

SECTION 6: CONDUCT OF ASSESSMENT: EXAMINATIONS AND COURSEWORK

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6.1 PRINCIPLES

The University seeks to ensure that assessment processes are conducted properly and efficiently and offer reasonable conditions under which the assessed work can be undertaken.

University examinations normally guarantee reasonable conditions. The provision of examination papers in a standard format and free from errors, the accurate registration of students for examinations, and the efficient administration of examination halls are important factors in providing reasonable conditions for an examination.

In-class tests or other School-based examinations should provide similar reasonable conditions as laid down by the University Board for Teaching and Learning.

For coursework of any kind, the Module Convenor, in consultation, where appropriate, with the Programme Director or Part Convenor, should ensure that the conditions, facilities and time appropriate to the assessment task are reasonably available to the students.

Equally, students have an obligation to ensure that their work is properly presented. To be properly presented, work must be in an appropriate form and submitted in due time. University examinations normally guarantee this, as too should in-class tests administered at departmental/School level. For coursework of any kind, the Module Convenor is required to provide students with information as to the required form and the submission deadline for each piece of work. The Programme Director should seek to ensure a reasonable distribution of workload with respect to coursework across the programme.

6.2 CONFIRMATION OF MODULE ASSESSMENT DETAILS, STUDENTS' MODULE REGISTRATIONS, AND FINALISTS

6.2.1 Examination Representatives

Examination Representatives are responsible for:

- submitting to the Examinations, Student Records and Graduation Office details of University Examinations which they wish to be held during the Session (Form 3A);
- identifying any students whose module registration or mode of examination is anomalous;
- confirming the names and programmes of students who are expected to complete their programmes during the academic year.

6.2.2 Form 3A: Module Assessment Methods

Each autumn term, the Examinations, Student Records and Graduation Office circulates the "Form 3A: Module Assessment Methods" to each School/Department Exams Representative. 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. Further instructions are provided with the form.

6.2.3 Student Registration for modules and examinations

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.

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

Schools/departments are required to check online a list of students (Form 4) who according to the information held on RISIS are expected to complete their programmes in the current academic year. 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.

6.3 SETTING UNIVERSITY EXAMINATION PAPERS

Internal Examiners are responsible for scrutinising and approving internally papers for University Examinations. External Examiners must be consulted on draft examination papers and be given an opportunity to comment sufficiently in advance of the submission deadline for draft examination papers to allow amendments to be made.

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All University Examination papers must be proof-read by at least two members of academic staff, including the person who had primary responsibility for drafting the paper.

The format of University Examination papers shall conform with the Guidelines for the Preparation of University Examination Papers (Annex 1), with the exception of Greenlands based programmes.

The Examination Representative is responsible for submitting by a specified date camera-ready proofs of examination papers to the University Examinations, Student Records and Graduation Office for printing.

Please see the section 6.8 below on Examinations and in-class tests held in Schools/Departments for further details relating to the setting and conduct of in-class tests.

6.4 TIMETABLES AND EXAMINATION VENUES

6.4.1 Timetabling conventions

A candidate for the Final Examination of a degree (Part 3 or Part 4) will not be required to sit more than three consecutive three-hour examinations nor more than four consecutive examinations of any length. (It should be noted that examinations on Friday afternoon and Monday morning would not be considered consecutive for these purposes.)

Examinations for Parts 1 and 2 are not subject to this restriction, but the Examinations Student Records and Graduation Office seeks to minimise the concentration of exams for these candidates

Examinations are typically held Monday-Friday during mornings and afternoons. Examinations may also be scheduled during early evenings and on Saturdays, but are not normally held on Sundays or Bank Holidays.

6.4.2 Draft timetables

Once the Examinations, Student Records and Graduation Office has received from Schools/Departments confirmation of the examinations each student is taking, draft timetables are prepared. Timetabling for examinations is undertaken in late January - late February.

The draft timetable is circulated to all Exam Reps for careful checking to ensure that:

- i. all papers are shown;
- ii. papers have the correct title and module/paper codes;
- iii. papers have the correct duration;
- iv. there are no obvious clashes in the timetable.

6.4.3 Final versions of timetables

Once the deadline for receipt of comments and suggested amendments has passed, a final version of the timetable will be circulated to Exam Representatives.

Schools/Departments should note that it may prove impossible to make any changes to the timetable once the deadline for comments has passed and the timetable has been finalised. Where late changes are made, and personal timetables have already been published to the RISISweb student portal, the Examinations, Student Records and Graduation Office may ask Schools/Departments to notify all students affected by any change.

The final version of the timetable also indicates the main location for each exam. (The various special arrangements venues are not shown, but are indicated on the students' personal timetables.)

6.4.4 Personal Timetables for students

Personal timetables are provided to all students on their RISISweb student portals, and students are sent an email when the timetable has been published. The personal timetable specifies the date, time, duration and venue for each exam, together with the module/paper code and the title of the exam paper. It also includes the candidate's five digit examination number (anonymous marking number) which they are required to enter on each examination booklet used.

Personal timetables for summer term examinations will be made available to students through the RISISweb student portal in the final week of the Spring Term or early in the Easter vacation. Timetables for the August resit exams will be made available to students through the RISISweb student portal in early to mid-August.

When they access their personal timetable, students will be directed to the summary guide to examination procedures on the web, and will be encouraged to save a copy.

6.4.5 Location of Exams

The exam centre in which a candidate is sitting each examination is shown on their personal timetable, and maps of the venues are available here: <http://www.reading.ac.uk/internal/exams/student/exa-map.aspx>.

Students with special examination arrangements will be allocated to the relevant examination centre designated for their category of special arrangements. Schools may be asked to host examinations for a small number of students with specialised arrangements.

All practical, oral and viva voce examinations will be held in the Department concerned.

6.5 INVIGILATION

University examinations shall normally be invigilated either by members of academic staff or by invigilators, not being members of academic staff, who have been approved by the Examinations, Student Records and Graduation Office. All invigilators shall be issued with guidelines/instructions.

For examinations in the UK:

The University requires Schools to provide two-thirds of invigilators for University examinations; the Examinations, Student Records and Graduation Office provides the remaining third. The Examinations, Student Records and Graduation Office calculates the number of invigilators required from each School, which is proportional to the number of exam sittings which fall within each School's domain.

The Head of School provides nominations to the Examinations, Student Records and Graduation Office, which in turn confirms the detailed instructions on invigilating to each invigilator by email.

Heads of School may either nominate members of their academic staff or subcontract invigilation duties to research students or external invigilators, subject to the approval of the Examinations, Student Records and Graduation Office. Where a research student or an external invigilator is employed by the School, the Department/School is required to pay the invigilator's fee. Information on the recommended fee per session (i.e. morning or afternoon) is available from the Examinations, Student Records and Graduation Office.

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External invigilators and research students serving as invigilators are required to present documentary evidence that they have the right to work in the UK. Details are sent to invigilators with their appointment letter.

A list of approved external invigilators can be obtained from the Examinations, Student Records and Graduation Office.

Heads of School are asked to exercise particular care in nominating research students as invigilators, and to ensure that a research student nominated as an invigilator has the personal qualities, confidence and clear spoken English necessary to control an exam room.

All new invigilators must attend a briefing session held in April/May each year.

The Examinations, Student Records and Graduation Office writes to invigilators notifying them of the dates, times and examination centres at which they will be invigilating and provides each Invigilator with a copy of Guidelines for Invigilators, together with a badge, and, where appropriate, a car parking permit and a map.

Invigilators are required to attend their designated examination centre 35 minutes before the start of the examination session (ie. 8.25am and 1.25pm).

The Guidelines for Invigilators and dates of the next training sessions are available here:
<http://www.reading.ac.uk/internal/exams/staff/exa-invigilation.aspx>.

Invigilation outside of the UK should observe the same principles as invigilation for examinations in the UK but there will be local variation in the specific arrangements.

6.6 CONDUCT OF UNIVERSITY EXAMINATIONS

6.6.1 Responsibilities of Chief Invigilators

The Chief Invigilator for an examination centre is responsible for the conduct of examinations held in the centre. The Chief Invigilator's responsibilities include ensuring that exam rooms are properly prepared in advance of exams, that examinations start and finish at the appointed times, that examinations are properly invigilated, that correct procedures are followed in cases of suspected misconduct, and that scripts are collected at the end of the examination and dispatched to the nominated recipient. The Chief Invigilator is responsible for providing to the School, with the script, relevant information if the exam was held under abnormal conditions or was subject to special provisions.

6.6.2 School/Departmental contacts

Schools/Departments are required to ensure that a nominated member of academic staff with responsibility for the paper can be contacted by phone for the duration of the exam. Contact details should be provided to the Examinations, Student Records and Graduation Office before the start of the exam period, and cover arrangements made if a member of staff knows in advance that they will be away.

6.6.3 Instructions for candidates

Candidates are issued with instructions on their conduct in an examination hall; the instructions are included in Examination arrangements: what you need to know, which is issued with candidates' examination timetable.

6.6.4 Reading time prior to an examination

Candidates are admitted to the examination room ten minutes before the start of each examination. The question paper, answer books and any other special requirements will have already been placed on their desk. They may read the question paper in any remaining time before the examination is due to start, but may not write anything until the scheduled time for the paper to begin. Candidates will be given five minutes at the end of each paper to check that they have filled in the front of each answer book correctly.

6.6.5 Evidence of identity

Candidates are required to place their Campus Card or another form of photo ID (driver's licence or passport) on the desk in written examinations for inspection by the Invigilator. Students who fail to provide proof of identity are required to complete a form which is forwarded to the Examinations, Student Records and Graduation Office.

6.6.6 Late entry and early departure from the examination room

No candidate shall be permitted to enter the examination room more than half an hour after the beginning of the examination, and no candidate shall be permitted to leave the examination room until half an hour of the examination has elapsed. At the Chief Invigilator's discretion, candidates may be asked not to leave in the last thirty minutes or the last ten minutes of an exam, depending on the numbers of students and the various lengths of exams taking place in the same room.

6.6.7 Exclusion

The Head of Examinations, Student Records and Graduation and the Chief Invigilator shall have the power to exclude from the examination room any candidate using unfair means in an examination and any candidate failing to conduct himself or herself with propriety in the examination room. Security will be called if the candidate does not cooperate.

6.6.8 Use of dictionaries in examinations

Each examination centre has one English language dictionary available for candidates to consult on request. If a School does not wish candidates to have access to this dictionary, it must state 'no dictionaries permitted' on the front of the examination paper.

Candidates may only take a personal dictionary (in book format) into a University examination if permission has been given by the School responsible for the paper. **Electronic dictionaries are not permitted.** Where a School permits all candidates to use dictionaries (e.g. for a modern language translation paper), this should be indicated on the examination paper, together with details of the dictionaries specifically permitted or excluded.

