

Assessment Guide

Seven tips on how to get the most out of your assessment



Six Tips

Get the most out of your assessment!

This guide aims to help you get the most out of being assessed at university. Reducing the stress and enhancing your productivity!

Use this to make sure you set off on the right track or use it to reinforce knowledge you already have around the way you are assessed.

No matter what stage of education you're in, this booklet covers a broad range of tips that you will be able to use through your University journey!

Union of Students
Vice President (Education)

Tip One

Think about the bigger picture

Assessment starts on the first day of your module. It's a continuous process.

It's not just the exam, the presentation or the final essay that will contribute to your assessment.

Academic staff design modules and programmes that bring together:

- ◆ Valuable and relevant content
- ◆ Learning outcomes
- ◆ Assessment methods

The process of assessment starts at the beginning of your modules not at the end.



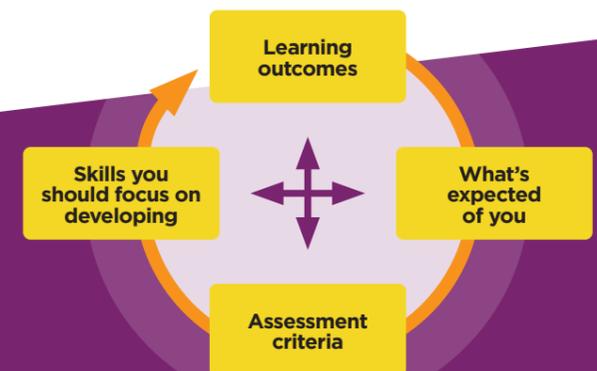
Tip Two

We all learn differently

Use assessment criteria and learning outcomes to reflect on your style and process of learning.

A learning outcome is a learning achievement. They are a key part of your module handbook. They help you know what your lecturers expect from you and what you should have learnt by the end of the module.

Assessments are designed to enable students to demonstrate how well they have achieved their learning outcomes.



Tip Three

Be strategic with formative and summative assessment

Knowing the difference can be key to getting the most out of both types of assessment.

Formative

This type of assessment is there to help you to improve your knowledge and get constructive feedback. Use this to understand where you are in your process of learning. Map and plan areas to focus on next.

Summative

This type of assessment counts towards your mark. Showing you how well you have met the modules learning outcomes.



Remember to use both types of assessment within your learning process!

Tip Four

Know your programme team

Your teaching team is there to help you when it comes to marking your work. They make sure that they are fair and consistent when it comes to your feedback.

Academic staff have a responsibility to make sure they follow specific regulations and remain impartial.

Your work will be firstly moderated by an *internal* assessor followed by an *external* assessor to make sure the process is fair and consistent with the modules assessment criteria.



Drop your lectures an email, or check their office hours and go have a chat with them!

Tip Five

Be smart, be informed

Check assessment/examination regulations in advance!

Remember to ask yourself those important questions:

Written exams

- ◆ Do you know where/when your exam is going to be?
- ◆ Have you checked what happens if you're late?
- ◆ Have you printed out your candidate number?
- ◆ Do you have a pen and valid ID with you?

Papers submitted through Turnitin

- ◆ Did you include a title?
- ◆ Have you attached the cover sheet?
- ◆ Is your reference list and quotes citations okay; plagiarism is a serious issue!
- ◆ Have you left enough time for it to upload?
- ◆ Have you checked the guidelines on late submission?
- ◆ Make sure you have used your student number



Remember you can always use the Union advice service if you are unsure. (see tip seven)

Tip Six

Read your feedback

Use feedback to support your learning.

Learning is a journey, not a destination.

Reflect and learn from the feedback you receive from formative, summative and peer assessment. This will help to grow your own personal and academic development!

Reading your feedback can also help with preparing yourself for the next level of learning. Whether it be your next module or your next year - remember to grow!



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