2. LOCATION AND DISSEMINATION OF INFORMATION AND GUIDANCE ON ASSESSMENT

2.1 Information for students

Information about the University’s assessment regime and appeals procedures are published on the Exams Office website, (www.reading.ac.uk/exams) including:

- The Guide to Undergraduate Assessment
- The Guide to Assessment for Taught Postgraduate Students
- Exam Arrangements: What You Need to Know
- Code of Practice on the Assessment of Taught Programmes
- Code of Practice on the External Examining of Taught Programmes
- University-wide Framework for Classification and Progression for First Degrees
- Marking Criteria and Classification Framework for Taught Postgraduate Programmes
- Exam dates
- Information on special arrangements in examinations
- An archive of past examination papers
- Information on appeals procedures
- Resit fees
- Extenuating Circumstances procedures
- Diploma supplements (transcripts)

Other sources of Information

- Module descriptions: www.reading.ac.uk/modules
  Module descriptions provide information on the methods of assessment for modules, and on the relative contribution of the elements of assessment to the overall mark or grade for the module.

- Programme specifications: www.reading.ac.uk/progspecs
  Programme specifications provide information on the relative contribution of the Parts to the overall classification.

- Online student handbook: www.reading.ac.uk/internal/student/OnlineStudentHandbook
Information provided by Schools and Departments

Schools and Departments are required to provide in their Programme Handbooks information on aspects of assessment, including guidance on good academic practice and conventions for referencing and citation.

Schools/Departments offering programmes which carry accreditation from a PSRB are required to provide in Programme Handbooks or elsewhere clear information about the specific requirements which must be met for progression towards the professional qualification.

Schools/Departments are required to provide students with advance notice of the submission dates for coursework for modules for which they are responsible. For substantial pieces of coursework notice should normally be given at the beginning of the Part or the Session.

A record of the dates for submission of coursework should be held in the relevant School/Departmental office and be made available to relevant Programme Directors.

2.2 Information for staff

In addition to the Codes of Practice and the Classification Frameworks, information on assessment policy and procedures is available in the University Examination and Assessment Handbook, published here: www.reading.ac.uk/internal/exams/staff/exa-handbook.aspx

2.3 Information for External Examiners

External Examiners are sent information by the Examinations Office and by the relevant School/Department(s). The main information for External examiners is available here: http://www.reading.ac.uk/internal/exams/staff/exa-EE2.aspx

2.4 Information for providers of placements and periods of study abroad

Schools are required to provide sufficient information to providers of placements and periods of study abroad to enable such providers to fulfil any responsibilities in respect of assessment.