

Checklist for Submitting Assessments for Approval

In the context of the procedure for approval of assessments, the term 'assessment' is used to mean any form of evaluation which results in a mark, or grade, which contributes to the determination of the performance of a student submitting for a final award of a programme.

Accordingly, it covers:

- i. All examinations, whether time constrained or otherwise, open book or otherwise.
- ii. In-course assignment work, i.e. briefs and marking criteria.
- iii. Project work, i.e. briefs and marking criteria.

Please ensure the following are included in your assessment submission

- Both first and resit papers in the form students will receive them
- English translation alongside original home language version (if applicable)
- Full rubric , instructions to candidates and details of proposed allocation marks
- Marking scheme
- Files are password protected (passwords to be sent in a separate email)
- Draft Assessment Approval Form (section 1 only to be completed by the Collaborative Centre)

Assessments must be submitted to the University of Wales **no later than sixteen weeks** prior to hand out/exam date as either an email attachment to assessments@wales.ac.uk or via the University of Wales upload facility (details upon request).

The University of Wales will acknowledge receipt of your assessments within 10 working days.