

LCC Student Guide to Assessment 2020/21



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Introduction

Welcome to the LCC Student Guide to Assessment

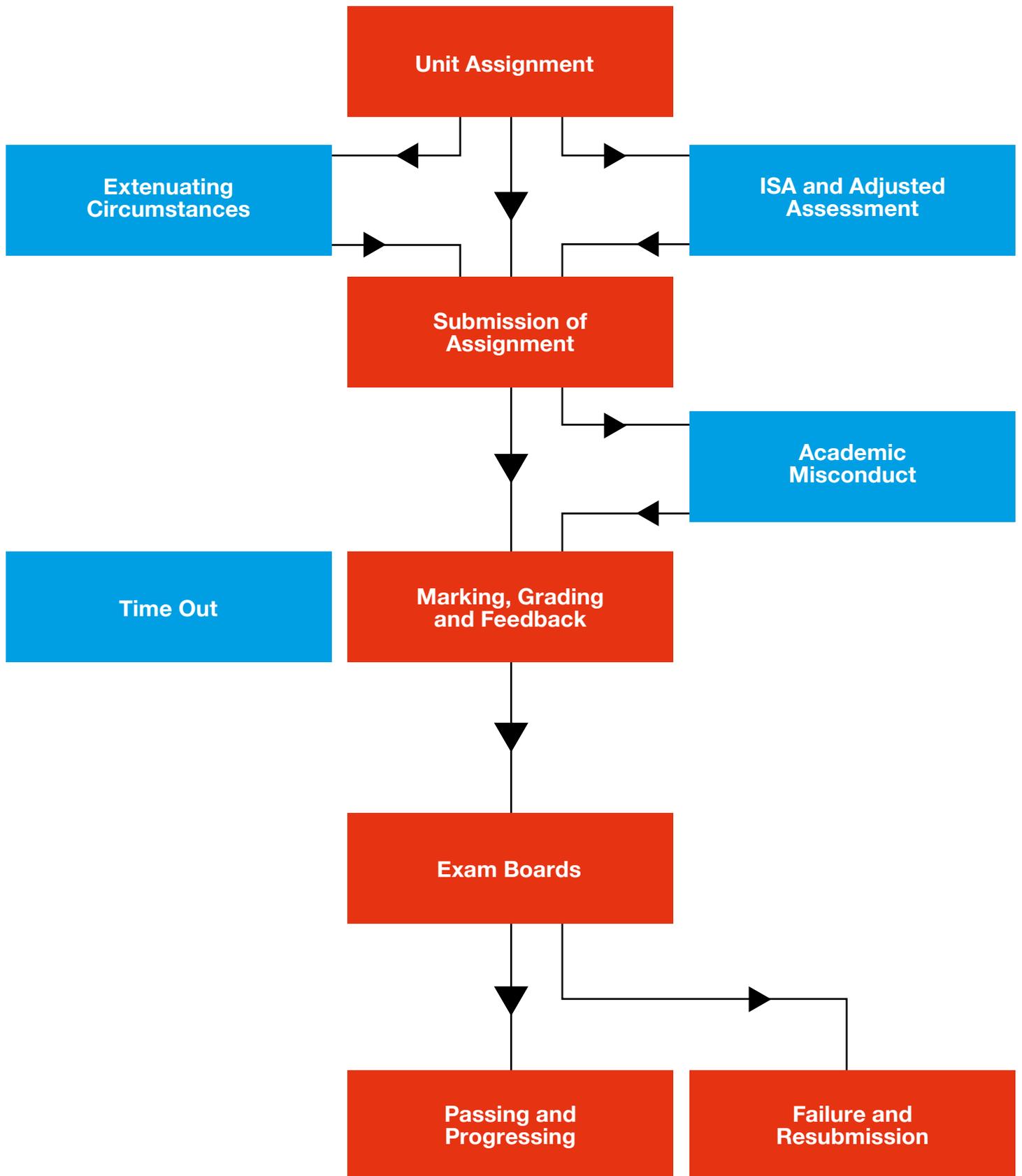
This publication has been designed to help you navigate the assessment process at LCC. The aim of the guide is to provide you with an overview of how assessment works and how you can successfully achieve.

