

LOSS OF STUDENTS' ASSESSMENT MATERIAL BY THE UNIVERSITY

It is the responsibility of staff to take proper care of students' assessment material. However, there may be exceptional circumstances in which such material is lost or damaged.

The following guidelines outline action to be taken in those exceptional situations where students' assessment material is lost or damaged whilst it is in University possession, thus preventing or impeding the usual assessment process.

Examples of assessment material include:

- examination scripts or phase tests
- coursework assignments or essays
- computer disks
- designed or fabricated models or objects
- artwork or craftwork

General Principles: Loss of or Damage to Examination Scripts or Phase Tests

- 1 The module leader or his/her nominee, is responsible for ensuring:
 - that staff who were designated to receive or might have received the missing script search thoroughly for it;
 - that the examination invigilator confirms:
 - whether the missing examination script or phase test was given to or collected by the invigilator during the examination (e.g. where a candidate leaves early); or
 - whether the missing script was collected at the end of the examination with other scripts; and
 - whether there is any relevant information, which might explain the absence of the script.
- 2 If examination scripts or phase tests still cannot be found, module staff are responsible for collecting and making available to the Board sufficient information to enable a reasonable assessment of the student's performance in the module. As part of this process, it is recommended that module staff also conduct an interview with the student relating to the examination/test in question. In assessing the student's performance in such a situation, the Board should at a minimum consider whether there is sufficient evidence to enable the Board to determine whether the learning outcomes of the affected module have been achieved, and receive and take into account information appertaining to:
 - the student's performance in other assessed material in the same module; and
 - non-assessed aspects of performance, e.g. attendance/ participation in class; and
 - the student's overall performance profile across all modules at all levels.
- 3 No mark should be given to the student in respect of a missing examination script. If the Board decides that there is sufficient evidence that the learning outcomes have not been affected then credit for the module will be awarded (but no marks).
- 4 A formal apology should normally be issued to the student, either verbally or in writing.
- 5 The opportunity to repeat the assessment should always be offered, should the student be dissatisfied with the outcome of the Board's deliberations as specified in (2) above.

General Principles: Loss of Coursework, Computer Disks and Similar Assessment Materials

- 6 The module leader or his/her nominee is responsible for ensuring that staff who were designated to receive or might have received the missing work search thoroughly for it.
- 7 If the material cannot be found, the student should be asked to provide a copy and their e-mail submission confirmation and/or paper based receipt (as appropriate). Students should always be instructed to retain copies of their submitted coursework, and receipts in light of the possibility of this request being made.
- 8 If the assessment material cannot be found and the student is unable to provide a copy, module staff are responsible for collecting and making available to the Board sufficient information to enable a reasonable assessment of the student's performance in the module. As part of this process, it is recommended that module staff *also* conduct an interview with the student relating to the subject and/ or specific item of work in question. Rough workings e.g. copies of draft work, notes, drawings or photographs should be requested from the student to establish how the finished work was attempted. A report should be compiled from this interview and forwarded to the Departmental Assessment Board for consideration, alongside information appertaining to:
 - the student's performance in other assessed material in the same module; and
 - non-assessed aspects of performance, e.g. attendance/ participation in class; and
 - the student's overall performance profile across all modules at all levels.
- 9 No mark is given to the student for missing material. If the Board decides that there is sufficient evidence that the learning outcomes have not been affected then credit for the module will be awarded (but no marks).
- 10 A formal apology should normally be issued to the student, either verbally or in writing.
- 11 The opportunity to repeat the assessment should normally be offered, should the student be dissatisfied with the outcome of the Board's deliberations as specified in (8) above.
- 12 In any event, it is important that the Module Tutor reviews the current arrangements regarding the logging in of submitted assessment.

Data Security

- 13 Assessment material often contains the personal data of a student and may contain other individuals' personal information. The University has a duty to keep personal data secure and to take measures to ensure that it is not lost, stolen, or accessed by unauthorised persons.
- 14 Any lost assessment items must be reported immediately in accordance with the [Data Security Breach Management Procedure](#).

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