8. CONFIRMATION OF MODULE ASSESSMENT DETAILS, STUDENTS’ MODULE REGISTRATIONS, AND FINALISTS

8.1 Form 3A: Module Assessment Methods

Each autumn term, the Examinations Office circulates the “Form 3A: Module Assessment Methods” to each School/Department Exams Rep. This lists all current modules within the School/Department’s domain and specifies the method of assessment.

The Examination Representative should check that (a) the list is comprehensive and (b) the details specified are accurate. Amendments should be indicated on the form where the information is incorrect.

Modules which are no longer offered should be scored through on the form. Where a module has been temporarily discontinued or where no students are registered for a module, the details should not be cancelled.

The amended form should be returned to the Examinations Office by the date specified (normally the Christmas break).

Full information about the form and its completion is provided on a memo accompanying the Form 3A.

8.2 Conventions for simplified representation of assessment on Form 3A

The method of assessment is represented in a simplified form on Forms 3A in order to minimize the inputting of marks later in the examination process. The following conventions should be observed:

- Where the module is assessed wholly by coursework, coursework will be shown as constituting 100% of the assessment of the module.

- Equally, where the module is assessed wholly by written examination, an examination (with the relevant period specified) will be shown as constituting 100% of the assessment of the module.
Where a module is assessed by two written examinations, both examinations will be shown, with the proportion which each examination contributes to the overall assessment of the module indicated as a percentage.

Where a module is assessed by a combination of centrally administered written examination and coursework, only the examination will be represented and will be shown as constituting 100% of the assessment.

Where a module is assessed by a combination of centrally administered written examination(s), centrally administered practical/oral examination and coursework, those elements which are centrally administered should be represented. The contribution of each element of assessment to the overall assessment of the module should be represented conventionally as an equal proportion of 100%, e.g. 50% for each of two elements. (At mark entry, the overall module mark will be entered for each element of assessment.)

In-class tests or examinations which are not centrally administered by the Examinations Office will be treated as coursework.

It is essential that each examination which needs to be centrally timetabled is indicated as an EXAM type code (e.g. EXAM3, EXAM8, etc) in the assessment method field.

8.3 Student Registration for modules and examinations

The Examinations Office no longer routinely circulates Forms 3B, which list the students registered for each module (and occurrence), for checking. However, Schools/Departments will be asked early in the Spring Term to identify any students whose module registration or mode of assessment is anomalous and whose assessment records might be more susceptible to error.

If, notwithstanding these arrangements, a School/Department wishes still to receive Forms 3B in order to check students’ module registrations and mode of assessment, they should e-mail the request to Nicola Protheroe (n.protheroe@reading.ac.uk) who will send the forms early in the Spring Term.

8.4 Form 4: confirmation of students expected to complete their programmes

Each spring term, Schools/departments are sent a list of students who according to the information held on RISIS are expected to complete their programmes in the current academic year. Students are listed alphabetically under the programme for which they
are registered. The list includes students on both undergraduate and taught postgraduate programmes. Schools/departments are asked to check the list and make amendments as necessary.

This is designed to ensure that all appropriate students are included in the process which calculates classifications and on the forms requesting the return of results.