In the case of individual students who have been permitted the use of a personal dictionary, the School should provide the student with a letter stating that permission to use the dictionary has been granted. The student should display this letter on his/her desk throughout the examination.

The letter of permission should contain the following information:

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- student name and course
- brief details of the dictionary to be used (e.g. Collins French/English Dictionary)
- the examinations in which the dictionary is permitted (e.g. all Part 2 Economics examinations)
- the name of the School approving the use of the dictionary

A School may **not** permit the use of a dictionary for examinations for which it is not responsible.

6.6.9 Use of calculators in examinations

Schools must notify candidates in advance whether or not calculators may be used in an examination.

If an exam paper does not mention calculators on the front cover, students will be allowed to take one of the following into the exam:

- Casio FX-83GTPLUS or Casio FX-85GTPLUS
- Any calculator that already has a foil sticker applied by the School/Department (this is only likely to apply to returning students)

Additionally, certain exam papers might specify the following:

- Only certain calculators are permitted (the model would be specified in this instance)
- That no calculators are permitted

Further details are provided in the [Guidelines for the Preparation of University Examination Papers](#).

In determining whether any calculator may be used in examinations or which models may be used, Schools should have regard to the general guidance that:

- a) non-programmable scientific calculators are normally permitted in examinations;
- b) programmable permanent memory calculators should not normally be admissible in examinations.

6.6.10 Use of other materials in examinations

Candidates must bring their own drawing instruments (including compasses, protractors, etc) where these might be required in an examination; candidates are permitted to use stencils for making diagrams or drawings of apparatus. Mathematical, statistical and certain other specialist tables are provided by the University where required; candidates are not allowed to bring any other books or papers to the examination room except where specified by the Examiners.

Candidates must normally write their answers in ink.

6.6.11 Scrap paper

Scrap paper is not provided in examination rooms (except in the case of students sitting in special arrangements venues). Candidates are instructed to use the answer book for rough work and notes and to strike through such notes which are not intended to be considered by the Examiners.

Candidates are not permitted to bring paper into the Examination Room for the purpose of making rough notes, and they risk academic misconduct procedures if they do so.

6.7 EXAMINATIONS HELD OVERSEAS

- 6.7.1 Examinations are held at the campus which the student has attended or at a location in the vicinity of the campus or, in the case of distance-learning programmes and certain part-time Masters programmes, at a specified location. Examinations may not be sat elsewhere except in the case of highly exceptional personal circumstances.

6.7.2 In highly exceptional personal circumstances (for example, in cases of serious illness or bereavement in respect of immediate family), permission for an examination to be held at an alternative location may be requested only by the School Director of Teaching and Learning responsible for the programme, in consultation with the Examinations, Student Records and Graduation Office, and may only be granted by the relevant Teaching and Learning Dean. Students wishing to sit a University Examination at an alternative location are required to apply through the School Director of Teaching and Learning or the Examinations, Student Records and Graduation Office. School Directors of Teaching and Learning are asked to discuss any request with the Examinations, Student Records and Graduation Office at the earliest opportunity.

In those rare cases where permission to sit examinations overseas is granted, the student is required to pay a fee to cover the University's administrative costs and to pay separately for all local invigilation costs. This is in addition to the re-examination fee. Current fees can be found at <https://www.reading.ac.uk/internal/exams/student/exa-fees.aspx>.

6.7.3 The University Board for Teaching and Learning has confirmed that the normal proscription on examinations being held at alternative locations applies to students of the University who are undertaking a period of study abroad. Permission to sit examinations at alternative locations will be granted only in the most exceptional circumstances.

6.8 EXAMINATIONS AND IN-CLASS TESTS HELD IN SCHOOLS/DEPARTMENTS

6.8.1 Where in-class tests are referred to in the Assessment Handbook and in other University policies and procedures, these refer to formal tests administered locally by Schools/Departments in a classroom setting which contribute to the mark for the relevant module. In-class tests may take place at the end of a module or part-way through the teaching on a module. The following provisions in Section 6.8 apply to all in-class tests and to University examinations held in a School/Department. Tests for formative assessment (which do not contribute to a result) and summative online tests completed by students outside the classroom are classed as coursework.

6.8.2 The University makes a distinction between two categories of in-class test based on their nature/purpose:

- (i) in-class tests which serve a primarily summative purpose, similar to a centrally-administered exam and,
- (ii) in-class tests which serve a primarily formative purpose, supporting students' learning and providing supportive, structured, individualised feedback, similar to coursework (commonly such tests will represent relatively small amounts of credit).

Schools/Departments will determine on a case-by-case basis which category a particular in-class test falls into.

6.8.3 The University has identified a number of common processes and regulations which apply to both categories of in-class test and other processes and regulations which differ between the categories. Further details are provided in the relevant sections of the Assessment Handbook (Sections 7.4, 9, 10, 14 and 28) and other related University policies and procedures (Code of Practice on the External Examining of Taught Programmes, Policy on providing feedback to students on their performance, Policy on and procedures relating to extenuating circumstances).

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- 6.8.4 Responsibility for the organisation and administration associated with in-class tests lies with the School/Department with responsibility for the relevant module, supported by the Student Support Centres, and not with the Examinations, Student Records and Graduation Office.
- 6.8.5 Where examinations or in-class tests are held in a School/Department, the School/Department is required to ensure that the examinations or in-class tests are held under conditions which are closely comparable to those of University examinations.
- 6.8.6 Examinations and in-class tests held in a School should be adequately invigilated. It is recommended that in examinations/in-class tests where there are more than ten candidates, there should be more than one invigilator or a responsible person who could deputise for an invigilator in close proximity to the examination room. Schools should ensure that invigilators have a clear understanding of their responsibilities.
- 6.8.7 Schools should ensure that the seating arrangements in School examinations/in-class tests do not place candidates in such close proximity that a candidate would be able to read the script of a neighbouring candidate.
- 6.8.8 Schools should remind students that they are not allowed to take into the examination/in-class test books or notes, or any device that permits communication with others or receipt of information.
- 6.8.9 Schools should discourage students from visiting the toilet during School examinations/in-class tests, should record all toilet visits, and should investigate cases which gave rise to suspicion.
- 6.8.10 Schools are required to make provision for anonymous marking in examinations held in the School and, wherever practicable and appropriate, for anonymous marking of in-class tests.
- 6.8.11 Schools are required to ensure that students with special needs benefit from any special arrangements (such as the allowance of extra time) which have been agreed for written examinations.
- 6.8.12 Schools should ensure that practical examinations are conducted as far as possible in accordance with the above guidance; where there is variance, it is essential that the arrangements do not compromise the integrity of the examination.

6.9 COURSEWORK

6.9.1 Arrangements for setting coursework

Schools/Departments are required at the beginning of a module to provide students with advance notice of the requirements for each piece of coursework for the module, including its form, length, marking criteria, submission deadline, and the date for its return with feedback. For particularly substantial pieces of coursework, advance notice should normally be given at the beginning of the Part or the Session.

The Programme Director should seek to ensure a reasonable distribution of workload with respect to coursework across the programme. 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.

Schools and Programme Areas will give full consideration to the timing of deadlines. Deadlines should specify a date, time and time zone; for example, Thursday 20 November 2015 at 12 noon (GMT). A deadline normally should fall between 10.00am and 4.00pm and should not fall within the five days preceding or two days succeeding a public holiday or University closure day. If an amended deadline is issued, owing to a systems failure, the amended deadline may fall within this normally prohibited period

(i.e. if the original deadline is disrupted by a systems failure the amended deadline may be set within the five days preceding or two days succeeding a public holiday or University closure day).

For 2020/21 and 2021/22 only: additional provisions relating to online submission

The University Board for Teaching, Learning and Student Experience has approved a proposal only to allow online submission of coursework, except in a small number of cases where online submission is technically not possible or is not consistent with the fair assessment of the work. This applies only to the 2020/21 and 2021/22 academic years. Where possible, online modes of submissions should be used for coursework that is currently physically handed in. For example, practical work or handwritten submissions could be scanned/photographed and submitted as images for online marking. Where online submission is not technically possible or is not consistent with the requirements of fair and rigorous assessment, these exceptions must be referred to the relevant TLD for approval. Support Centres will work with Schools to support, handle and organise these submissions, and implement any relevant safety procedures. The following provisions of section 6.9.1 (and those in Annex 2 paragraph 1.1.1) continue to apply in 2022/23, subject to this variation.

Coursework should normally be submitted online. E-submission will be through the University's Virtual Learning Environment (VLE) called Blackboard, via either the Blackboard Assignment Tool or Turnitin. The system used to submit the coursework will automatically record the time and date of submission. Guidance for Schools on electronic submission of work is given in section 6.9.4 below.

Schools may make alternative arrangements for submission of coursework where it is not practical for it to be submitted online. The security of the submitted work must be ensured and procedures must be in place to distinguish between work submitted before and work submitted after the deadline.

Where the examination for a taught postgraduate programme involves the submission of a paper copy of the dissertation, either instead of or in addition to an online submission, the student must deliver the dissertation personally or send it by recorded delivery to the School to arrive not later than the deadline specified by the School. Please refer to section 6.10 below for detailed information about the submission of Masters dissertations.

Section 6.9.8 below outlines the procedures in relation to over-length coursework.

6.9.2 Editorial and proof-reading services

The University Board for Teaching and Learning approved at its meeting on 12 January 2005 the following statement:

- a) Students who feel that they need assistance in writing appropriate English should, in the first instance, seek guidance from their School, which should discuss with the student their difficulties. Where appropriate, the student should be referred to the University's Study Advisers, who can advise on structuring and writing academically. The Study Advisers cannot proof-read or provide support for English as a Second Language.
- b) Students who use software for assistance with proof-reading or with editing their work, or who seek assistance with proof-reading or with editing from third parties, should be alert to the major risks associated with such intervention, including the distortion of intended meaning and the failure to use technical terms appropriately.
- c) Students are warned that any use of third party proof-reading or editing services must not compromise their authorship of the work submitted, and, in particular, that the substance of work must remain the student's own. Students are also warned that they will be held responsible for work which they submit, and that the use of third party services will not be accepted in mitigation of any deficiencies in the work.
- d) The use of any third party proof-reading or editing must be acknowledged in a written statement accompanying the work on submission.

6.9.3 Statement of original authorship

When submitting a major piece of coursework (normally a piece worth more than 10% of the total credits for a module), students are required to confirm that the work is their own.

It is good practice in respect of **any** coursework to require that students confirm that the work is their own.

