

Policy on the Conduct of Assessment

1. Policy Statement

This policy outlines the way in which assessment must be conducted to ensure consistency across programmes.

2. Associated Procedures

Section 6.7: Code of practice for student discipline

Section 9.2: Policy on the quality assurance of examination and assessment

Section 9.6: Code of Practice for Student Assessment

Section 9.8: Promoting Best Academic Practice Policy

Section 9.9: Procedure for investigating cases of poor academic practice and suspected plagiarism

Section 9.10: Penalties for Cases of confirmed plagiarism – AMBeR Tariff

These are all located on the Education for Health Policies and Procedures page:

<https://www.educationforhealth.org/education/student-support/regulations-policies/>

3. The Policy

3.1 Assignments

At Education for Health coursework is submitted and marked online using a site called TurnitinUK (<http://www.turnitinuk.com/>). All coursework must be submitted this way, unless specifically indicated otherwise in the module learning materials. Students are required to read the submission guidance since any work submitted late or incorrectly cannot be accepted.

Penalties for the late submission of work

Students must be informed in writing of the deadline for a given piece of work.

Work submitted after the published deadline will be subject to the penalties outlined in the relevant policies and Academic Regulations. For the purpose of this regulation a working day is defined as any calendar day (which includes weekends and public holidays). If the late submission deadline has passed, the work will be given a mark of 0% and a resubmission attempt offered. Students requesting extensions to deadlines must follow the relevant procedure for their module or programme.

Normally the only grounds on which an extension will be granted are where unforeseen and/or unpreventable circumstances beyond the control of the student have significantly impaired a student's academic performance in one or more assessed activities.

Where such an extension is approved and the work is submitted by the extended deadline provided, the work shall be marked as if it were submitted on time by the original due date.

For students undertaking a module or programme validated by The Open University and/or for entry on the professional spirometry register, the relevant policies and Academic Regulations can be found on the Policies and Procedures page of our website (www.educationforhealth.org/education/student-support/regulations-policies/). Students undertaking a module or programme validated by The University of Hertfordshire (UH) should follow the guidance provided in their module or programme handbook and on the UH website (www.herts.ac.uk).

Penalties for breaching word count

A word count for each summative written assignment is clearly specified and communicated to students at the start of their module. Students are permitted a +/-10% margin on the specified word count.

If the word count is exceeded, the point will be noted in the student's work at which this allowance is exceeded. Work after this point will not be marked.

Students are advised that work that is more than 10% under the specified word count is unlikely to meet the requirements of the module, since the word count is in place to enable students to demonstrate the learning outcomes for the assessment.

3.2 Examinations

This section addresses the conduct of formal written examinations and practical skills assessments.

Students must follow the regulations and procedures relevant to their module or programme. For students undertaking a module or programme validated by The Open University and/or for entry on the professional spirometry register, the relevant policies and Academic Regulations can be found on the Policies and Procedures page of our website (www.educationforhealth.org/education/student-support/regulations-policies/). Students undertaking a module or programme validated by The University of Hertfordshire (UH) should follow the guidance provided in their module or programme handbook and on the UH website (www.herts.ac.uk).

Arrangements for conduct of examinations

Practical examinations are undertaken on individual students under exam circumstances. Students are assessed in line with the relevant learning outcomes. The test has a set format and students are not allowed to bring in notes or bags to the examination room.

Examination extenuating circumstances

If an examination cannot be conducted due to circumstances beyond the control of the student, an examination extenuating circumstances form will need to be completed.

Dealing with illegible examination scripts

If a marker is unable to read all or part of an examination script the script will be double marked. If the second marker finds the script illegible no marks will be awarded for the illegible section(s).

Moderation of examination results

Moderation of examination results is carried out in accordance with the procedures relevant to the module or programme. Moderating committee decisions are final.

3.3 Assessment Irregularities

Assessment irregularities take various forms including:

- **Plagiarism:** Defined as unacknowledged use including quotation and close paraphrasing of other people's writing and ideas, amounting to the presentation of other person's writings or thoughts as one's own. This includes using material which is available on the Internet and in any other electronic form, and "contract cheating" i.e. obtaining an essay from an essay writing site or equivalent source and submitting it for marking, as if it were your own work;
- **Multiple submission:** the inappropriate submission of the same or substantially the same work of one's own for summative assessment, in connection with an academic award;
- **Collusion:** working with one or more other student(s) to produce work which each student then presents as their own, in a situation in which this is inappropriate or not permitted and/or without acknowledging the collaboration of the other student(s); NB An allegation of collusion is always made against two or more students. The submission by one student of another student's work as if it were his/her own (without the other student's knowledge) constitutes plagiarism rather than collusion;
- **Impersonation:** presenting work on behalf of someone else as if it were the work of the other individual;
- **Cheating:** using any inappropriate or unauthorised means to achieve credit for a piece of coursework, or for an examination answer (considered misconduct during an examination);
- **Indiscipline in the examination:** any socially unacceptable action or behaviour that the invigilator believes has disrupted other students in the examination room, or that has given a student an unfair advantage over other students.

Students are made aware of the implications of such activity through the policies and guidelines relevant to their module or programme.

It is a requirement that all students agree to a disclaimer on submission of each piece of assessed written work in which the student confirms that they are submitting their own work.

Confidentiality and anonymity

In all assessments, students are required to maintain confidentiality and anonymity. Where patients/clients are considered in case studies they must grant their permission. A pseudonym **MUST** be used and pointed out by reference to a code of professional conduct (where appropriate). Work submitted which enables the marker to specifically and without doubt identify either an individual patient or place of work will automatically fail the assessment element.

Minor breaches in confidentiality (such as not specifying that a pseudonym has been used when the patient can still not be identified, or identification of a health board rather than an individual practice) will result in a mark of zero being awarded for the relevant section that includes confidentiality. A mark will be awarded in the remaining sections of the marking scheme as merited by the submission.

3.4 Safe and competent practice

The close links with professional practice of all Education for Health validated modules and programmes requires that students must demonstrate the principles of safe and competent practice in their assessments. This means that students who write or, in an examination, who demonstrate, either by intention or accident, an error that could potentially compromise public safety, will automatically fail the assessment element. This includes, but is not limited to, incorrect medication prescription or dosing, failure to adequately assess a patient or failure to implement appropriate interventions which could have resulted in compromised patient care.

4. Policy History

Last updated: October 2017

5. Review Date

November 2018