SECTION 25: PROCEDURES RELATING TO PASSING AND FAILING CASE REPORTS AND THE SERVICE RELATED RESEARCH REPORT

Submission deadlines

Deadlines for submission will be published on the Course website at the start of each academic year. All work must be submitted by 10 a.m. on the date required. Coursework submitted after the deadline will be deemed to have failed and a new piece of work will need to be submitted in place of the original.

Requesting an extension

Under exceptional circumstances, an extension to the date by which work must be handed in can be negotiated. This should be requested in advance by discussion with the Course Tutor.

The usual grounds for an extension would be serious illness or major life events - extensions are not granted because of pressure of work or minor ailments. Cases will also be considered when problems arise on the placement that are beyond the trainee’s control and make it impossible to submit the case report in time to meet the deadline. Late claims for extenuating circumstances will be considered where the reasons for mitigation themselves prevented submission of the claim in advance.

It is critical that any requests for extensions are accompanied by appropriate forms of evidence that make clear how the circumstances in question relate to the request for extension. In most cases this will involve medical evidence (e.g., a doctor’s letter), which sets out the relevant medical condition, and describes how it has impacted on the trainee’s ability to complete the relevant work on time. When an extension is requested because of practical barriers occurring on placement, a signed letter from the supervisor will normally be required.

Extensions up to one week:
These are negotiated through discussion with the Course Tutor, who will then notify the Chair of the Board of Examiners, setting out:
   a) the new submission date
   b) the reasons for this request (usually a circumstance beyond the trainee’s control, such as illness or significant life events).

Once they have heard back from the Chair the tutor will email the trainee to advise them of the new submission date (it is not sufficient to do this verbally, as there needs to be evidence that the trainee has been given the new submission date

Extensions longer than one week:
Trainees need to make the request in writing using the Extenuating Circumstances form (downloaded from the ‘useful forms’ section of the course website). Requests for longer extensions are also negotiated with the Course Tutor, but the Tutor needs to pass the request to the Chair of the Board of Examiners.

For cases where the circumstances are related to practical matters on placement, the Chair of the Board will notify the trainee directly of the decision. For cases involving medical or personal circumstances, the Chair will pass the Extenuating Circumstances Form, along with
relevant medical evidence, to the Faculty Extenuating Circumstances panel for review. The panel will notify the trainee of their decision.

Procedure for submitting reports

Case report should be submitted as a Word file in the appropriate Moodle folder (e.g. ‘Assignments: Case Report 3’).

We will only require electronic submission via Moodle; no paper copy is required.

The Case Report should include a front sheet, stating:

- The type of report (e.g. “Case Report 1: Assessment Report”, or “Case Report 3: Service Related Project”, etc.)
- The title of the report
- The word count
- The date
- Your Case Report number (e.g. W13)
- A formal statement regarding confidentiality, as follows: “all names used in the report have been changed in order to preserve confidentiality”
- A statement indicating whether or not client consent was sought/obtained for the report, and (if consent was not sought), a brief indication of the reasons for this.

To ensure that the markers can blind mark, please make absolutely sure that you name is not included in either the file name or the saved document instead make sure that you name the file with your Case Report number (e.g. T30_CR5).

Using “Turnitin”

As is the practice in many institutions, the course uses Turnitin (a plagiarism-detection programme) for case report submission. Trainees should read the student guide on using Turnitin - it contains further explanations of plagiarism, and instructions on how to use the programme: https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Turnitin

Naming files: When uploading your report the filename inserted into the ‘Submission Title’ field is simply your examination number and the type of report. You must not include your name (because this would identify you to the markers. Examples of acceptable filenames are:

- P23 Assessment report
- P23 Service-related report
- P23 Transcript-based report

Checking for plagiarism: Turnitin is being used to encourage good academic practice and referencing, not to catch trainees out. For this reason the system has been set such that trainees can submit their case report, look at the Turnitin report to identify any sections where they may be at risk having inadvertently plagiarised, delete the submission and submit a revised report.

Resubmissions can be made up to the 10am deadline on the day reports are due. However, it is important to allow for the fact that Turnitin only allows one submission every 24 hours. This means that trainees will need to factor this in to any plans for checking and resubmission.
Turnitin will give each report an originality score: this identifies text matches with other documents, including (for example) any quotations. There is no target score that needs to be achieved - the critical point is to ensure that ideas and quotations are properly referenced in an appropriate academic style, not to aim for a particular unoriginality score. As such trainees should use their own judgment to decide whether higher scores are legitimate (for example, because Turnitin has picked up a properly cited quotation). In this regard trainees will find it helpful to refer to the excellent guidance on UCL’s website (http://www.ucl.ac.uk/current-students/guidelines/plagiarism), which is also included as Section 23 of the Training Handbook. The Academic Manual also contains information relevant to this issue (www.ucl.ac.uk/srs/academic-manual/c4/irregularities-plagiarism/principles).

Because Moodle and Turnitin submission can be rather slow trainees should not leave submitting their work until the last minute, since this will not leave enough time to run a test submission and check for inadvertent plagiarism.

Please address any queries relating to Case Report submission to the Clinical Placements Administrator, or (in their absence) to the Academic Administrator.

**Checking that the report has been submitted**

If the report has been successfully submitted Turnitin will issue a receipt with the date and time of submission. If this receipt is not issued trainees should assume that the report has not been submitted (i.e. there has been some sort of malfunction). If attempts to resubmit are not successful the Placement Administrator should be contacted so that the course is aware of the difficulty.

