practice/ policy from across the FoNS and FoE relating to the setting and marking of coursework, plus links to College level regulations.

LINKS TO COLLEGE REGULATIONS:

Examination Regulations

Protocol for Marking and Moderation

Guidelines for Issuing Actual Coursework Marks to Students

Penalties for Late Submission of Assessed Work

HIGHER EDUCATION ACADEMY

The HEA has produced some useful 'Toolkits' related to Assessment:

https://www.heacademy.ac.uk/enhancement/toolkits/transforming-assessment-higher-education-toolkit

EDUCATIONAL DEVELOPMENT UNIT

The EDU runs the following courses that are recommended:

A Practical Guide to Setting and Marking Assessments

Focus on Programme-level Assessment Design

Coursework Coversheets- good practice from the Department of Life Sciences

The Department of Life Sciences use cover sheets for Coursework and other types of assessment, such as posters and presentations. Examples of these can be found via the links below:

- Coursework Coversheet
- Laboratory Report Coversheet
- Presentations Feedback Sheet
- Poster Feedback Sheet

The Coursework Coversheet includes a number of fields that must be completed by the markers, such as the date by which the work should be returned and sections for specific feedback to the student, including suggestions for improvement and an explanation of the agreed mark awarded. The coversheet therefore captures detailed feedback from the markers that is then returned to students with the piece of work.

Return of coursework to students- Life Sciences' traffic light system

The Department of Life Sciences publish a list of coursework return dates via Blackboard at the beginning of the year and monitor these throughout the year.

If work is not returned a few days before the due date, reminders are sent to the markers, and then regular reminders are sent if still not returned, copying in the relevant DUGS.

Return of coursework is tracked via a 'traffic light' system (blue for work returned early, green for on time and red for late). This is published on Blackboard and displayed on plasma screens within the Sir Alexander Fleming and Sir Ernst Chain buildings. The list displayed includes the title of the piece for work, the marker(s), the submission and return deadlines, and an actual return date.

Questions to consider when setting coursework assignments (from Civil Engineering Flow Diagram for Setting CW):

N — Are you setting this CW mainly for student learning? — **Y**

Is this item of CW mainly to test the students?

Could this be wholly done by an in-class test or presentation, or submission of tutorial sheets, with appropriate feedback? — **Y**

N — Is there a need for this CW?

Y — Is this by way of interim assessement?

N

Make appropriate split of CW and exam marks

N

Are you testing skills as well as

Could CW be set to be submitted at the end of in-class

N — Why not test the knowledge in an exam?

N — Have the marking criteria been made transparent to students?

Y — Do it in class. Assessment (by peers?) to focus on substantive elements, not presentation. Verbal feedback may suffice.

Y

N — Are written communication skills an important part of the learning?

Y

Specify that students should not spend time on fancy reports. Avoid repetitive tasks. Provide detailed feedback on the elements this CW is intending to help the students learn.

Provide detailed feedback on presentation.