The publication contains a step by step guide to the assessment process , from receiving your Unit Assignment, the assessment of your work, through to the role of the Exam Boards. It includes handy tips, useful links and where to get help. It also provides you with information on grading and your final degree classification whether you are an Undergraduate or a Postgraduate student.

The guide is designed to clarify the University of the Arts (UAL) assessment policies and provide you with the information to help you achieve at unit level and how you can successfully progress from year to year. The information included is a concise overview of these policies but should you want further information then links are provided to the UAL guides.

Adrienne Tulley
Learning and Teaching Development Project Manager
a.tulley@lcc.arts.ac.uk

Your Assessment Journey



Unit Assignment

What you need to know

The Unit Assignment has been designed to explain:

- A. What you need to produce for your work to be assessed.
- B. The type of assessment you need to produce e.g. holistic / elemental.
- C. Whether there are related projects you need to complete to achieve your Unit Assignment.
- D. When you need to submit the assignment.
- E. How you need to submit the assignment.
- F. The format you will need to follow.
- G. The standards by which your assignment will be marked.

How to avoid failing your assignment

1. Deadlines

- A. Always submit your assignment before the deadline. If you submit your assignment late you will incur penalties.
- B. Remember to submit all the work you've been asked to present, as incomplete assignments can result in failure.

2. File formats

- A. Make sure you save your work in the format specified in the Unit Assignment.

3. Academic Integrity and Academic Misconduct

You can fail your assignment if you take part in any form of academic cheating, so make sure your work is always your own.

Plagiarism is the kind of cheating you've probably heard about the most.

Plagiarism is defined as stealing another person's ideas and presenting them as if they were your own.

Here are some examples:

- A. Submitting assignments that you've downloaded from the internet.
- B. Commissioning someone else to produce a piece of work without acknowledging their involvement.
- C. Cheating in examinations.
- D. Copying from a text book, journal article, thesis, essay or website without referencing the author or creator.
- E. Reproducing original artwork, designs, film, sound or performance and presenting them as though they were your own.
- F. Copying someone else's essay, programme, database, web page or multimedia presentation without acknowledging their work.

Where to get help

If you don't understand the Unit Assignment, or you want to clarify anything, talk to your tutor, Course Leader or a member of the Academic Support Team.

Tips and advice

Make sure you know what you need to include as part of the Unit Assignment – we recommend reading it through a few times so you don't miss anything.

Make sure you understand what we mean by Academic Misconduct.

Links to useful information

To find out more about UAL Assessment Regulations follow the links:

[Assessment Regulations](#)

[Academic Misconduct](#)

Submission of Assignment

What you need to know

The University put in place temporary regulations in the summer term 19/20 to mitigate the impact of the coronavirus pandemic. These regulations have been reviewed for 20/21 and changes have been made to the submission policy to ensure you have every opportunity to pass your assignment.

You are expected to submit your work by the agreed deadline in one or more of the following methods, as specified on the Unit Assignment.

- A. Online.
- B. At the Hand-in Office (D104).*
- C. In the studio.*

* Please read your Unit Assignment carefully as these options might not be available due to Health and Safety restrictions.

How to avoid failing your assignment

1. Keep to Deadlines

Know your deadline date and time and if possible submit early in case you encounter technical problems. If you submit work after the deadline you will incur the following penalties.

Submitting after the deadline

You submit work up to 24 hours after the deadline e.g. deadline 12:00 Wednesday you submit 09.00 Thursday (21 hours late)

Penalty

You will incur a penalty of one increment from the mark the work has achieved e.g. B+ to B.

You submit work more than 24 hours after the deadline this work will be considered a non-submission (NS).

This work will be considered a non-submission which will mean you have to resubmit the work - see resubmissions on page...

If you are currently studying on a Pass or Fail Unit (Year 1 / Level 4) and you submit your work after the 24hr deadline this work will be considered a non-submission - see resubmissions on page 19.

