2Z: The online submission of student assessments

Quality Management

Document Type: Policy

Location: Academic Handbook Section 2Z

Version: 2.5

Last major review: 2015/2016

Last updated: March 2022

Last approved by and date: LTSSC April 2022

Introduction

1. University staff are engaged in a wide range of assessment practice and students (please note that the term 'student' refers to all types of learners, for example apprentices and cadets) may be asked to submit work through a variety of mediums including online via Solent Online Learning (SOL) or hard copy to the assessment drop points. Where work is submitted for summative assessment it is important that the submission date and the specific submission mechanism are clearly identified in the assessment brief.

2. This statement outlines University policy regarding the online submission of summative assessments via the University's SOL site.

Submission

3. All text-based assessments of the file types listed below, up to the file size of 250MB (or 1GB if specifically requested by the module leader) must be submitted online via SOL which includes final submission to TurnitinUK's plagiarism detection software for files less than 100MB in size.

   MS Word (.doc or .docx), WordPerfect (.wpd), PostScript (.eps), Portable Document Format (.pdf), HTML (.htm or .html), Rich Text (.rtf), Plain Text (.txt) and PowerPoint (.ppt or .pptx).

4. Dissertations should also be submitted online where the file size is less than the SOL file size limit.

5. Video and audio-based summative assessments of the file types listed below should be submitted via the SOL assignment upload tool using the video option where the file size does not exceed 2GB.

   Video (.mp4, .m4v, .avi. .wmv, .mov, .mpeg)
   Audio (.mp3, .WAV, .wma)

6. Other digital file types that are not text, audio or video-based should also be submitted via the SOL assignment upload tool using the 'file upload' option where the file size does not exceed 250MB (or 1GB if specifically requested by the module leader). Examples could include software project files, design files, zipped folders. E-portfolios created in myPortfolio (Mahara) should also be submitted through the SOL assignment tool by using the myPortfolio (Mahara) option

7. The use of the TurnitinUK plagiarism detection software as part of the submission process is intended to support students in developing good academic practice. Turnitin provides an originality report that identifies text which may be plagiarised. Students are encouraged to submit drafts to the system in advance of final submission to check the content of their work.

8. Students who submit to SOL/Turnitin as part of summative module assessment, will not be required to hand in a hard copy of their work; any hard copy submissions by students in respect of modules designated for online submission will not be marked.

Marking

9. Module teams are required to mark assessment submitted online electronically. Electronic marking facilities allow comprehensive and faster feedback to students and timely moderation by external examiners who can access a wider range of student work online. There are demonstrable gains for the University and its students in supporting online marking.

10. Work marked online will be actioned and returned to students in accordance with the University's Assessment Practice policy.

11. All members of the module team must mark the assessment in the same way i.e. either all online or all hard copy.

Anonymity

12. Online assessments are submitted anonymously. Where printing of text-based submissions is required, student identities are revealed, therefore printing should take place only in exceptional circumstances and appropriate safeguards must be in place to safeguard anonymity.

File identity

13. All online submissions must include the module code and the student identification number in an appropriate place, e.g. the title page.

Deadlines

14. The deadline date for the submission of the assessment will be specified in the assessment brief.

15. The deadline time for all online submission is **1600 hours Monday - Friday**. This is a common University deadline. Exceptionally, online submission deadlines for non-standard provision may differ and any such changes must be agreed in advance by the relevant Course Leader in consultation with Registry and LTU.

16. Assessments submitted online must be **fully uploaded before 1600 hours on the deadline date set,** assessments uploaded after 1600 hours will be marked as late even if the student started the upload before 1600 hours**. All deadline times are British local time.** Support will be available to students up until the submission deadline time.

17. All student assessments submitted after the deadline will be treated in accordance with the University's Assessment Policy regarding the late submission of coursework.

Student procedures

18. Operational guidance to students regarding the submission of work online will be available within individual module pages on SOL.

Students with additional learning needs

19. If a student with additional learning needs considers they do not have equality of opportunity as the result of a personal additional learning need/disability issue that impacts on their ability to submit assessment online, they must contact The Access Solent Team prior to any submission dates that are affected, so that appropriate support requirements can be addressed.

Student debtors

20. No exemption is made for student debtors who may be unable to access the University's systems due to imposed sanctions. Students who are unable to access IT facilities because they are in debt to the University for outstanding tuition fees will record a non-submission for assessments where they are unable to submit electronically. The University's assessment regulations will be applied accordingly.

21. Any hard copy assignments submitted by student debtors will not be marked.

Archiving

22. Work submitted to Turnitin is stored indefinitely subject to a request by any institution to delete archived work. Submitted assessments will be retained in accordance with University policies.

Data Protection

23. In submitting student work to Turnitin the University may pass personal data (where personal data is included in the submitted file) to a third-party, iParadigms, the company which owns the software and processes the information. A student may at any time object to the processing of their data but limited to where it is likely to cause them distress. The scope of the objection is in terms of the use of personal information and does not encompass a right to object to the University's use of plagiarism detection software.

24. If students submit video and audio assignments electronically, the file itself together with any metadata associated with the file will sit in Medial's (formerly Helix) media library which is hosted with Amazon web services.

25. In order to address any ambiguity in approval to process personal data, students will be asked to confirm agreement through Turnitin. Consent will be requested once only, when using Turnitin for the first time. Where students do not provide such agreement then arrangements will be made to submit the work anonymously on an individual basis, these arrangements must be agreed and in place before the submission deadline.

Support

26. Academic and professional support staff should contact Learning Technologies for guidance and support relating to online submission. Support for students is provided both online and via Learning Technologies helpdesk.