The act of confirming original authorship of work is achieved by agreeing to submit the work online. A 'statement of original authorship' is automatically displayed during the submission process in Turnitin and should be manually inserted to appear with a Blackboard Assignment Tool submission point. The minimum information to be included in the statement of original authorship is:

- (i) the University's definition of plagiarism:

'For the purposes of [the academic misconduct] regulations, plagiarism is defined as the fraudulent representation of another's work as one's own. This applies whatever the source of the material (for example, a published source, the web, or the work of another), whether the material is copied word for word or paraphrased, and whatever the extent of the material used. Wilful and deliberate disregard for good academic practice in respect of attribution of material will be construed as plagiarism.'

- (ii) the following statement (or a statement closely modelled on the following):

'I certify that this is my own work and that use of material from other sources has been properly and fully acknowledged in the text. I have read the University's definition of plagiarism and the department's advice on good academic practice. I understand that the consequence of committing plagiarism, if proven and in the absence of mitigating circumstances may include failure in the Year or Part or removal from the membership of the University.

I also certify that neither this piece of work, nor any part of it, has been submitted in connection with another assessment.'

The Senate commends as good practice that students are made aware of the statement of original authorship when the piece of work is set (rather than when it is submitted) in order that they might be reminded of good academic practice and the meaning and consequences of plagiarism before they embark on a piece of work.

Schools and departments are required to include the definition of plagiarism in Programme Handbooks and it is particularly recommended that they remind students of the definition of plagiarism and its consequences at those times when students are preparing major pieces of coursework.

6.9.4 Guidance for Schools on electronic submission of work

The University expectation is that from September 2015 all Undergraduate and Taught Postgraduate students will submit summative coursework electronically. By encouraging the electronic submission of work the University is better able to monitor deadlines, the timeliness of feedback and ensure that work is marked anonymously, where appropriate.

Submission

The work submitted by students should be in a format acceptable to the School. This should normally involve using only the software generally available to students on the programme(s) concerned. If specialist software is needed it must be specified and equity of access for students must be addressed.

We recommend that normally only one format be specified. The typeface should not normally be smaller than 10pt. Where the work involves graphics, diagrams, equations or other features which may

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appear or print differently on different machines the work should be submitted in a format (e.g. pdf) which is not susceptible to these difficulties. The setters should ensure that students have access to the software for converting to the required format.

Students should be required to ensure their submitted work is virus-free and the file has not corrupted. The School should make arrangements to ensure that students who are registered with specific learning difficulties have the same consideration given to electronically submitted coursework as would be given to coursework submitted in hard copy. Students with specific learning difficulties will receive an electronic version of the notice, commonly referred to as an "electronic green sticker," in the form of an image that can be inserted at the beginning of a document.

The current tools available for e-submission are the Assignment Tool and Turnitin tool in Blackboard Learn (the University's Virtual Learning Environment).

Whichever method is selected, decisions are required about management of submissions, including whether the work is to be marked online or be printed for those not wanting to mark on-screen; management of any printed copies and management of anonymity – including distribution of work to markers and return of feedback to (correctly identified) students. Where marking is done online, the respective e-submission tools can be set-up to apply anonymity to submitted work and the changes this involves to existing hard copy marking practices should be carefully considered before implementing.

The University requires that wherever practicable and appropriate, coursework should remain anonymous to the marker until marking has been completed. Students should be encouraged to help facilitate this requirement by removing any identifying features from submitted documents and their metadata.

Please refer to the *Online submission protocols* (Annex 2) for more detailed guidance on University policy in respect of e-submission.

Technical problems

If there is a Blackboard (or Turnitin) technical issue that prevents e-submission at the time of a submission due date, students should:

- Inform the School/Department of the issue (using a contact email provided by the School) AND
- Resubmit to Blackboard/Turnitin as soon as possible

Return of Work

The work may be returned electronically with feedback and a grade. This will be managed for each module through the Grade Centre within Blackboard. Where feedback is in the form of an attached file this should be checked for viruses before being sent. Students will access feedback and/or grades in Blackboard via the 'My Grades' feature or by re-opening the submission point where the work was originally submitted. Feedback and grades entered electronically are stored and can be accessed through Blackboard, and can be made available for use by External Examiners. This stored data should be destroyed at the same time as paper copies would be destroyed.

Copyright and Data Protection

The students' work should be retained for use by External Examiners. The means and organisation of the storage of the files should be such that the users can be sure that all copies are deleted when the appropriate time is reached. Where email is used for any handling of students' work, senders should be aware of additional copies made and stored in "sent mail" folders, and these copies will also need to be destroyed at the time when paper copies would be destroyed, or before.

6.9.5 Use of Turnitin in text matching online sources

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The Turnitin software can be used to produce a 'similarity report' on students' written work as part of the submission process, where appropriate. The results produced in a similarity report do not detect plagiarism but can be used to assist in the detection of plagiarism alongside other mechanisms. A similarity report indicates where the system has identified matches with other online material known to the system. This can be in the form of another student's work, websites or online articles and databases. A tutor will need to review the similarity report to investigate any matches that have been made and use their academic judgment to determine if they constitute plagiarism.

It is strongly recommended that the disclaimer in (a) below be used and incorporated in all handbooks and that Schools and individual academics using the service follow the guidance described in (b) below.

a) Disclaimer

We recommend that the disclaimer below be included in all handbooks.

Plagiarism

It is a requirement that all work that students submit is their own and is not copied from others, and that all quotations and sources are duly acknowledged. In doing a piece of work, students will, of course, use sources, and the University generally encourages students to discuss their work with others. The final writing of a piece of work should be the student's, however, and to gain high marks students are expected to add value to material which they use. For details of this see the detailed advice about plagiarism.

It occasionally happens that we receive work which appears to contain plagiarised material and, in common with other universities, the University of Reading subscribes to a service that electronically detects similarities in the text by comparing work received with that of other sources. Students agree that by taking their programme, all required work may be subject to submission for textual similarity review to this service for the detection of plagiarism. All submitted papers may be included as source documents in the system's reference database solely for the purpose of detecting plagiarism of such papers in the future. Use of the service, which can assist in the identification of potential academic misconduct, shall be subject to such Terms and Conditions of Use as may be agreed between the Service and the University of Reading from time to time and posted on the Service's and University's websites.

b) Guidance

Schools and individual academics should use the following guidance when using the similarity report to assist in the detection of text that matches other sources:

- For purposes of fairness and equal application, when the similarity report is being used to review a particular piece of work, it is recommended that all or a sample of students' work for a module assessment should be reviewed, not simply that singled out as "suspect".
- The School should exercise its independent professional judgment in, and assume sole and exclusive responsibility for, determining the actual existence of plagiarism in a submitted paper under the acknowledgement and understanding that the similarity reports are only tools for detecting textual similarities between compared works and do not determine conclusively the existence of plagiarism. The School should not disclose a similarity report, other than in anonymised form, to any person other than the student whose work is under review unless this is necessary in connection with academic misconduct procedures.
- All papers submitted to the service may be retained in the source database solely for the purposes of using such papers as source material to detect potential plagiarism of such papers in the future, for access by the instructor as an archive of submitted work, and for peer review if the instructor enables such option, except as expressly authorised by students or instructors.

Assessment Handbook: Section 6

- Staff and students should receive appropriate advice on the use of the plagiarism detection service.
- The School should use the current disclaimers (above).
- The service should be made available to students to test their own work under agreed conditions.
- Schools may wish to use other services or search engines (e.g. Google) in addition to Turnitin for the detection of plagiarism.

For further advice on the use of Turnitin, please contact the Centre for Quality Support and Development: cgsd-tandl@reading.ac.uk.

6.9.6 Penalties for late submission

The University policy on Penalties for late submission is published here:

<http://www.reading.ac.uk/web/files/qualitysupport/penaltiesforlatesubmission.pdf>. A separate policy on Penalties for late submission for Postgraduate Flexible programmes is published here: <http://www.reading.ac.uk/web/files/qualitysupport/penaltiesforlatesubmissionPGflexible.pdf>.

6.9.7 Extensions for coursework

Work for formative assessment

Work for formative assessment is submitted so that the student can benefit from feedback. Submitting such work late is discourteous and disrupts the plans staff will have made in allocating time to provide the feedback. The penalty for late submission, therefore, is forfeiting any right to feedback. Students may approach the member of staff who would normally read and comment on the work in order to apologise, present excuses and request feedback. In the case of late submission of formative work, it is entirely up to the member of staff to agree or not, and, if agreeable, to determine the time when such feedback will be given.

Work for summative assessment

The policy and procedures in relation to extensions for coursework can be found in the [Policy on and procedures relating to extenuating circumstances](#).

6.9.8 Procedures in relation to over-length coursework

The University Board for Teaching and Learning has agreed the following procedures in respect of over-length coursework:

Schools should consider in respect of any piece of work whether writing concisely within a word limit is one of the skills being tested; and, in the light of this consideration, they should specify in their requirements for coursework whether the specified length for a piece of work is an advisory guideline or a mandatory word limit.

In the case of a guideline, the student may exceed the specified length without penalty.

In the case of a mandatory word limit, a student should not benefit from submitting a piece of work which exceeds the specified length: a marker should not be obliged to read beyond the word limit and a mark based on the work up to the word limit should normally be awarded.

Schools should seek not to constrain unduly the enthusiasm of intellectually ambitious students who may, on occasion, explore a topic more extensively than required.

6.9.9 Resubmission of previously submitted coursework

A student will not normally be allowed to submit amended coursework after the deadline when they have already submitted before the deadline, unless this has been permitted as part of the exceptional circumstances procedures. In other cases, the School Director of Teaching and Learning can allow such resubmissions only if the wrong work was submitted prior to the deadline, such as work for a different assessment. In such cases the usual late penalty will apply to the resubmitted work. It is a student's responsibility to ensure that they submit the correct and complete version of their work by the stated deadline.

6.10 DISSERTATIONS FOR TAUGHT MASTERS PROGRAMMES

Taught Masters dissertations will normally be submitted electronically. Advice on alternative formats, if appropriate, is available from the relevant Programme Director.

Where the examination for a taught postgraduate programme involves the submission of a paper copy of the dissertation, either instead of or in addition to an online submission, the dissertation must be typewritten on A4 paper (29.7 cm x 21 cm). There must be sufficient space between each line of type to ensure legibility (i.e. normally double or one-and-a-half spacing). The paper copy/copies submitted must be in a form of binding; this would normally be either in the form of a book or in a spiral or similar binding.

Plates, tables, graphs and the like should be mounted and bound in with the text, or put in a pocket at the back of the dissertation.

Since the copyright of a dissertation normally rests with the candidate, the Head of School concerned should be informed at the time of submission whether or not the candidate is willing for the dissertation to be made available for loan or photocopying for the benefit of persons or bodies not necessarily connected with the University of Reading.

