

# SECTION 30: VISITING STUDENTS

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## 30.1 ASSESSMENT OF VISITING STUDENTS

Visiting students who fall within the scope of this section of guidance are students of another University who are spending some time at Reading as part of their degree. As the degree is not awarded by Reading, the University's responsibilities for these students are more restricted than for our own students.

The University Board for Teaching and Learning has approved the following principles governing the assessment of visiting students:

- Where feasible, all visiting students should follow the normal assessment for a module, as specified in the relevant programme specification/module description.
- Where this is not feasible, for example due to timing issues relating to the normal method of assessment, the School Study Abroad Co-ordinator, in conjunction with the Module Convener, should recommend an alternative form of assessment to be approved by the School Director of Teaching and Learning.
- To ensure comparability of assessment there should be consistency of practice within a School/module type. If coursework is replacing examination as the mode of assessment, the coursework needs to meet the learning outcomes of the modules.
- In exceptional circumstances, it may be possible for visiting students to complete part of a module for a reduced number of credits, subject to prior approval from the Teaching and Learning Dean and following consultation with the School Study Abroad Co-ordinator, Module Convener and School Director of Teaching and Learning.

## 30.2 VARIANT ASSESSMENTS

Visiting students registered only for the Autumn or Spring Terms, or both, will not be present for the University's examination period in the Summer Term. In the event that such a student is taking a

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module which is normally assessed by a written examination in the Summer Term, it will be necessary to assess the student by an alternative method, most commonly by coursework.

Visiting students whose registration continues into the Summer Term are normally required to take the normal assessment for their modules, whether by coursework or written examination, or both. Students who are registered for a complete year must complete the required assessments in order to be eligible for credit.

It is important that variant methods of assessment are notified to the Examinations, Student Records and Graduation Office on the Form 3A which is circulated towards the end of the Autumn Term, together with the names of students who should be taking the variant version of the assessment. If the information is not available at that stage, the Examinations, Student Records and Graduation Office should be notified at the earliest opportunity.

Visiting students requiring a variant mode of assessment will be attached to a different occurrence of the module.

## **30.3 RECORDING AND APPROVAL OF MARKS**

At the end of the Autumn Term and the Spring Term, the Erasmus and Study Abroad Office will seek marks for students who are completing their period of registration.

For students who are completing their period of registration at the end of the Summer Term, marks should be entered by the same method as for all students (normally by the School through the web).

Schools/Departments need to ensure that results are approved by an External Examiner.

Schools are asked to enter or return marks promptly since the deadline for submission of marks to the student's home institution is often very short.

## **30.4 RESITS**

Study Abroad students who fail a module as part of their programme of study at the University of Reading are permitted one opportunity at re-assessment. Students are not automatically considered for re-assessment, but should request this by contacting the Erasmus & Study Abroad Office. Students will be required to pay the University of Reading standard re-sit fee based on the credit value of the module to be re-assessed. The Erasmus & Study Abroad Office will liaise with the Examinations Team and the School/Department in order to facilitate the re-assessment.

Schools/Departments should determine the mode of re-assessment. In doing so, they should take into account that students are likely to be out of the country and unable to return to the UK to undertake examinations in August, and that the student might have been assessed by alternative assessment in lieu of examinations in the first instance.

## **30.5 TRANSCRIPTS**

Transcripts for visiting students are issued by the Erasmus and Study Abroad Office.