MEng Assessment Policy 2020-21

1. Introduction

1.1   This policy describes the nature of assessment within the MEng Integrated Engineering programme. It is derived from the need to meet assessment standards expected by students and external bodies (The Open University as NMITE's validating partner, The Engineering Council, the UK Quality Code for Higher Education, the IET, the CMI).

1.2   This policy should be read in conjunction with the following:

  i.   [MEng Assessment Handbook](#)

  ii.   [NMITE Academic Regulations](#)

2. Assessment Level and Structure

2.1   The MEng programme includes modules from FHEQ Levels 4 to level 7. Assessment at each level will be appropriate to the level, judged against QAA threshold standards and other guidance such as that from Professional Bodies.

2.2   In line with such guidance, each element of assessment will have an associated marking rubric, available in advance to students, highlighting the expectations for the pass (i.e. threshold) standard, and for higher standards of achievement. Consequently, assessments of a similar type (below) will have different expectations for standards of achievement depending on the level being assessed. For example, an academic report at FHEQ level 4 may be focused on knowledge and understanding, while at higher FHEQ levels the focus may be more on synthesis and engineering judgement.

2.3   Assessment will be carried out as specified within each Module Specification, and an overall mark will be awarded for each module. In order to pass a module, an overall mark of 40% or greater (at FHEQ Levels 4-6 inclusive), and an overall mark of 50% or greater at FHEQ Level 7, must be achieved.

2.4   The Module Lead, strictly with the approval of the Assessment Board and to be recorded by the Academic Registrar, will be permitted to award a final mark to a student that differs from the original module mark (the weighted mean grade of the assessment elements) in the following situations:

(i) where it is evidenced that an individual student has not made a meaningful contribution to a group assignment,

and/or,

(ii) where it is evidenced that the work is not that of the student.

2.5   The time required to complete an assessment, including preparation time, will be in approximate proportion to the credits associated with the assessment.

2.6   Further details of assessment weighting, nature and the time required are given in the Assessment Policy Annex and the Assessment Handbook for the programme.

3. Type

3.1   Each module will be summatively assessed using one or more elements. An element may have an individual or group submission, or a combination of both.

3.2   Assessment elements will be of a type from the following list. Further details are available in the Assessment Policy Annex:

i.   Academic Report

ii.   Artefact: Product or assembly to satisfy a given functional purpose - physical or digital.

iii. Business Plan

iv.   Debate

v.   Essay

vi.   Industrial Report

vii. Media Output

viii. Presentation

ix.   Project Plan

x.   Q&A

xi.   Specification

xii. Study

xiii. Test Plan & Report

xiv. Tutorial Questions: Work sheets, online tests, or equivalent.

3.3   In line with the Assessment Strategy Statement's aim of ensuring assessment at NMITE reflects how engineers are assessed in practice, group submissions are

widely adopted. In these cases assessments will include aspects that ensure individual contribution and achievement of learning outcomes is obtained.

3.4   Similarly, in line with the Assessment Strategy Statement's aim of ensuring assessment at NMITE reflects how engineers are assessed in practice, formal examinations will not be used as an assessment method.

4. External Examiners

4.1   External Examiners play a critical role in securing the academic quality and standards of assessments and awards. NMITE's validating partner, the Open University, appoints External Examiners to provide this oversight.

4.2   NMITE requests input and comment from External Examiners on all assessments to add to the rigour of our internal processes, and has an auditable process for ensuring requested changes from External Examiners are responded to in a timely manner.

5. Feedback

5.1   NMITE recognises that effective feedback is an essential part of both formative and summative assessment and that effective feedback is best given as a dialogue between students and educators. All modules will therefore have extensive opportunity for students to discuss their work, and its level, with staff in a formative manner. Written feedback will also be provided on summative assessments in a form that reflects the nature of the assessment.

5.2   Feedback will compare the process, activity level, timing, effort, engagement, etc. with expected levels; and will provide guidance to students on areas that could be improved. Feedback will target the process followed rather than the result gained.

5.3   Students who are dissatisfied with the assessment process should refer to the Student Academic Appeals Policy for further advice.

6. Resitting Assessments

6.1   NMITE is committed to supporting students in demonstrating programme and module learning outcomes. To support this, there is a resit policy, as described in the MEng Assessment Handbook.

6.2   Detailed information about resitting assessments can also be found in the NMITE Academic Regulations, paragraph 17.

7. Security of Assessments

7.1   The security and integrity of the assessment process is key to maintaining the academic rigour and the value of awards in UK higher education.

7.2   NMITE takes assessment security very seriously, and is guided by principle 10 in the UK Quality Code for Higher Education:

Assessment is carried out securely. Staff carry out all aspects of assessment in a way that ensures the integrity of the assessment process and, in turn, the integrity of the academic standards of each award.

7.3   Each module will be summative assessed using multiple assessments. Assessments may be individual or team submissions. They will be of a type from the following: Academic Report, Artefact - physical or digital, Business Plan, Debate, Essay, Industrial Report, Journal Paper, Media Output, Presentation, Project Plan, Q&A, Specification, Study, Test Report, Tutorial Questions (worksheets, online quizzes, or equivalent), or White Paper.

7.4.1   To mitigate against potential risks to the integrity of assessments, NMITE has adopted the following procedures:

7.4.2   All assessment materials are housed on Canvas, which is secured by two-factor authentication. External Examiners will also use Canvas to access the assessments they review. Staff working on assessment materials will ensure their computers are not left unattended.

7.4.3   When timed, unseen assessments are given, at least two members of trained members of NMITE staff will be present to invigilate.

7.4.4   Students submit all assessments via Canvas, which requires their personal and unique log-in authentication details. All physical artefacts are also required to be submitted to the Academic Registry within one week (7 days) of the assessment submission deadline, for cataloguing and secure storage.

7.4.5   Both academic offices and the Registry offices are kept locked when unattended and are only accessible using a valid ID swipe card restricted to staff only.

8. Retention of Assessed Work

8.1   The Academic Registrar will be responsible for arranging the collection, storage, retrieval, and subsequent secure disposal of assessment material, in accordance with NMITE's Records Management Policy and/or the requirements of Professional and Statutory Regulatory Bodies (PSRBs).

8.2   Physical artefacts which are of a design and/or size whereby they are unable to be stored/retained in Canvas will be catalogued and securely stored in a locked room, to which the Academic Registrar controls access.

8.3   The cataloguing process will label each item as follows:

Student ID number/Module Code/Date

8.4   In the event that the physical object is required for further inspection, (for example, by an External Examiner) a request should be made via email to the Academic Registrar, Registrar@nmite.ac.uk

8.5   The item(s) will then be sent by secure postage or courier to ensure their safety, and arrangements will be made with the recipient for any such item(s) to be returned to NMITE in the same manner, for secure re-storage.

8.6   Any movement of assessed work away from secure storage at NMITE will be logged and signed 'out' and 'in' by the Academic Registrar (or nominee).

8.7   The catalogue record will be available for scrutiny by External Examiners, representatives of The Open University and NMITE's Senior Leadership Team upon written request to the Academic Registrar, Registrar@nmite.ac.uk