Examinations and Graduation Office

IN-PERSON EXAMINATION QUESTION PAPERS 2020/21

Key Points for 2020/21

- Please ensure that all exam papers submitted to the Exams Office are in PDF format and are NOT password-protected.
- **If you wish for the Exams Office to provide any item in an exam aside from the standard answer book or graph paper (for example anything listed in Appendix 2) you MUST contact the exams office to determine what we can reasonably and safely provide given the current situation.**

If you have any queries please contact the exams office on examinations@reading.ac.uk or ext, 5843.

Deadlines for submission of Exam Question Papers for the session 2020/21

The deadlines by which papers must be received by the Exams Office are:

For Summer Term exams	Friday 05 March	All In-Person Summer Term exam papers
	Friday 12 March	All Online Summer Term exam papers
	Monday 22 March	Foundation exam papers (October cohort)
	Friday 11 June	Foundation exam papers (January cohort)
For August/September exams	Friday 02 July	All resit papers

If you have any concerns about meeting these deadlines please contact Sal Rowland at examinations@reading.ac.uk as soon as possible.

Exam papers must be proof-read by at least two members of academic staff.

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Submission of Examination Papers and question paper security

Question papers are to be made available to the Exams Office via a shared drive in time for the question paper deadlines stated above. Departments will have ownership of their own shared drive and allocate permission to the relevant person in the Exams Office. Please contact the Exams Office on Tel: 5843 or examinations@reading.ac.uk to confirm which permissions will be required.

Papers are to be saved in the shared drive as pdfs.

If any papers are uploaded or amended in the shared drive after the question paper deadlines please ensure that the Exams Office is notified immediately.

Question papers **must not** be sent either as paper copies or via email.

For more information on handling sensitive information confidentially, please consult the Information Management & Policy Services at <http://www.reading.ac.uk/internal/imps/policiesdocs/imps-policies.aspx>

Exam paper / module codes

Each exam paper has a module/paper code. The codes for the modules taught within your Department/School are included in the Form 3A; in some cases these will need to be supplemented to provide for visiting students, etc.

The module/paper code is made up of the following elements:

Module Code Year in which taught Occurrence Sequence number

Examples of 2020/21 modules	
HS2DHE 2020/1 A 800	Undergraduate and postgraduate modules for the main question paper.
HS2DHE 2020/1 A 800	Undergraduate and postgraduate modules for resit papers if the resit is being assessed the same as the first attempt
HS2DHE 2020/1 A 850	Undergraduate and postgraduate modules for resit papers if the resit is being assessed differently to the first attempt

The first three elements of the module/paper code (module code, year, and occurrence) are essentially the codes in RISIS which together represent a student's module registration. The sequence number distinguishes different elements of assessment. The key distinctions incorporated in the module/paper code are outlined below.

Year in which taught For students who are taught and are being examined this year, the year in the module/paper code will be 2020/21

For students who were taught in a previous year, but are being examined for the first time this year, the year in the module/paper code will be the **year in which the students were taught** and **not** 2020/21. (This is now restricted to a few exceptional cases.)

For students who were taught in a previous year but are being **re-examined** this year, the year in the module/paper code will be the year in which they were taught e.g. HS2DHE 2019/0 A 850 for a resitter from last year.

Occurrence The module occurrence distinguishes variants in the method or timing of assessment for a module. In most cases the occurrence will be A to indicate that the module is assessed in the same year as it is taught.

Visiting Students

If visiting students are assessed by the same paper as the main cohort of students, they will be attached to the A occurrence of the module.

If visiting students are assessed in a different way (either by coursework or by a variant version of the written examination), they will need to be attached to a different occurrence of the module (please refer to the Exams & Graduation Office website for a complete list). The International and Study Abroad Office will have registered students for the correct occurrence of the module.

Anomalous students

Other occurrences may need to be created for students who need a variant version of the examination paper (for example, a student who, having suspended, has resumed a module which has changed significantly in content). In the case of such students, you should create a paper with the appropriate module/paper code, which will use an occurrence of Q. Please contact the Exams Office (examinations@reading.ac.uk) as soon as possible if you have anomalous students who need a variant version of a paper, and you will be advised of the appropriate occurrence code.

Sequence number This distinguishes between different elements of an assessment. If a module has two written examinations, the first examination at the first sitting will normally have a sequence number of 800 and the second 801 (if the module occurrence is A). For sequence numbers for the other occurrences please contact the Exams Office (examinations@reading.ac.uk) to discuss which sequence numbers should be used.

Resits Most assessments at resit (**and an attempt following a previous deemed not to have sat result**) for modules with sub-modular assessment will have the same module/paper code as the first attempt paper eg EN2RD 2019/0 A 800, but are differentiated by adding the word (RESIT) after the paper title. Alternative re-assessment would be eg EN2RD 2019/0 A 850.

An examination paper may need to have more than one module/paper code. For example, the same paper may be sat by the main cohort of students and also by a resit student from the previous year. In this case, the examination paper would have two module/paper codes, for example:

EN2RD 2020/1 A 800 *which is the code for the main cohort taught this year*
EN2RD 2019/0 A 850 *which is the code for a resit candidate from last year*

Where a paper needs to have more than one module/paper code, the different codes should be listed underneath each other on the front cover of the paper, with the code for the main cohort of students (the “principal module/paper code”) at the top of the list. The principal module/paper code will be the common means of identifying the paper.

The principal paper code only should be used at the bottom left of each page.

Exam paper specifications

Specimen exam papers are included at the end of this document.

Typeface

Font Arial is preferred, 14 pointsize is **essential**. If you are unclear about whether or not your typeface is acceptable, please send an example to Sal Rowland at examinations@reading.ac.uk for approval.

Layout on page

Please follow the layout as shown on the specimen question papers. It is essential that:

- there is a one inch margin on all sides
- the Module code appears at the bottom left on all pages (except front sheet)
- 'Turn over' appears at the bottom right **on odd numbered pages** (except front sheet)

Heading and Rubric

- Please include the standard instructions in bold at the top of each question paper. The standard text is provided on the specimen paper at the end of this document.
- Below the standard instructions include:
 - On the left, in bold - Month and year: April/May (for Masters/Part 3 and Finals); May/June (for Part 1, Part 2 and IFP); August/September (for resits).
 - On the right, in bold – Module Code: See Page 3 for information on module codes

Please leave 3 blank lines below the last Module Paper Code, and then:

- On the right in bold – 'Withs' and requirements: See Appendix 1 for more information
- Then "UNIVERSITY OF READING" centred on max line length and set in bold capitals
- Then the title of paper with module code in brackets and, where appropriate, 'RESIT' in further brackets to be centred and set in capitals. If more than one title, each to be on a separate line separated by the word 'or'.
- Timing of paper to be spelled out in **words**, in hours, and without 'time allowed' appearing: e.g. 'One hour', 'Two and a half hours'
- All expressions in rubric to be direct instruction e.g. 'Answer **THREE** questions' (not 'Candidates should answer...'), 'Use a separate answer book for each question' (not 'Candidates should use...')

Assessment Handbook – Section 6

Annex 1

- Rubric always to start with ‘Answer (number) questions’ then qualify this if appropriate. If the rubric contains one short phrase only (i.e. 3-8 words) then centred, otherwise long lines ranged left.
- Use capitals (not italics) in bold in rubric to denote emphasis, e.g. ‘Answer **AT LEAST ONE** question...’

Text

- Text ranged left, unjustified, with single line spacing.
- Section headings to be centred and set in capitals, different Sections denoted by capital letters A, B, C... etc. If question paper is divided into Parts (within which there are Sections), Part headings also in capitals with different Parts denoted by Roman numerals I, II, III... etc.
- Two blank lines to be left between questions.
- Text to range so that question numbers appear in left-hand margin.

Numbering of questions, and multi-level hierarchy

- For numbering and sub-division of questions, please follow specimen exactly.
- Further sub-divisions than those indicated on the specimen should be avoided as they are potentially confusing to candidates.
- In graphic lists, sentences to be terminated with a full stop. If linguistically necessary, sub-sections which have further sections to end with a colon; further sections to have a semi-colon except for the last where full stop is used.
- Prose lists to be set with semi-colons between each element.

‘Either’ ‘Or’ situations

- Please set as on specimen. As many ORs as wanted may be used, each preceded by a bullet point (see question 2 on specimen).
- Where either and or occur within the text of a question followed by a few words only, each to be set in lower case and underlined without punctuation (see question 3 on specimen). If they precede alternative phrases within a question, phrases to be separated by a semi-colon.
- Where marks are allocated to a question or part-question, they should be justified right, bracketed and set in numerals with lower case ‘marks’, e.g.:

(5 marks)

Tabular and Equation setting

- Axis containing most entries to be horizontal.
- Tables range left with the text they follow i.e. indented text if occurring within sub-sections.
- Numerals in columns all to range right with one another, or, if number of decimal places vary, to range with decimal point.
- Spacing between columns to be equal, heading centred above relevant column.

Abbreviations, Dates and Numbers

- Personal titles, initial letters, and capitalised abbreviations to be shown without full stops, e.g.

Names	Dr A B Smith
Degrees	BA, MA, BSc, MAgrSc

- Abbreviations for weights and measures to be without a full stop: e.g. 6mm, 10g
- Where dates occur in text, date (without 'st' or 'th' etc) to precede month to precede year, in form: 3 August 1944, 24 May 1983.

In citations of era, BC, CE, BCE to follow the year, and AD to precede the year; all without full stops: 54 BC, AD 367

In giving approximate dates, *circa* should be abbreviated as "c." (as in c. 1380)

- Other numbers within text to be spelt out up to and including ten.

End of paper

At the end of the question paper, leave a few blank lines followed by '(End of Question Paper)'.

Resit papers

If a paper is for resits only the word 'resit' must appear in brackets at the end of the paper title.

Papers that are not to be removed from the exam room

Papers that are not to be removed from the examination room and will be printed on **blue paper**, please state the same text as outlined for Multiple-Choice question papers below.

Multiple choice exam papers and response sheets

Multiple-Choice question papers

A specimen Multiple-Choice question paper front cover is found at the end of this document.

- It is important that students do not remove multiple-choice question papers from the venue, therefore the paper should clearly state **either**:

DO NOT REMOVE THIS QUESTION PAPER FROM THE EXAM ROOM. Attach it to the back of your answer book at the end of the exam.”

or “DO NOT REMOVE THIS QUESTION PAPER FROM THE EXAM ROOM “

(Change 'answer book' to 'response sheet' or 'answer sheet' where appropriate).

The Exams Office will ensure that all multiple-choice question papers have a hole punched in the top left corner for this purpose. If you do not wish the papers to be hole-punched, please indicate this when you submit the paper.

- Departments should advise students that they will need a pencil or black biro to answer multiple-choice question papers.

