



GCU Digital Assessment Policy

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Other Documents Referenced	GCU Online Similarity Checking Policy and Guides GCU Assessment Regulations, Policies and Guidance Regulations for the Conduct of Examinations GCU Scheme of Invigilation Policy on Alternative & Special Examination Requirements University's Requirements for Retention and Archiving GCU Code of Student Conduct Assessment and Moderation Policy GCU Feedback Policy
Related Documents	GCU Strategy for Learning 2030 SFL Implementation Roadmap

Version Number	Date Issued	Author	Update Information
V1.0	04.07.2017	Academic Quality & Development	First Published version
V1.1	23.09.2021	Quality Assurance & Enhancement	Minor revision to Section 5, to confirm applicability at all SCQF Levels
V2.0	September 2022	Quality Assurance & Enhancement	Major revisions to existing policy now applicable to all SCQF levels.
V2.1	December 2023	Quality Assurance & Enhancement	Senate approved, minor amendment to Section 7; to remove alignment with paper-based, anonymous marking principles.

GCU Digital Assessment Policy

1. Aim

- 1.1 This policy outlines consistent approaches to digital assessment practices across the University to enhance the student learning experience.
- 1.2 The policy should be read in conjunction with associated [Assessment Regulations and Policies](#).

2. Definition and Principles

- 2.1 Digital assessment is defined here as a range of assessment practices including for example online exams (written and oral) and class tests, online distribution of coursework assignments and submission of student work, marking online, and feedback to students in digital form.
- 2.2 The underlying principles of this policy are that assessment practices must be fair, reliable, valid, ensure integrity and align with GCU assessment guidelines.

3. Policy statement

- 3.1 All suitable coursework assignments, both formative and summative, will normally be distributed to students online and the resulting student work submitted online.
- 3.2 Formal exams timetabled by registry, subject to constraints on timings and student behaviours, can be distributed online and the resulting student work submitted online. Module Leaders must ensure that Professional Bodies requirements do not exclude online exams before implementing this option.
- 3.3 Where student work is submitted online, digital forms of marking and feedback are also the expected norms.

4. Preparing Assessments

- 4.1 When preparing online coursework and exams refer to the GCU guidance on [Assessment Preparation, Moderation](#) and the GCU [Online Assessment Design](#) resources.
- 4.2 In line with the [Policy on Alternative & Special Examination Requirements](#) appropriate adjustments should be available for students with a disability. Any student entitled to extra time via their RAP should have this applied **in addition** to the exam time.
- 4.3 Module Leaders must provide advice to students in advance of online tests or exams to ensure familiarity with the assessment platform, and inform them if intend to employ restraints on navigation which prevent students from editing previous answers. Advice on uploading of completed coursework and exam scripts should also be given where required.
- 4.4 The duration of online exams must accurately reflect the total time which a student should spend on both the assessment and the uploading of associated student work. Students must be advised on the time which should be allocated to the upload of work where this is expected to be significant.
- 4.5 In the event that an in-person exam scheduled on campus is re-scheduled for online delivery, a time allowance to account for download, upload and technical issues should be given in mitigation. This time allowance is not applicable to GCULearn tests which do not involve the upload/download of any documents by the student. The time allowed is at the discretion of the module leader who should refer to current [guidelines](#).

4.6 When designed appropriately exams can be scheduled to take place within a wider period of time. For example, an exam may be open for a two-and-a-half-hour period within a 12-hour window. Only in exceptional circumstances can a longer window of up to 24 hours be provided. For exams of this type, Module Leaders must inform students of actions required to support submission in the event of technical difficulties. Further guidance can be found in [ADSL guidelines](#).

5. During Assessment

5.1 The module Leader or a representative with specialist knowledge of the paper must be available during a timed online exam to ensure candidates have been issued with the correct materials and to answer questions arising from the content of the paper in line with the GCU [Scheme of Invigilation](#). Contact details for the module Leader or a representative must be clearly disseminated to students at the start of the exam. In the event of log in issues, students should be directed to the IT Helpdesk.

5.2 It is a condition of examination that candidates agree to observe the [Regulations for the Conduct of Examinations](#) and the module leader or representative should ensure that this is clear at the start of the exam. This information can be included on the front of an exam paper or in separate advice to candidates.

5.3 Failure to observe these Regulations or any such instructions will constitute an academic offence which may lead to proceedings being instituted under the University's [Code of Student Conduct](#).

6. On-campus digital exams

A limited number of formal computer-based exams can, by prior arrangement, be hosted on campus. The module leader must agree the arrangements with the Exams Office in Registry before confirming this form of assessment. The Exams Office will liaise with Information Services colleagues to determine if the number of candidates and software requirements can be accommodated.

7. Student Submissions and Marking

7.1 All standard academic summative work will be submitted online and text-based components should be submitted through the University's preferred online similarity checking application (currently Turnitin).

7.2 In exceptional circumstances, for example, due to the assignment format or file size, student work can alternatively be submitted through the GCULearn Assignment tool or to another approved repository.

7.3 Student work in digital format will be retained in line with the [University's Requirements for Retention and Archiving](#) and where relevant, that of professional bodies.

7.4 All assessment processes, including marking and moderation, will be conducted according to the [Assessment and Moderation Policy](#) and Module Leaders will be responsible for managing and recording the identity of all markers.

7.5 All forms of digital feedback will reflect the GCU [Feedback Principles](#).

8. Assessment Results

- 8.1 Feedback and marks will be provided to students in line with the [GCU Feedback Policy](#) with marks made available in GCULearn Grade Centre or Marks Menu. Students will be informed that marks are provisional, subject to moderation and ratification processes.

9. Exceptions

- 9.1 Health, safety, and equality issues related to online marking and feedback must be taken into account. Exceptions to online submission, marking and feedback can be made in cases where academic staff have reasonable grounds for opting for hard-copy submission and marking, as approved by their immediate line manager.

10. Support and guidance

- 10.1 Further guidance is available in ADSL [guidelines](#).

- 10.2 School Learning Technologists and the Academic Development team in Academic Development and Student Learning will provide advice and support to staff in the use of GCULearn, Turnitin, Feedback Studio and other applications for digital assessment and feedback at [GCULearn Support](#).