**Procedure for marking reports**

Each report is marked by two markers, neither of whom know the candidate’s identity. They decide their marks and write their feedback independently. Once they have done this they confer and agree a final mark. If there is a major disparity in the marks each have awarded, and they cannot agree a joint mark, a third marker is usually assigned by the Chair of the Board of Examiners. In the rare cases where no agreement can be reached, the work is referred to an External Examiner, and the decision of the Board of Examiners will be final.

**Marking categories**

The criteria for each type of case report are set out in the guidelines for case reports (see Section 9 of this handbook). There are five possible marking categories:

- Pass
- Pass conditional on minor corrections (1 week)
- Referred for stipulated revisions (1 month)
- Referred for major revision (2 months)
- Fail
The criteria for assignment to these categories are as follows:

**Pass**
The report meets the requirements of the particular assignment as it stands. This does not necessarily mean that it is perfect (though it may be!): sometimes the markers may make suggestions for improvement. However, these would be intended as learning points, and there is no obligation for the trainee to make changes to the report.

**Minor corrections**
This category is used when a report meets nearly all requirements, but contains specific minor problems that need correcting. Usually these are proofing issues (such as incorrect formatting of references, grammatical, spelling or typographical errors, missing references or a detail that could reveal the client's identity). This category is also used when an otherwise high-quality report requires a very small number of minor revisions.

**Stipulated revisions**
This category is used when there are substantive concerns which need to be addressed. Examples might include deficiencies in formulation, the absence of significant clinical details, failure to discuss important literature which is directly relevant to the case, or where the work undertaken is not reported sufficiently clearly.

**Major Revision**
This category is used when there are major concerns about the way the in which the case is conceptualized, understood and reported. As such many or most areas of the report would need to be re-thought and re-drafted.

**Fail**
This category is used when the report as a whole falls seriously short of expected standards. This would be the case where the clinical work being described does not meet the usual professional standards in essential ways or the report falls significantly below the academic standards expected of doctoral level work. Specific problems could include work which raises major ethical problems, a clearly inappropriate clinical approach to the case, or a highly confused or incoherent report.

A failed report will lead to referral to the Examination Board. A new report, usually based on a different case, will need to be submitted. If this is not of a satisfactory standard the Board will consider whether the trainee can continue on the Course.

**Feedback on the report**
Feedback will be returned on a standard sheet, normally five weeks after submission. This will show the final agreed mark, along with feedback which combines the comments of both the first and second marker.

Trainees can expect to receive reasonably detailed feedback from the markers, indicating both the strengths and the limitations of their reports. In circumstances where the trainee is unclear about the feedback they should discuss it with their course tutor. If the tutor agrees, the trainee may seek clarification from the first marker. This should only be to clarify minor ambiguities in the phrasing of the feedback and not guidance on how the trainee should prepare their revisions. It is the trainee’s responsibility to decide how the specified changes can be made (for example, deciding which parts of the report to edit in order to accommodate additional issues raised by markers).
Procedures for resubmission

Minor revisions - One week resubmission deadline:
The report does not need to be resubmitted for marking, but the specified changes need to be made and the report submitted via Moodle (there will be a dedicated link – for example, ‘Case Report 1: Minor Revisions’). The amended report should be included in the bound submission of the case reports submitted at the end of the course.

Stipulated revisions - One month resubmission deadline:
The revised report should be submitted through Moodle (there will be a dedicated link, for example, “Case Report 1: Stipulated Revisions”).

The submission should include:
- A written statement which provides a clear account of all the changes which have been made, cross-referring to the points on the marker sheet, ensuring that all points on the mark sheet are addressed. This should be included at the beginning of the revised report, so you are only uploading one document.
- The revised report, showing changes from the original in ‘track changes’ (so that the examiner can see where changes from the original have been made).

As above, the written statement and revised report should be uploaded as ONE document, as Moodle cannot accept multiple uploads from the same candidate.

The First Marker of your report will mark the resubmission. If it is judged to reach passing standard, no other marker will be involved. If there are still problems with the work, the second Marker will also assess it. You will receive a revised mark sheet showing the mark and giving any relevant feedback. The report will be retained for the files.

Major revisions - Two months resubmission deadline:
The procedure is the same as for stipulated revisions.

Possible marking categories after resubmission

<table>
<thead>
<tr>
<th>Mark received on first submission</th>
<th>Possible outcomes after resubmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass with minor corrections</td>
<td>The marker will not usually ask to see the corrected report, though the revised report should be submitted as part of the thesis submission.</td>
</tr>
<tr>
<td>Stipulated revisions</td>
<td>Report is revised in line with stipulations</td>
</tr>
<tr>
<td></td>
<td>Pass</td>
</tr>
<tr>
<td>Major revisions</td>
<td>Report is revised in line with specified major revisions</td>
</tr>
<tr>
<td></td>
<td>Pass</td>
</tr>
</tbody>
</table>
Complaints
Trainees with concerns about the procedures which have been followed in marking their report should initially raise this with their Course Tutor. In cases where there appears to be legitimate concern the matter can be raised with the Chair of the Examination Board, who will consider appropriate courses of action, which might include upholding of the original decision, or requesting re-marking. It should be noted that complaints are based solely on procedural grounds and simply disagreeing with the decisions of the marker will not be considered. Trainees whose report has been failed can invoke the same procedure. It should be noted that complaints are based solely on procedural grounds and simply disagreeing with the decision of the marker will not be considered. Trainees whose report has been failed can invoke the same procedure.

If trainees are not satisfied by the outcome of this internal procedure they can invoke the UCL student complaints procedure. This is outlined at:

www.ucl.ac.uk/srs/academic-manual/c5/professional-doctorate/student-complaints

There are two relevant documents in this section of the Academic Manual: one sets out the complaint procedure and the other is the form used to make a complaint. Both can be accessed here: