Assessment on MOFS

Since 2012/13 we have been required to provide a public analysis of assessment types analysed between the following three headings for the KIS (Key Information Set), which are published on individual course pages within the University’s online prospectus and on the UniStats website:

- Written exams
- Practical exams
- Coursework

In order to collect this data in the most cost-effective way possible the MOFS form includes a drop-down list of generic assessment types into one of which all assessments on the module should fit. It is neither practicable nor desirable to provide a full listing of all the subject-specific terms which schools might currently use, but there is some scope for explanatory text on the MOF, which could be used to provide further information. The assessment data on MOFS are also used to support Examinations Section, and some of the categories listed are there for administrative reasons.

Note that many forms of assessment can be individual or group-based, but that it is not desirable to create individual and group-based definitions. The free text can be used to explain whether assessment is group-based.

In order to help staff use the most appropriate category, the following definitions and examples are provided:

**WRITTEN EXAMS**

**Written examination**
A formal scheduled assessment in examination format; it can be unseen or open book; set in an examination period or mid-semester (e.g. in-class test); includes multiple-choice questionnaires (MCQ) if paper-based, and take-away examinations.

**PC examination**
A formal scheduled examination which candidates complete on computers; includes multiple-choice questionnaires (MCQ) if completed on computer.
PRACTICAL EXAMS

Aural examination
A formal examination based on listening to speech or music and then answering questions on it e.g. listening test in a foreign language.

Lab exercise
The conduct of an experiment under controlled conditions which is assessed during or immediately at the end of the time allotted for the exercise. NB. Lab work written up later in a lab report should be seen as coursework.

Observation of professional practice
The observation of a student or group of students performing in a professional environment (e.g. teaching observation; demonstrating medical competence)

Oral examination
A formal examination which is carried out orally e.g. to test skills in a foreign language; assessed interviews in NCL modules; crits in Architecture; any situation where the student answers questions on his/her work.

Oral presentation
An individual or group oral presentation by student(s) which forms part of the formal assessment of the module. Usually both the content and the quality of the presentation will be assessed. Often presentations are supported by visual aids. Debates could also be included under this heading.

Performance
An individual or group performance which takes place at a scheduled time and is assessed.

COURSEWORK

Case study
The analysis of one particular example case which may be supplied by academic staff or developed by the student.

Computer assessment
Non-scheduled assessment which uses a computer package which the student has to work through and undertake the assessments provided.

Design or creative project
A project where the end product is some form of creative output e.g. work of art; a design; a musical composition; creative writing.

Dissertation
A long piece of written work which records a piece of research, scholarly activity or a business-focused task undertaken by a student. It should normally explain what was to be
investigated, what the context of the investigation was, how the investigation was performed, what the existing literature says, what the findings were and what the significance of the findings is.

**Essay**
A discursive piece of analytical writing which investigates an issue or answers a given question. Given the limited number of headings this will need to cover a range of written work e.g. traditional essays; commentaries; book and article reviews; literature reviews; take away exams; gobbets.

**Practical/Lab report**
The written report of a laboratory or practical activity, which sets out what was investigated in the practical activity, what the results were and what they mean, written according to the appropriate conventions for this type of writing. Reports might include tables and graphs of results, computer code listings etc.

**Poster**
Where a student or students present the outcomes of a project or investigation in visual form using both images and text on a poster. Includes electronic posters and websites.

**Portfolio**
A collection of pieces of work selected by the student to illustrate a process of learning.

**Report**
A formal written document designed to report on an issue for an intended or imagined readership often in a business or professional context. The style will be less discursive than an essay and there is likely to be a stronger structure to the writing with clearly labelled sections and sub-sections.

**Research proposal**
A proposal for a research project or dissertation which sets out what is to be investigated, how this will be done, whether any ethical issues arise, how long it will take and what resources will be needed.

**Research paper**
A report on an investigation which takes the format of a paper submitted to a journal or a conference.

**Reflective log**
A reflective diary or blog entries, often linked to the development of professional competencies or skills.

**Problem solving exercises**
Short exercises where students demonstrate their skills development through solving problems e.g. maths problems; technical accounting exercises; short scenarios in medicine
**Written exercise**
A piece of written work which does not fit into any of the above categories. If this category is used a free text explanation must be added. E.g. completion of research governance forms; completion of COSHH forms; data interpretation exercise; CV; covering letter; translation

**Professional skills assessments**
Activities which are designed to assess the development of professional skills e.g. role play; mock interview for a fictitious job; professionalism in undertaking a project or other task.

<table>
<thead>
<tr>
<th>Document last modified by LTDS, August 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This document is primarily intended for:</strong></td>
</tr>
<tr>
<td><strong>Contact (for advice about the programme approval process)</strong></td>
</tr>
<tr>
<td><strong>Contact (for queries about this policy statement)</strong></td>
</tr>
</tbody>
</table>