Submission of Assignment

2. File format

Ensure you submit your assignment using the correct file format. Not submitting your assignment in the approved format may mean your work won't be marked, which in turn means you could fail.

3. Method of submission

Ensure you submit your assignment using the correct method.

4. Resubmissions

If you hand your work in late or do not submit it at all, you will normally have one opportunity to resubmit.

5. Extensions

At UAL tutors are not allowed to give students extensions. However students with Individual Support Agreements (ISA) may be offered additional time on request as part of that agreement.

Where to get help

If you don't understand how to submit your work, talk to your tutor, Course Leader or a member of the course team.

If you're having problems submitting your work, get in touch with the Programme Admin team as soon as you can – and before the deadline.

If your submission is affected by Extenuating Circumstances (ECs), contact the EC Officer or Student Union to get advice or information.

Tips and advice

Don't leave submitting your work until the last minute, be aware of upload times.

Remember to plan ahead so you give yourself enough time to complete your work and get it in on time.

Only submit your work using the methods that are outlined on your Unit Assignment.

If you think you have Extenuating Circumstances (ECs) find out about the process so you know what to do and when.

Links to useful information

From art works to academic texts, there are rules for referencing. Go to: www.citethemrightonline.com to find out more.

If you are disabled you may be entitled to an Adjusted Assessment.

For further information go to: [Assessment Regulations](#)

[Adjusted Assessment](#)

Extenuating Circumstances (ECs)

What you need to know

What is an Extenuating Circumstance (EC)?

An Extenuating Circumstance (EC) is defined as something unexpected, significantly disruptive and beyond your control e.g. Coronavirus, illness, mental health problems, serious personal injury, bereavement or unexpected caring responsibilities caused by sudden serious illness or medical condition of a close relative. The EC process is confidential and the EC claim will only be discussed as part of the EC panel. The College's EC panel reviews ECs on a regular basis and evaluates them against the EC criteria.

An Individual Support Agreement (ISA) might be a better fit for you:

Some instances of ill health (e.g. ongoing ones) are better addressed via the University's Disability Service; they may be able to help you by drawing up an Individual Support Agreement (ISA).

Where to get help

For further information go to:

[Extenuating Circumstances](#)

Contact the Student Union to get help completing the form:

[Student Union](#)

Alternatively send your enquiries to the LCC EC inbox: ecclaims@lcc.arts.ac.uk

Tips and advice

Submit your EC claim via the student portal as soon as possible.

Links to useful information

For further information go to:

[Extenuating Circumstances](#)

Extenuating Circumstances (ECs)

How to submit an EC

What do you need to do to submit an EC?

From October 2020 you should apply for Extenuating Circumstances via the Student Portal. If you are experiencing problems submitting your EC via the student portal, you can download the form from the website and once completed, submit it to the LCC email Address. For the academic year 2020/21, students are not required to provide supporting evidence with an EC application.

Does an EC give you extra time to submit?

If you have an EC approved you are entitled to an additional fourteen calendar days after the submission deadline. Work submitted within this period will be marked as if on time.

What happens to my work after I have submitted?

Following submission your work is marked; you receive feedback and a grade. These grades are then confirmed at the exam board.

How does the EC affect my grades at the exam board?

If you have an approved EC and submit by the original deadline the exam board will:

- Give you the option of resubmitting your work providing you with the opportunity of improving your grade.

If you have an approved EC and submit after the original deadline the exam board will:

- Accept the work without a penalty on the grade
- Give you the option of resubmitting your work providing you with the opportunity of improving your grade.

What happens if I submit an EC application on a Pass / Fail unit?

If you have an EC and you fail you will have the opportunity to resubmit.

Where to get help

For further information go to:

[Extenuating Circumstances](#)

Tips and advice

Submit your EC claim form via the student portal as soon as possible.

Indicate on your EC claim which deadlines have been affected.