Multiple choice question papers will be printed on **blue** paper by the Exams Office to indicate that they must not be removed from the examination room.

Multiple-Choice response sheets and write-on question papers

Multiple-Choice response sheets and write-on question papers must have a space for the student to write their candidate number and seat number.

The Exams Office will ensure that all multiple-choice response sheets have a hole punched in the top left corner so they may be attached to the question paper. If you do not wish the sheets to be hole-punched, please indicate this when you submit the paper.

Multiple choice answer sheets and write-on question papers will be printed on **yellow** paper by the Exams Office to make them easily identifiable in the exam room.

Rough work

Loose paper will not be provided to students for rough work, with the exception of those sitting in special arrangement venues. Students are advised that their answer book must be used for any rough work.

Diagrams and illustrations in colour

Question papers will routinely be printed in black and white. However, where it is imperative that a paper is printed in colour this may be possible; please contact the Exams Office to discuss this prior to submission of the paper.

Version numbering

The initial paper sent to the Exams Office should be labelled as version 1 on the front page footer. Any amended versions sent subsequently to the Exams Office must be clearly labelled as such to reduce any possibility of confusion in the printing process.

Past paper archive

Papers will be published on the past paper database towards the end of the Autumn Term. They can be found at <http://www.reading.ac.uk/exams>.

Multiple-choice and resit papers will not be published. If a department wishes for any other papers not to be published please inform the exams office before October 2021.

APPENDIX 1:

Requirements, ‘Withs’ and ‘Permitteds’

The Exams Office will arrange for the exam to be set out based on the requirements specified on the front of the exam paper. It is very important that anything required for the exam (apart from the exam paper and the default 1 answer booklet) is clearly listed.

If you wish for the Exams Office to provide anything other than the standard answer book you MUST contact us to determine what we can reasonably and safely provide given the current situation.

‘Withs’ that will be supplied by the Exams Office:

- Answer books If more than one book is required, please specify the number.
If no answer book is required please state ‘No answer book required’.
If only one answer book is required please do not put anything as this is the default.
- Graph paper, A4
- Any of the books, booklets and tables listed in Appendix 2. These must be referred to by the title in bold given in the list.
- Treasury tags – if required, for example, to attach multiple answer books together.

‘Withs’ that are to be supplied by Schools/Departments include:

- Multiple choice answer grids
- Log paper
- Semi-log (log-linear/linear-log) paper
- Formulae sheets
- Departmental Data Sheets
- Photographs
- Maps
- Tephigrams

‘Withs’ provided by the School/Department should be sent to the Exams Office at the same time as the exam paper.

Please ensure that all ‘withs’ are clearly labelled as such and include the principal Module/Paper Code of the examination paper which they are to accompany. See example below.

With HS2DHE 2020/1 A 800

If a ‘with’ needs to be printed in colour please email the Exams Office (examinations@reading.ac.uk) prior to printing to request this. Otherwise they will be printed in black and white.

If a School/Department requires that any ‘withs’ they have provided be returned with the examination scripts, they should include a clear written instruction to this effect which we will pass to the invigilators.

‘Permitteds’

Items which students are permitted, or not permitted, to use in the examination should also be made clear on the front of the exam paper in the same section as the ‘withs’.

The Exams Office does not provide any ‘permitted’ items. Schools/Departments should inform students in writing if they are permitted to bring such items into the examination hall, and, in the case of notes, texts and books, Schools/Departments should take particular care to be specific and explicit about the nature of the material permitted. The statement should clarify such matters as whether ‘Notes permitted’ relates to any notes by the student, or a handout from a lecture (and whether this may or may not be annotated by the student), and whether a copy of a permitted text can be annotated or must be ‘clean’ of any annotation. In the case of notes, texts and books, a copy of the statement to students must be submitted to the Exams Office, preferably with the examination paper and not later than 22 March 2021 in order that Senior Invigilators can refer to the statement to resolve any queries.

Please use the given formulations for the following common ‘permitteds’:

- No calculators permitted
- Only [specific make] calculators permitted
- Dictionaries permitted
- Notes permitted
- Notes and books permitted
- Any texts permitted
- Text(s) permitted: [details of specific text(s)]

e.g. Text permitted: any edition of Wordsworth, The Prelude

Text permitted: Wordsworth, The Prelude, ed. Maxwell

An additional note on the use of calculators:

There are two recommended models of calculator for use in exams. These are:

Casio FX-83GTx

Casio FX-85GTx

The older versions of the above calculators will also be accepted. These are:

Casio FX-83GTPLUS

Casio FX-85GTPLUS

All these calculators are non-programmable.

As stated above, please specify on the exam paper one of the following:

- Only certain calculators permitted (and specify the model)
- No calculators permitted

Calculators which are either one of the two recommended models, or a specific model stated on the exam paper, do not require a foil sticker.

If there is no mention of calculators on the paper, students will be allowed one of the two recommended models or a calculator which already has a foil sticker applied in a previous year.

If a calculator does not fit the above criteria it will not be allowed in the exam.

APPENDIX 2:

List of books, booklets and tables held by the Exams Office

Departments should liaise with the Exams Office to ensure that there are sufficient copies of items on the list in stock.

If you wish for the Exams Office to provide any of the items listed here you must contact us to determine what we can reasonably and safely provide given the current situation.

<u>Title to be used on exam paper</u>	<u>Details</u>
Applied Stats Tables	<i>Department of Applied Statistics. Statistical Tables.</i>
Character Tables	<i>Department of Chemistry. Character Tables.</i>
Chemistry Data Book	<i>Stark, J.G. and Wallace, H.G. 1982. Chemistry Data Book. Second Edition. John Murray.</i>
Construction Management	<i>Department of Construction Management and Engineering.</i>
Data Book	<i>1992. Building Engineering Science Data Book.</i>
BS Book	<i>Department of Construction Management and Engineering. Extracts from British Standards for students of structural design for Building Engineering Design.</i>
Eng Maths Data Book	<i>Department of Engineering. Engineering Mathematics Data Booklet for Engineering Mathematics.</i>
Stats Tables for EconBSS	<i>Kmietowicz, Z.W. and Yannoulis, Y. 1988. Statistical Tables for Economic, Business and Social Studies. Second Edition.</i> <i>AND</i> <i>Kmietowicz, Z.W. and Yannoulis, Y. 1976. Mathematical Statistical and Financial Tables for the Social Sciences.</i>
Periodic Table	<i>Glaxo Wellcome. Periodic Table.</i>
Steam Diagram – Alston	<i>Enthalpy-Entropy Diagram for Steam. Plotted from the equations of the 1967 IFC Formulation. Alston.</i>
Thermodynamic Properties	<i>Rogers, G.F.C. and Mayhew Y.R. 1995. Thermodynamic and Transport Properties of Fluids – SI Units. Fifth Edition.</i>
Thermodynamic Tables	<i>Haywood, R.W. 1972. Thermodynamic Tables in SI (metric) Units. Second Edition.</i> <i>AND</i> <i>Haywood, R.W. 1968. Thermodynamic Tables in SI (metric) Units.</i>
Valuation Tables	<i>Bowcock, P. 1995. Department of Land Management and Development – Valuation Tables.</i>

APPENDIX 3

SPECIMEN EXAM PAPERS

Please find the following specimen exam question papers at the end of this document.

- 1. Specimen standard front sheet**
- 2. Specimen multiple choice front sheet (where the paper is also being sat by a resit candidate)**
- 3. Specimen resit front sheet**

Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.0	ITS	Every four years	ISC	01/11/06
1.1	IMPS	Annually	IFSG	16/11/11

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Row 1	Abcd	Your text here or two or more lines	Abcd	Abcd
Row 2	Abcd	More data	Abcd	Abcd
Row 3	Abcd	Extra info	Abcd	Abcd

SPECIMEN EXAM PAPER

Please read the instructions below before the exam starts, and listen carefully to any instructions given by the invigilators. You may read the question paper before the exam starts but you must not write anything until the invigilator says that you may start.

You will be given five minutes after the exam has finished to complete the front of any answer books used.

May/June 2021

EN2RD 2020/1 A 800

4 Answer Books
Treasury Tag

UNIVERSITY OF READING

RENAISSANCE LITERATURE (EN2RD)

Two and a half hours

Answer **FOUR** questions, **TWO** from each section.

Use a separate Answer Book for **EACH** Question.

SECTION A

1. Assess the proposition that one of the chief characteristics of shorter verse in this period is that it is often, explicitly or implicitly, fitted to an audience of friends, and that the modern reader is therefore drawn into the need to try to understand modes of intimate literary discourse. You should use the work of AT LEAST TWO poets.

2.
 - EITHER (a) How far is a knowledge of Shakespeare's historical context necessary to a later reader seeking to understand *Hamlet*? Discuss with reference to TWO OR MORE critical accounts of the play.

 - OR (b) 'A recurring feature of twentieth-century criticism of *Hamlet* is an emphasis on the play's problems, inconsistencies and contradictions.' Discuss with reference to the work of TWO OR MORE critics.

 - OR (c) 'Sonnet sequences produce neither tragedy nor comedy but only irresolution. Perhaps it is that the lyric voice can only contain a moment and not fulfil an action.' Discuss, in relation to TWO collections of sonnets.

3. To what extent did faction disrupt political life during the reign of either Henry VIII or Elizabeth I?

4. 'A critic must be able to *feel* the impact of a work of art in all its complexity and its force' (D H Lawrence). With reference to the work of TWO OR MORE critics discuss the implications of this view.

5. 'The seemingly concrete realities of history are, in fact, always made up of discursive forms and operations' (Steven Connor). Discuss in relation to the way ideas of history are used in literary criticism.

SECTION B

6. (a) Discuss the determination of the rate of exchange under a system of:
- (i) fixed currencies;
 - (ii) unstable currencies;
 - (iii) floating currencies.
- (b) Demonstrate the likely effect on the rate of exchange when consumer price elasticity of demand for imported goods is:
- (i) elastic;
 - (ii) unitary;
 - (iii) inelastic.
7. Describe the path of a planning application for a modest housing development on private playing fields in a suburb of a metropolitan district council. Assume that there are local objections.
8. Discuss the view that the politics of 'Thatcherism' are incompatible with the aims and operation of town and country planning.
9. A number of government agencies are again calling for a regional scale of planning for rural areas. Drawing from your understanding of past regional planning and regional policies, outline what you consider to be the advantages and disadvantages of such an approach, particularly for rural areas, in the late 1980s.

10. 'Within the countryside, the single most important recreational facility is the rights of way network' (A Phillips, *Developing a Strategy for Leisure in the Countryside, 1985*). Discuss.

11. Outline the factors you consider to be of most relevance to farmers and landowners who are contemplating starting new enterprises on their land.

