

SOP for In-Course Assessments (Healthcare programmes)

For Course Coordinators and Year / Programme Leads

Course and Programme Handbooks should contain all relevant information for candidates regarding assessments, including in-course assignments.

External Examiners

Although it is not a requirement for External Examiners to approve in-course assignments, Course Coordinators should consider whether to discuss these with the External Examiner(s) before being finalised since External Examiners are required to approve overall course marks and, in so doing, have the right to request any item of in-course assessment.

Results and Return of Grades for In-Course Assessment

A Grade should be awarded for each component of assessment.

The Senate has agreed that Schools must inform students of their CGS grade for individual elements of in-course assignments irrespective of whether the marks are to contribute to the overall course CGS grade. For example, for a course assessed entirely by three in-course essays, Schools should inform students of their individual essay CGS grades and the Student Record will inform students of their overall course CGS grade.

Overall Course grade

Each Grade on the Common Grading Scale is associated with a numerical Grade Point (0-22). These Grade Points are used for the purposes of determining overall course Grades.

From academic year 2020/21: Course grades are calculated from a weighted average of all contributing assessments. From this weighted average (to two decimal places) the overall alphanumeric Grade for the course should be determined.

Example Grade Point Weighting Calculation

Assessment 1: CGS B2 16 weighting 20%

Assessment 2: A3 20 weighting 20%

Assessment 3: C1 14 weighting 60%

Overall course grade: $(20\% \times 16) + (20\% \times 20) + (60\% \times 14) = 3.2 + 4 + 8.4 = 15.60$

Common Grading Scale: 15.60 = B3

Candidate Absence

Medical Certificate (MC) or Good Cause (GC)

Subject to having achieved all the learning outcomes of the course, and at least 75% of the weighting of the course assessments have been completed, an overall grade for the course may be returned. Examiners may set aside the assessment missed and the overall course grade is calculated based on assessments undertaken.

No Paper (NP)

Absence without MC or GC is counted as NP, the student takes a score of zero (NP=0) through to the grade point weighting calculation for the course.

Feedback

Course coordinators should provide timely feedback to students on all types of in-course assessment, even when the grades are summative and contribute to the overall course grade.