

Transition Programme Workshop

In transition: getting used to assessment methods at UCL

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Assessments

- Course work
- In-course tests
- End of year examinations

Assessed course work

- Essays
- Data analysis exercises
- Laboratory practical reports
- Poster presentations
- Oral examination/oral presentation (eek!!)

Essays

A good mark depends on.....

- i) Your depth of knowledge and understanding of the subject.
- ii) Knowledge of text books and original articles relevant to the topic.
- iii) Accuracy, clarity and organisation of the essay.
- iv) Skill in essay writing and presentation, including the correct use of English.
- v) Relevance to the set question and appropriate use of references.
- vi) Credit is given for original ideas, as long as they are relevant.
- vii) Whether at home or in the exam, we recommend starting with an essay plan.

In-course tests

- Occasional, short (1 hour long) assessments are held during 1st and 2nd term, often in the middle, or at the end of a course.
- Often multiple choice (MCQ), or a combination of short notes and MCQ questions.
- May be done on-line (in 'moodle') or on paper.
- May be in a computer cluster room or lecture theatre under 'exam conditions' or in your own time.
- Result may be
 - 'summative' counts towards the final mark for the course (usually 5-10%).
 - or 'formative' – doesn't count
- In some courses completion of the test may be mandatory to complete the course.
- A student who is 'Not Complete' in a course may be barred from taking the examination.

Feedback

- Feedback – provided on course work and course tests, not for final examinations*.

If it is not clear why a piece of work received the mark it did, you should consult the person marking the work or your tutor

- Course final marks available to students via Portico at the end of July.

**Except by appointment with tutor.*

How is your work graded?

GRADE	RANGE [median]	Notes to Guide Examiners - marking <u>individual</u> questions
1st	70-100 [80]	Clear first class answer; almost everything included that you can think of (containing critical discussion of facts or evidence). Well argued, to the point. Evidence of additional reading. No significant errors. Normally use ~75-80 (some 10% of the answers should achieve this). For truly exceptional work, give 85-90.
2.1	60-69 [65]	A well organised and well expressed answer which shows clear understanding; a good number of correct facts, with no significant errors, but lacking the quality of a 1st class answer. Keeps to course material. Use ~68 for a good 2:1 (might have been considered as a 1st at some stage), ~62 for a weak 2:1.
2.2	50-59 [55]	Undoubtedly sufficient to pass but not enough detail, and/or not sufficiently well constructed or well argued to be considered for a 2:1. May have had potential for a higher grade but contains one or two significant errors. Use ~58 for a good 2:2 (might have been considered as a possible 2:1 at some stage). Use ~52 if only just adequate for a 2:2.
3rd	40-49	Barely adequate number of relevant facts or a muddled presentation, important errors or very poor expression of material. Poor judgement about what is important.
Close fail	35-39	Only just missed a pass. Inadequate information, small amount of good material with several errors. No judgement about balance of what is important or what is trivial. Might have been considered as a bare pass at some point during evaluation. Eligible for referred assessment in Years 1 and 2.
Fail	0-35	Never seriously considered as a possible pass. Insufficient correct material, many errors, or very poor expression of material. If no answer or a few irrelevant lines - give 0-20, give 20-35 if there are a few correct facts.

Preparing for tests and examinations

- Try to spread your effort over the year and not in the last few days before the exam.
- Try to keep your course notes and other revision material well-organised.
- Try to identify the key material in the course.
- Try planning answers to questions on past papers BUT be aware these may not be exactly the same in your exam.

Stress

- Can improve performance
- Excessive stress: guilt feelings, panic!!

Plan stress reduction.... relax, talk to friends.

Help: Student Counsellor

a doctor

tutor

stress reduction programme at the hypnosis
unit.

Examinations

- Main examination period is in 3rd term (majority first 3 weeks in May).
- Usually 2-3 hour examinations involving a variety of assessment methods.
- These are always 'summative' – the results count towards your degree and a pass (mark >39%) is required for progression to the next year of your course.

More on examinations

- All examination answers have to be legible, accurate and clear.
- Past examination papers can be obtained from the library web pages; in case of difficulty you should contact the course organiser for help.
- Exam papers are set and marked by members of the Exam Board for each subject (e.g. Pharmacology, Physiology) with advice from external examiners and occasionally other specialist examiners).
- When major changes to examinations are made appropriate guidance regarding new examination papers is given to students by the course organiser.
- Cheating in examinations may result in you being excluded from all further examinations of the University and/or the College.
- Any cases for grievance concerning the examination process should first be taken up with your degree Programme Tutor.
- If you are unable to take an exam for good reasons then you can apply for deferred assessment but do so within one week of exam period.
- If you wish for extenuating circumstances to be considered do so within one week of exam period.
- Results of examinations will be available on Portico around the end of July.
- Final year marks may be withheld if you have any outstanding debts.

Plagiarism

- Any course work done by you must be your own work. Plagiarism is cheating and will be dealt with as such, any quotation from another's work must be identified.
- Electronic submission of course essays and other work via 'Turnitin' is now mandatory for most courses

Rules for progression

- You are normally expected to take 4 course units with a minimum of passes in 3 units to progress from the 1st to the 2nd year.
- At the end of the 2nd year we expect you to have completed a total of 8 course units (minimum of passes in 7.0 units) to enter the 3rd year.

How your degree is classed

- Degree classes:
Scheme for award of honours.
- A minimum of 11 course units have to be passed for consideration for an honours degree.

Class	RANGE
1st	70-100
2.1	60-69
2.1	50-59
3rd	40-49
Close fail	35-39
Fail	0-35

Where to go for advice

(in no particular order)

- Student Mentor
- Personal Tutor
- Programme Tutor
- Teaching Offices
- Individual Lecturers/Demonstrators
- Course webpages (Moodle/WebCT)
- UCL Online Student Support Website
<http://www.ucl.ac.uk/support-pages/>
- Specialist Advisors (e.g. Counselling Service, for Women Students, UCL Union Rights and Advice)

AND HOW TO ASK FOR IT.....

And finally.....

Your teachers at UCL want you to do well, so
good luck!