(End of Question Paper)

SPECIMEN MULTIPLE CHOICE FRONT SHEET (WHERE THE PAPER IS ALSO BEING SAT BY A RESIT CANDIDATE)

Please read the instructions below before the exam starts, and listen carefully to any instructions given by the invigilators. You may read the question paper before the exam starts but you **must not** write anything until the invigilator says that you may start.

You will be given five minutes after the exam has finished to complete the front of any answer books used.

DO NOT REMOVE THIS QUESTION PAPER FROM THE EXAM ROOM. Attach it to the back of your answer sheet at the end of the exam.

May/June 2021

AP1EQ4 2020/1 A 800
AP1EQ4 2019/0 A 850

1 multiple-choice answer grid
Calculators permitted

UNIVERSITY OF READING

QUANTITATIVE METHODS 1 (AP1EQ4)

One hour

Choose **ONE** answer from **EACH** question and mark it clearly on the answer sheet provided.

Each correct answer is worth **TWO** marks.

SPECIMEN RESIT FRONT SHEET

Please read the instructions below before the exam starts, and listen carefully to any instructions given by the invigilators. You may read the question paper before the exam starts but you **must not** write anything until the invigilator says that you may start.

You will be given five minutes after the exam has finished to complete the front of any answer books used.

August/September 2020

EN2RD 2019/0 A 800

4 Answer Books
Treasury Tag

UNIVERSITY OF READING

RENAISSANCE LITERATURE (EN2RD) (RESIT)

Two and a half hours

Answer **FOUR** questions, **TWO** from each section.

Examinations and Graduation Office

ON-LINE EXAMINATION QUESTION PAPERS 2020/21

Key Points for 2020/21

- Please refer to the 'Adapting exams to take-home assessments' guidance provided by CQSD when writing exam questions.
- All question papers should be run through the check accessibility function in word before submitting as PDFs to the Exams Office.
- A Coversheet will be attached by the Exams Office to the front of all on-line exam question papers and has been provided alongside this guidance for your information.
- Please ensure all exam papers submitted to the Exams Office are in PDF format and NOT password protected

If you have any queries please contact the exams office on examinations@reading.ac.uk or ext, 5843.

Deadlines for submission of Exam Question Papers for the session 2020/21

The deadlines by which papers must be received by the Exams Office are:

For Summer Term exams	Friday 5 March	All in-person Summer Term exam papers
	Friday 12 March	All on-line Summer Term exam papers
	Monday 22 March	Foundation exam papers (October cohort)
	Friday 11 June	Foundation exam papers (January cohort)
For August/September exams	Friday 2 July	All resit papers

If you have any concerns about meeting these deadlines please contact Sal Rowland at examinations@reading.ac.uk as soon as possible.

Exam papers must be proof-read by at least two members of academic staff.

[Contents \(click to update\)](#)

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Submission of Examination Papers and question paper security

Question papers are to be made available to the Exams Office via a shared drive in time for the question paper deadlines stated above. Departments will have ownership of their own shared drive and allocate permission to the relevant person in the Exams Office. Please contact the Exams Office on Tel: 5843 or examinations@reading.ac.uk to confirm which permissions will be required.

Papers are to be saved in the shared drive as pdfs.

If any papers are uploaded or amended in the shared drive after the question paper deadlines please ensure that the Exams Office is notified immediately.

Question papers **must not** be sent either as paper copies or via email.

For more information on handling sensitive information confidentially, please consult the Information Management & Policy Services at <http://www.reading.ac.uk/internal/imps/policiesdocs/imps-policies.aspx>

Exam paper / module codes

Each exam paper has a module/paper code. The codes for the modules taught within your Department/School are included in the Form 3A; in some cases these will need to be supplemented to provide for visiting students, etc.

The module/paper code is made up of the following elements:

Module Code Year in which taught Occurrence Sequence number

Examples of 2020/21 modules	
HS2DHE 2020/1 A 800	Undergraduate and postgraduate modules for the main question paper.
HS2DHE 2020/1 A 800	Undergraduate and postgraduate modules for resit papers if the resit is being assessed the same as the first attempt
HS2DHE 2020/1 A 850	Undergraduate and postgraduate modules for resit papers if the resit is being assessed differently to the first attempt

The first three elements of the module/paper code (module code, year, and occurrence) are essentially the codes in RISIS which together represent a student's module registration. The sequence number distinguishes different elements of assessment. The key distinctions incorporated in the module/paper code are outlined below.

Year in which taught For students who are taught and are being examined this year, the year in the module/paper code will be 2020/21

For students who were taught in a previous year, but are being examined for the first time this year, the year in the module/paper code will be the **year in which the students were taught** and **not** 2020/21. (This is now restricted to a few exceptional cases.)

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Annex 1

For students who were taught in a previous year but are being **re-examined** this year, the year in the module/paper code will be the year in which they were taught e.g. HS2DHE 2019/0 A 850 for a resitter from last year.

Occurrence The module occurrence distinguishes variants in the method or timing of assessment for a module. In most cases the occurrence will be A to indicate that the module is assessed in the same year as it is taught.

Visiting Students

If visiting students are assessed by the same paper as the main cohort of students, they will be attached to the A occurrence of the module.

If visiting students are assessed in a different way (either by coursework or by a variant version of the written examination), they will need to be attached to a different occurrence of the module (please refer to the Exams & Graduation Office website for a complete list). The International and Study Abroad Office will have registered students for the correct occurrence of the module.

Anomalous students

Other occurrences may need to be created for students who need a variant version of the examination paper (for example, a student who, having suspended, has resumed a module which has changed significantly in content). In the case of such students, you should create a paper with the appropriate module/paper code, which will use an occurrence of Q. Please contact the Exams Office (examinations@reading.ac.uk) as soon as possible if you have anomalous students who need a variant version of a paper, and you will be advised of the appropriate occurrence code.

Sequence number This distinguishes between different elements of an assessment. If a module has two written examinations, the first examination at the first sitting will normally have a sequence number of 800 and the second 801 (if the module occurrence is A). For sequence numbers for the other occurrences please contact the Exams Office (examinations@reading.ac.uk) to discuss which sequence numbers should be used.

Resits Most assessments at resit (**and an attempt following a previous deemed not to have sat result**) for modules with sub-modular assessment will have the same module/paper code as the first attempt paper eg EN2RD 2019/0 A 800, but are differentiated by adding the word (RESIT) after the paper title. Alternative re-assessment would be eg EN2RD 2019/0 A 850.

An examination paper may need to have more than one module/paper code. For example, the same paper may be sat by the main cohort of students and also by a resit student from the previous year. In this case, the examination paper would have two module/paper codes, for example:

EN2RD 2020/1 A 800 *which is the code for the main cohort taught this year*
EN2RD 2019/0 A 850 *which is the code for a resit candidate from last year*

Where a paper needs to have more than one module/paper code, the different codes should be listed underneath each other on the front cover of the paper, with the code for the main cohort of students (the “principal module/paper code”) at the top of the list. The principal module/paper code will be the common means of identifying the paper.

The principal paper code only should be used at the bottom left of each page.

Exam paper specifications

Specimen exam papers are included at the end of this document.

Typeface

Font Arial is preferred, 14 pointsize is **essential**. If you are unclear about whether or not your typeface is acceptable, please send an example to Sal Rowland at examinations@reading.ac.uk for approval.

Layout on page

Please follow the layout as shown on the specimen question papers. It is essential that:

- there is a one inch margin on all sides
- the Module code appears at the bottom left on all pages (except front sheet)

Heading and Rubric

- Please include the standard instructions in bold at the top of each question paper. The standard text is provided on the specimen paper at the end of this document.
- Below the standard instructions include:
 - On the left, in bold - Month and year: April/May (for Masters/Part 3 and Finals); May/June (for Part 1, Part 2 and IFP); August/September (for resits).
 - On the right, in bold – Module Code: See Page 3 for information on module codes

Please leave 3 blank lines below the last Module Paper Code, and then:

- On the right in bold – ‘Withs’ and requirements: See Appendix 1 for more information
- Then “UNIVERSITY OF READING” centred on max line length and set in bold capitals
- Then the title of paper with module code in brackets and, where appropriate, ‘RESIT’ in further brackets to be centred and set in capitals. If more than one title, each to be on a separate line separated by the word ‘or’.
- Timing of paper to be spelled out in **words**, in hours, and without ‘time allowed’ appearing: e.g. ‘One hour’, ‘Two and a half hours’
- All expressions in rubric to be direct instruction e.g. ‘Answer **THREE** questions’ (not ‘Candidates should answer...’), ‘Use a separate answer book for each question’ (not ‘Candidates should use...’)
- Rubric always to start with ‘Answer (number) questions’ then qualify this if appropriate. If the

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rubric contains one short phrase only (i.e. 3-8 words) then centred, otherwise long lines ranged left.

- Use capitals (not italics) in bold in rubric to denote emphasis, e.g. 'Answer **AT LEAST ONE** question...'

Text

- Text ranged left, unjustified, with single line spacing.
- Section headings to be centred and set in capitals, different Sections denoted by capital letters A, B, C... etc. If question paper is divided into Parts (within which there are Sections), Part headings also in capitals with different Parts denoted by Roman numerals I, II, III... etc.
- Two blank lines to be left between questions.
- Text to range so that question numbers appear in left-hand margin.

Numbering of questions, and multi-level hierarchy

- For numbering and sub-division of questions, please follow specimen exactly.
- Further sub-divisions than those indicated on the specimen should be avoided as they are potentially confusing to candidates.
- In graphic lists, sentences to be terminated with a full stop. If linguistically necessary, sub-sections which have further sections to end with a colon; further sections to have a semi-colon except for the last where full stop is used.
- Prose lists to be set with semi-colons between each element.

'Either' 'Or' situations

- Please set as on specimen. As many ORs as wanted may be used, each preceded by a bullet point (see question 2 on specimen).
- Where either and or occur within the text of a question followed by a few words only, each to be set in lower case and underlined without punctuation (see question 3 on specimen). If they precede alternative phrases within a question, phrases to be separated by a semi-colon.
- Where marks are allocated to a question or part-question, they should be justified right, bracketed and set in numerals with lower case 'marks', e.g.:

(5 marks)

Tabular and Equation setting

- Axis containing most entries to be horizontal.
- Tables range left with the text they follow i.e. indented text if occurring within sub-sections.
- Numerals in columns all to range right with one another, or, if number of decimal places vary, to range with decimal point.
- Spacing between columns to be equal, heading centred above relevant column.

Abbreviations, Dates and Numbers

- Personal titles, initial letters, and capitalised abbreviations to be shown without full stops, e.g.

Names	Dr A B Smith
Degrees	BA, MA, BSc, MAgSc

- Abbreviations for weights and measures to be without a full stop: e.g. 6mm, 10g
- Where dates occur in text, date (without 'st' or 'th' etc) to precede month to precede year, in form: 3 August 1944, 24 May 1983.

In citations of era, BC, CE, BCE to follow the year, and AD to precede the year; all without full stops: 54 BC, AD 367

In giving approximate dates, *circa* should be abbreviated as "c." (as in c. 1380)

- Other numbers within text to be spelt out up to and including ten.

End of paper

At the end of the question paper, leave a few blank lines followed by '(End of Question Paper)'.

Resit papers

If a paper is for resits only the word 'resit' must appear in brackets at the end of the paper title.

Version numbering

The initial paper sent to the Exams Office should be labelled as version 1 on the front page footer. Any amended versions sent subsequently to the Exams Office must be clearly labelled as such to reduce any possibility of confusion in the printing process.

'Withs'

All 'withs' that are to be provided alongside the exam question paper will need to be submitted together with the exam paper by the deadline dates stated.

Please ensure that all 'withs' are clearly labelled as such and include the principal Module/Paper Code of the examination paper which they are to accompany. See example below.

With HS2DHE 2020/1 A 800

Accessibility

Please run all exam question papers through the Check Accessibility function in word before submitting to the exams office.

Past paper archive

Papers will be published on the past paper database towards the end of the Autumn Term. They can be found at <http://www.reading.ac.uk/exams>.

Multiple-choice and resit papers will not be published. If a department wishes for any other papers not to be published please inform the exams office before October 2021.

APPENDIX

SPECIMEN EXAM PAPERS

Please find the following specimen exam question papers at the end of this document.

1. Specimen standard front sheet

2. Specimen resit front sheet

Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.0	ITS	Every four years	ISC	01/11/06
1.1	IMPS	Annually	IFSG	16/11/11

SPECIMEN EXAM PAPER

Please read through this exam paper thoroughly before you start the exam

May/June 2021

EN2RD 2020/1 A 800

**4 Answer Books
Treasury Tag**

UNIVERSITY OF READING

RENAISSANCE LITERATURE (EN2RD)

Two and a half hours

Answer **FOUR** questions, **TWO** from each section.

SECTION A

1. Assess the proposition that one of the chief characteristics of shorter verse in this period is that it is often, explicitly or implicitly, fitted to an audience of friends, and that the modern reader is therefore drawn into the need to try to understand modes of intimate literary discourse. You should use the work of AT LEAST TWO poets.

2.
 - EITHER (a) How far is a knowledge of Shakespeare's historical context necessary to a later reader seeking to understand *Hamlet*? Discuss with reference to TWO OR MORE critical accounts of the play.

 - OR (b) 'A recurring feature of twentieth-century criticism of *Hamlet* is an emphasis on the play's problems, inconsistencies and contradictions.' Discuss with reference to the work of TWO OR MORE critics.

 - OR (c) 'Sonnet sequences produce neither tragedy nor comedy but only irresolution. Perhaps it is that the lyric voice can only contain a moment and not fulfil an action.' Discuss, in relation to TWO collections of sonnets.

3. To what extent did faction disrupt political life during the reign of either Henry VIII or Elizabeth I?

4. 'A critic must be able to *feel* the impact of a work of art in all its complexity and its force' (D H Lawrence). With reference to the work of TWO OR MORE critics discuss the implications of this view.

5. 'The seemingly concrete realities of history are, in fact, always made up of discursive forms and operations' (Steven Connor). Discuss in relation to the way ideas of history are used in literary criticism.

SECTION B

6. (a) Discuss the determination of the rate of exchange under a system of:
 - (i) fixed currencies;
 - (ii) unstable currencies;
 - (iii) floating currencies.
- (b) Demonstrate the likely effect on the rate of exchange when consumer price elasticity of demand for imported goods is:
 - (i) elastic;
 - (ii) unitary;
 - (iii) inelastic.
7. Describe the path of a planning application for a modest housing development on private playing fields in a suburb of a metropolitan district council. Assume that there are local objections.
8. Discuss the view that the politics of 'Thatcherism' are incompatible with the aims and operation of town and country planning.
9. A number of government agencies are again calling for a regional scale of planning for rural areas. Drawing from your understanding of past regional planning and regional policies, outline what you consider to be the advantages and disadvantages of such an approach, particularly for rural areas, in the late 1980s.

10. 'Within the countryside, the single most important recreational facility is the rights of way network' (A Phillips, *Developing a Strategy for Leisure in the Countryside*, 1985). Discuss.

11. Outline the factors you consider to be of most relevance to farmers and landowners who are contemplating starting new enterprises on their land.

(End of Question Paper)

SPECIMEN RESIT FRONT SHEET

Please read this exam paper through thoroughly before you start the exam

August/September 2020

EN2RD 2019/0 A 800

**4 Answer Books
Treasury Tag**

UNIVERSITY OF READING

RENAISSANCE LITERATURE (EN2RD) (RESIT)

Two and a half hours

Answer **FOUR** questions, **TWO** from each section.

TAKE-HOME EXAMINATIONS APRIL – JUNE 2021

Please read through all instructions carefully before you start your exam

In most cases, the take-home exam will be available for 23 hours and your answer(s) must be submitted before 9.00am UK time the day after your take-home exam opens, unless you have been given a different deadline from your School.

Completing your take-home exam

1. You need to download the question paper and any accompanying documents from Blackboard and your answers can be written in a Word document as you would for coursework (unless you have been given specific instructions from your School).
2. You are advised only to work on your answers for the duration of the time stated on the front page of the take-home exam paper. You are not expected to work for 23 hours on your answer(s).
3. Please read your exam paper thoroughly before you start to ensure that you understand what you need to do.
4. Do not exceed the specified word limits where they are stated.
5. You should use 12pt font size, Arial and 1.5 line spacing for written submissions.
6. Please write your 5-digit anonymous candidate number (from your RISIS exam timetable), module code and the number(s) of the question(s) answered on the top of each piece of work that you submit.
7. Save your work regularly as you are working on it.
8. You are responsible for the content of the work you upload and for the academic integrity of your answer(s).
9. Complete and upload your answer(s) to the submission point(s) in Blackboard or Turnitin.
10. You are responsible for organising your time and should aim to submit your answer(s) as early as possible to ensure your work is submitted prior to the deadline specified for your take-home exam paper.

Full guidance can be found in the Take Home Exams area of this Blackboard course.

Submission

1. Please check the front of your take-home exam paper and Blackboard instructions for any specific instructions for uploading your work to submission point(s) for each paper.
2. You can submit multiple times for most exams (unless you have been told there is only one submission possible by your School) but you should ensure

Annex 1

that your final version is uploaded before the deadline.

3. Your Turnitin submission title must start with your 5-digit anonymous candidate number, followed by the module code. An example of a submission title is 12345 HS3DR.
4. You are responsible for ensuring that you have uploaded the correct document to the correct submission point. Some exams require submission of answers to different questions to different submission points.
5. You are responsible for ensuring that your file has been uploaded successfully. You should then receive an email receipt which you must keep. If you do not get this email receipt your work has not been submitted (check your spam folder). Please note that the final stage of a Turnitin submission requires you to confirm your submission by clicking 'Confirm'.
6. Please allow yourself plenty of time to upload and submit your answer(s) by the deadline. If you have problems submitting your answer(s) please email the take-home-exam@reading.ac.uk as soon as possible.
7. We will not be emailing reminders from the University ahead of exam papers and submission points opening, or non-submissions after the take-home exam submission has closed.
8. Guidance on how to submit files for your exams can be found at <https://rdg.ac/takehomeexam>

Full guidance can be found in the Take Home Exams area of this Blackboard course.

Where to get support

For technical issues (Blackboard and IT) contact us on +44 (0) 118 378 7049 or raise a ticket via the [DTS Self Service Portal](#).

For other non-technical queries, please check the exams FAQs on [Essentials](#) or email take-home-exam@reading.ac.uk. Emails need to be sent from your University email account and you should provide your 5-digit candidate number.

Please note that 'live' support is available from 8:00am-6:00pm UK time Monday to Friday and will be available for limited hours 8:00am-9.30am UK time on Saturday morning during the exam period.

DAS registered students

1. If you have been provided with a green sticker, please attach this to the front page of your answer(s), as you would do for coursework submissions.
2. If you have any additional arrangements including extra time, you should consider the necessary requirements prior to the start of your exam and read the advice in the exam FAQs on [Essentials](#).

Annex 1

3. If you still have queries please contact the Disability Advisory Service (DAS) or email take-home-exam@reading.ac.uk. Emails need to be sent from your University email account and you should provide your 5-digit candidate and student number.

IMPORTANT - You must read this before you start your exam

Academic Integrity

We are treating this online examination as a time-limited open assessment. This means that:

1. You are permitted to refer to published materials to aid you in your answers.
2. Published sources should be referenced in the usual manner.
3. Over-reliance on published sources is likely to be penalised as poor academic practice.

Apart from appropriate referencing, you must ensure that:

- a. the work you submit is entirely your own;
- b. you do not communicate with other students on the topic of this assessment for the whole time the assessment is live;
- c. you do not obtain advice or contribution from any third party, including proof-readers, friends, or family members.
- d. For advice on academic integrity, you can see the University Library's [Academic Integrity Toolkit](#).

You should note that:

1. Failure to adhere to these requirements will be considered a breach of the Academic Misconduct regulations ([available here](#)), where the offences of cheating, plagiarism, collusion, copying, and commissioning are particularly relevant.
2. Your exam answers will be run through Turnitin, and the usual similarity reports will be available to markers.

Please read and note this statement of originality:

By submitting this work I certify that:

1. **it is my own unaided work;**
2. **the use of material from other sources has been properly and fully acknowledged in the text;**

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3. neither this piece of work nor any part of it has been submitted in connection with another assessment;
4. I have read the University's definition of plagiarism, guidance on good academic practice and the guidelines set out above; and
5. I will comply with the requirements these place on me.

I acknowledge the University may use appropriate software to detect similarities with other third-party material, in order to ensure the integrity of the assessment.

I understand that if I do not comply with these requirements the University will take action against me, which if proven and following the proper process may result in failure of the year or part and/or my removal from membership of the University.

With best wishes and good luck for your take-home-exams over the coming period.

ONLINE SUBMISSION PROTOCOLS

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1.1 Arrangements for Online Submission

For 2020/21 and 2021/22 only: additional provisions relating to online submission

The University Board for Teaching, Learning and Student Experience has approved a proposal only to allow online submission of coursework, except in a small number of cases where online submission is technically not possible or is not consistent with the fair assessment of the work. This applies only to the 2020/21 and 2021/22 academic years. Where possible, online modes of submissions should be used for coursework that is currently physically handed in. For example, practical work or handwritten submissions could be scanned/photographed and submitted as images for online marking. Where online submission is not technically possible or is not consistent with the requirements of fair and rigorous assessment, these exceptions must be referred to the relevant TLD for approval. Support Centres will work with Schools to support, handle and organise these submissions, and implement any relevant safety procedures. The provisions of section 6.9.1 and Annex 2 paragraph 1.1.1 continue to apply in 2022/23, subject to this variation.

