

How to find your assessment information

Module specifications

The module specification tells you, in general terms, how each module is assessed e.g. by coursework, written examination, presentation or other methods. It will often have information about the size of your assessment (e.g. a word limit for coursework, or the duration of an examination).

The module specification directory is available here. [\[link required\]](#)

What does formative and summative mean?

We often refer to **summative** and **formative** assessments. A **summative** assessment is one which you must pass to complete your programme. Depending on your year of study, the grade of a summative assessment may count towards your final grade on the programme. A **formative** assessment does not count towards your final grade and it is not essential that you pass a formative assessment in order to pass the programme. The purpose of a formative assessment is for you to obtain feedback. Completing formative assessments (often known as “mocks”) is an important part of the learning process.

Assessment tab on the Online Environment

Each module on the OLE has an assessment tab which gives you more detailed specific information about the assessment for that module for the term you are studying it. You should familiarise yourself with the content of this module at the start of term and revisit it regularly, as more information will be posted throughout the term.

Coursework

If your module includes Coursework, a Coursework Assignment Brief will be published during the term. This sets out the detail of the question you need address and the work you need to produce to complete the assessment. The date of publication of Coursework Assignment Briefs varies from module to module and your tutor can let you know when it will be available. The Coursework Assignment Brief can be found on the assessment tab of the module. The deadlines will also be shown on the assessment tab.

Coursework is always submitted on-line and the details of how and where to do so can be found in the assessment tab. Technical instructions for on-line submission can be found here [\[link required\]](#).

Written examinations and Vivas

The summative examination timetable [\[link required\]](#) contains information about all summative examinations, for all modules, for the whole academic year. For this purpose an “examination” is any assessment for which students need to attend at a particular time and place, outside a scheduled class. Usually this will be a written examination, but it includes Vivas as well. It is organised by date order and is searchable (use CTRL – F). It shows the date, time, venue and sitting. Details about how to use the timetable can be found here [\[link required\]](#).

To find a specific examination, search against the module code and then note the date, time and venue. The assessment tab for the module on the OLE will tell you whether your assessment is listed in the Summative Examination Timetable and will also tell you which sitting you need to attend. You

MUST attend the correct sitting and (for Vivas) the correct appointment time. Failure to do so may, in the absence of any extenuating circumstance, lead to you being awarded a mark of zero.

You can find general instructions for written examinations here [\[link required\]](#) and for Vivas here [\[link required\]](#). A few weeks before an examination (both written and Vivas), a Briefing Sheet will be published. This will confirm the details of date, time and venue and include additional information and instructions. For a Viva, it will include a detailed appointment list. Briefing Sheets are linked to the Summative Examination Timetable and an Announcement will be made on your module when they are available.

If your module is assessed by Viva, an Assignment Brief will be published on the assessment tab of your module on the OLE in the course of the term (in plenty of time for you to prepare your presentation). The Assignment Brief will set out details of how to prepare for your Viva.

Formative assessments

There will be some information about formative assessment in your Coursework Briefs. For more information about obtaining formative feedback, please contact your module tutor.