

This code of practice covers the issue, submission, assessment and return of coursework within WEDC in the School of Architecture, Building and Civil Engineering. It is based on the University Coursework Code of Practice as approved by the Teaching and Learning Committee.

1. The Responsible Examiner for each module shall ensure that the module specification contains, in the "teaching, learning and assessment" field, a brief indication of the number and nature of assessed coursework assignments that students will be set, together with the proportion of total module marks that each assignment will represent.
2. To enable students to plan their activities, Responsible Examiners shall provide students with information about the timing of coursework assignments (a) in writing within the first three

13. Any coursework submitted later than the agreed submission date must be submitted to the Taught Course Administrator. Late submissions will only be assessed and awarded a grade if a Mitigating Circumstances form is submitted, with supporting documentary evidence, and accepted by the Review Board.
14. Representations for Mitigating Circumstances must be submitted on a University Mitigating Circumstances form, to the Examinations Office, and in accordance with the notes for guidance stated upon that form. Note that supporting evidence MUST be provided and this must be submitted directly to the Taught Course Administrator. Details of the University's Mitigating Circumstances procedures are on web page: <http://www.lboro.ac.uk/admin/ar/student/exams/ip>
15. The Taught Course Administrator shall operate an effective and secure arrangement for collecting and recording the submission of coursework assignments and shall maintain a reliable record of coursework assignments received.
16. The Taught Course Administrator or the member of staff responsible for the coursework assignment will maintain a list showing which students submitted coursework on or before the submission date and any coursework received at a later date.
17. The member of staff responsible for the coursework assignment will also be responsible for issuing written feedback on each student's performance; or appropriate feedback on each group's performance in the case of group assignments. This feedback will include guidance on why the mark was given and how it could have been improved. Feedback will normally be provided when marked coursework items are returned. The communication of the mark will be individual and confidential except where a common mark is given for group work.
18. Where coursework takes the form of in-class tests the Responsible Examiner for the module will ensure that the test takes place in an appropriate environment and in the same manner as an examination. Students will sign a class list to confirm their attendance.
19. Students who are registered for re-assessment will receive additional information concerning coursework and coursework deadlines. These requirements may vary from those originally set for the module.
20. Any student with an individual grievance with respect to the coursework should report such a grievance either to the Responsible Examiner of the Module or to the Programme Director. Any group of students with a grievance should report the grievance both to the Responsible Examiner of the module and to the Programme Director.
21. Where appropriate, grievances with respect to a coursework assignment should be discussed at a staff student meeting.
22. Coursework must be the original work of the student submitting the assignment. All work that has been used from other reports and relevant texts (including Internet sources) should be appropriately referenced.
23. Where a member of staff responsible for an assignment suspects that plagiarism has occurred he/she shall interview the student(s) and investigate further before awarding any grade. The member of staff should liaise with the Responsible Examiner of the module, if appropriate, and with the Programme Director where necessary. Where these staff agree that there is evidence of plagiarism then no mark will be awarded. A report shall then be forwarded to the Dean of School. Students involved in cases of plagiarism may

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NOTES:

1. Numerical questions will normally be marked for analytical method and accuracy using a marking scheme for specific steps in the solution.
2. Marks on returned coursework should always be regarded by the students and staff as provisional, since they may be subject to moderation before being fixed (Confirmed) at a Review Board.
3. Descriptions for ranges of marks may be revised to suit specific types of coursework. [8201.1079 0 1 143.593 659670 247.483](#)

WEDC Procedures for Late Submission of Coursework

1. All late work should be submitted to the Taught Course Administrator and a 'Late coursework hand-in form' completed. If the Administrator is unavailable there will be a designated member of WEDC Administrative staff that will take on this duty.
2. The student will be advised to also submit a Mitigating Circumstances form if he/she considers there is reason for a valid claim. The Mitigating Circumstances form and guidance notes are available at: <http://www.lboro.ac.uk/admin/ar/student/exams/ip/> A Mitigating Circumstances form should be submitted to Helena Geary in room HH.0.11. She will forward it to the relevant University authorities.
3. Work submitted up to 24 hours late will be accepted. If a student has a valid claim for a Mitigating Circumstances form, work submitted up to 42.1 hours late will be accepted.