- 1.1.1 Assessment for online submission should normally be uploaded through the University Virtual Learning Environment (VLE) in use in your School, using either the Blackboard Assignment Tool or Turnitin. Training materials will be made available for both staff and students in order to fully support this process.

By enabling the online submission of work the University is in a significantly better position to improve the assessment and feedback experience of staff and students.

The University recognises that some forms of assessment cannot be submitted directly online as either the VLE does not support a particular format of the assessment, or due to the nature of the assessment, such as an oral presentation or a lab book. In these cases, Schools should

publish clear guidance to students on the submission process at the time that the assessment is set.

Alternative arrangements can be made for staff and students with additional needs.

1.2 Deadlines for Submission

- 1.2.1 All staff should be familiar with University policy surrounding setting deadlines for submission as outlined in Section 6.9 of the Assessment Handbook.
- 1.2.2 All students and staff should be familiar with University policy surrounding the management of extenuating circumstances as outlined in the *Policy on and procedures relating to extenuating circumstances* (available at: www.reading.ac.uk/web/FILES/qualitysupport/extencircumstances.pdf).
- 1.2.3 Assessment deadlines indicate the time by which on-time submissions should be made. In order to avoid penalties, work must be submitted **before** the stated time. Any submissions made on or after the deadline will be classed as late, unless covered by the University's policy on extenuating circumstances.

1.3 Academic Integrity

- 1.3.1 All students and staff should be familiar with University policy surrounding academic integrity as outlined in the *Policy and procedures relating to academic misconduct* (available at: http://www.reading.ac.uk/web/files/qualitysupport/9_Academic_integrity_and_academic_misconduct_final.pdf)

By submitting online, students automatically agree to observe conventions of academic integrity and the specific rules applied by the University of Reading. A statement on the submission of original work is available by default when submitting via Turnitin. A statement may be added manually to the assessment brief when submitting via Blackboard.

1.4 File Version, Format and Location

- 1.4.1 Submitted work should normally involve using only the software generally available to students on the programme(s) concerned. If specialist software is needed it must be specified and equity of access for students must be addressed.
- 1.4.2 It is the student's responsibility to submit the correct file, including the correct version, to the appropriate submission point within the VLE, in an acceptable and accessible format free from any viruses, prior to the deadline.
- 1.4.3 It is the student's responsibility to check that the process has been followed according to School or Departmental submission guidelines, to immediately review submission receipts, to recheck that the submitted file is correct, has been uploaded successfully and can be viewed or

downloaded following submission. Failed submission attempts or partial completion of the online process does not indicate successful submission.

- 1.4.4 If a submission mistake is identified **prior** to the submission deadline, and the work has not yet been marked, students should resubmit their file, if possible.

If this is not possible, students must inform a Student Support Coordinator or other member of the programme administrative teams immediately to arrange resubmission. The Student Support Coordinator (SSC) will contact the module convenor, or the Programme Administrator, as appropriate. The SSC must always inform the module convenor if a student has not be able to resubmit themselves, so that the convenor is aware that the student alerted staff to the error prior to the deadline.

Submission errors detected **prior** to the submission deadline will not be penalised as long as the correct and readable versions of the files are submitted by the deadline.

- 1.4.5 If a student submits a file containing a virus, but the presence of the virus is unknown to the student and outside of the control of the student, no penalty marks will be applied as long as the original file was submitted before the deadline. This applies even when the submission is found to be inaccessible **after** the deadline. The student will be required to resubmit the work as soon as practicable after they are notified. Students are advised to check that their work can be opened, is viewable, is not password protected and not corrupted once submitted, in order to enable themselves to rectify the situation in advance of a deadline. Students should make use of virus scanning software prior to submission where possible. The deliberate submission of files containing a virus may be subject to University disciplinary procedures as outlined in the *Policy and Procedures Relating to Academic Misconduct* (available at http://www.reading.ac.uk/web/files/qualitysupport/9_Academic_integrity_and_academic_misconduct_final.pdf) and/or *Student Disciplinary Procedures* (available at http://www.reading.ac.uk/web/files/Calendar/G4_Student_Disciplinary_Procedure.pdf)

- 1.4.6 Students should ensure that files are submitted according to any specifications outlined in school, department, programme or module guidance. This may include, but is not limited to, file types such as .pdf, Microsoft Word documents .doc or .docx, Excel .xlsx or Rich text format .rtf. Guidance may also include file format including font size or spacing. Students should check files carefully both prior to and after submission, especially if a file has been converted from one format to another as formatting may be affected. If a student submits a file which is not in line with specifications in terms of file type or format, penalties may apply although the University does accept that there may be some cases where students could not have reasonably identified problems before and after submission causing conversion issues. In addition, if a student has a disability registered by Disability Advisory Service (DAS) which relates to this process, then allowances can be made in line with reasonable adjustments recommended by DAS.

- 1.4.7 If an error involving submission to the wrong submission point or draft area is identified **after** the deadline has passed, but that submission was made prior to the deadline, no penalties will be applied. Students and staff should inform a Student Support Coordinator immediately to arrange for the assessment to be moved to the correct submission point.

- 1.4.8 A student will not normally be allowed to submit amended coursework after the deadline when they have already submitted before the deadline, unless this has been permitted as part of the exceptional circumstances procedures. In other cases, the School Director of Teaching and

Learning can allow such resubmissions only if an error was made in submitting an incorrect version, for example work for a different assessment, or an empty file. In such cases the usual late penalty will apply to the resubmitted work. It is a student's responsibility to ensure that they submit the correct and complete version of their work by the stated deadline.

- 1.4.9 Students are strongly advised to submit their work well in advance of the deadline time; any discrepancy in the student's computer clock or slower than anticipated upload time may result in the submission being late.
- 1.4.10 Errors surrounding the calculation of correct deadline timing would not normally be considered as a reason to waive the penalty. Students should check deadlines carefully, with particular attention to relevant time zones. Standard penalties for late submission will apply in line with existing University policy on late submission (available at: <http://www.reading.ac.uk/web/files/qualitysupport/penaltiesforlatesubmission.pdf> & <http://www.reading.ac.uk/web/files/qualitysupport/penaltiesforlatesubmissionPGflexible.pdf>)

1.5 Dual Submission

- 1.5.1 Schools should not normally require hard copy submission of assignments from students in addition to submission via the VLE with the exception of presentations, posters, dissertations, and major project work as detailed in advance by the School or Department. If dual submission is required the rationale should be clearly outlined to students. Hard copy and online submissions will have the same deadline.
- 1.5.2 It is the student's responsibility to ensure that any assessment submitted in both hard copy and online is identical. Schools should treat the electronic version as the master copy when considering the timing of submission and in terms of version control. The costs associated with any compulsory printing are met by students and should be outlined at the start of the module.

An electronic copy of a presentation or poster may be required to support the provision of electronic feedback.

1.6 System Difficulties

- 1.6.1 A fault, or a problem with the University Virtual Learning Environment (VLE) in use in your School, Turnitin or a problem with network facilities maintained by the University, specifically to support students, may impact on submission of online assessments. Faults may be identified by students or staff who should report them to the IT Service Desk as soon as possible (e-mail it@reading.ac.uk; ext. 6262). The problem will then be investigated and the impact assessed. Where submission is delayed due to a fault with the VLE, Turnitin or University maintained network facilities, assignments will not be subject to any penalties for late submission up to the amended deadline as long as students adhere to all subsequent instructions for resubmission.

In the event of a verified systems outage lasting less than one hour, which impacts on the ability of students to submit work, all affected summative assessment due during and within one hour of the end of the outage will be given an amended deadline, 24 hours from the original deadline.

In the event of a verified system outage lasting one hour or more, which impacts on the ability of students to submit work, all affected summative assessment due during and within 24 hours of the end of the outage will be given an amended deadline, 24 hours from the original deadline.

In the event that a student has already submitted their assessment in this specific scenario, they will have the opportunity to resubmit their work ahead of any amended deadline.

The imposition of penalties for late submission will be suspended between the deadline and amended deadline in the two circumstances outlined above. Should assessed work be submitted after the amended deadline, standard late penalty policy will be imposed from the amended deadline.

For example, if a piece of assessment is due on Monday at 3pm but a verified systems failure occurs lasting one hour and twenty minutes between noon and 1.20pm, the amended deadline for this work will be 3pm on Tuesday. If this piece of coursework, contributing, for example, 40% of a Part 1, 20 credit module, is submitted before 3pm on Tuesday, no late penalty will be applied. If the piece of coursework is submitted at 4.30pm on Tuesday, a 10% penalty will be applied because the penalty calculation is based on the amended deadline, not the original deadline.

For further information on the University policy on penalties for late submission please [click here](#).

The deadline to return marking and feedback will be extended in line with all revised times of submission.

If access to systems is not likely to be restored within 24 hours, an appropriate group will be formed to agree next steps in consultation with the PVC for Teaching and Learning.

Should a student be submitting after an original deadline (not affected by systems failure) but a verified University systems outage then impacts their ability to submit their summative work late, the same principles apply, namely that in the case of an outage lasting less than one hour, the imposition of penalties will be suspended for 24 hours. If an outage lasts for more than one hour but less than 24 hours, the imposition of penalties will be suspended for 24 hours. If the system is not restored within 24 hours, the period in which penalties would be suspended would be consistent with any decision taken by the appropriate group mentioned above.

- 1.6.2 In contrast, *personal* computer failure which prevents submission of work will not be considered a valid reason for a student to seek an extension to the published submission deadline or any amended deadline, in line with existing policy on extenuating circumstances. Students are strongly encouraged to create regular backup copies of their work.

1.7 Retention of Assignments and Submission Receipts

- 1.7.1 Student advice surrounding retention of assignments should be in line with the University's Guidance on Retaining Student Work as outlined in Section 14 of the Assessment Handbook (available at: http://www.reading.ac.uk/web/files/qualitysupport/14_Retention_of_exam_scripts_and_coursework.pdf)
- 1.7.2 It is the student's responsibility to retain a copy of the automatic digital receipt as evidence of timely submission, for work submitted electronically. The University will reserve the right to access submission receipts to gather evidence in cases of student queries or appeals. No evidence other than the digital receipt will be accepted as evidence of a successful electronic submission. The University does not accept any evidence reporting to show a file's last modified date recorded, even if this is before the submission deadline. If a student fails to successfully submit and so fails to receive a copy of the digital receipt, the University will normally impose standard late penalties.