[Student Portal](#)

Links to useful information

Student union:

[Student Union](#)

For further information go to:

[Extenuating Circumstances](#)

Individual Support Agreement (ISA) and Adjusted Assessment

What you need to know

What is an Individual Support Agreement?

An Individual Support Agreement (ISA) is an agreement of reasonable adjustments between you and UAL.

What is Adjusted Assessment?

If you are disabled or dyslexic, UAL can offer you a range of support options or adjustments to enable you to achieve on your assignment. Examples of support include: specialist equipment or software, braille, tape or large print, using a communicator or a person to take notes.

How do you gain an ISA?

You and your Disability Adviser will meet and agree an Individual Support Agreement (ISA), which is then communicated to key staff who need to know about your access needs.

An ISA can cover a range of adjustments between you and UAL:

- A. Access to course materials.
- B. Recording taught sessions.
- C. Adjustments required in-class or for specific contexts (e.g. workshops, group work, placements).
- D. Assessment adjustments. (referred to as Adjusted Assessment).
- E. Library requirements, e.g. extended borrowing time.

How to avoid failing your assignment

Arrange for appropriate help as soon as possible, to support you successfully completing your unit/s.

Having an ISA in place does not automatically mean you will get additional time on your assignments. If you need to request additional time due to being disabled or dyslexic ensure that you request this from your Course Leader two weeks in advance of the deadline.

Where to get help

If you think you have a disability or Specific Learning Difficulty you can speak to the Disability Service by contacting: disability@arts.ac.uk
Tel: +44 (0)20 7514 6156

Tips and advice

If you are unsure whether you have a Specific Learning Difficulty the University can arrange screenings and assessments.

Links to useful information

For further information go to: [Student Services](#)

For more information on Adjusted Assessment please visit: [Adjusted Assessment](#)

Academic Integrity and Academic Misconduct

What you need to know

What is Academic Integrity

Academic Integrity is presenting your own original work with all sources clearly acknowledged through referencing. Additionally it means not presenting the same work for assessment across different units.

What is Academic Misconduct

Academic Misconduct refers to any form of academic cheating. Plagiarism is the form you are probably most aware of, it is defined as stealing another person's ideas and presenting them as your own.

Example of Plagiarism

- Submitting assignments downloaded from the internet.
- Copying from a text book, journal article or written publication without providing adequate referencing.
- Reproducing original artwork and presenting it as your own.
- Copying someone else's essay.

UAL takes all cases of cheating very seriously. If you commit Academic Misconduct it could lead to failure of that assignment and/ or unit and serious or repeated offences may lead to failure of the whole stage of the course, suspension or even expulsion.

Referencing correctly

Throughout your studies, you will be encouraged to reference the work of other artists, writers and designers in your work. Your tutors will expect to find reference to the sources of your ideas in supporting documentation such as sketchbooks or initial drafts. As long as the source of the ideas is referenced properly then this is not plagiarism.

Make sure that, for any assignment, you refer to the University's guidance on accepted and acceptable forms of referencing: Cite Them Right Online available from www.citethemrightonline.com.

This lists the correct way to reference any source, from books, journals and essays to works of art, computer programmes and web pages.

Where to get help

Refer to UAL's guidance on acceptable and unacceptable forms of referencing.

If you require further information about referencing or Academic misconduct you should contact your tutor or Course Leader.

Tips and advice

If you are concerned that your work may have been plagiarised by another student you should contact your tutor or Course Leader.

Links to useful information

For further information go to: www.citethemrightonline.com.

For more information please visit: [Academic Misconduct and a Guide to Referencing](#)

Marking and Grading

What you need to know

What are the marking criteria?

The Unit Assignment will indicate the marking criteria being used. We use five marking criteria at UAL, which are based on the different kinds of skills we need you to demonstrate. Not all five criteria will apply to every assignment. The marking criteria being assessed will be indicated on your Unit Assignment.

The skills we are assessing are:

1. Enquiry
2. Knowledge
3. Process
4. Communication
5. Realisation

What do you need to do to achieve a grade?

The marking criteria charts on the following pages show the grades and criteria for both undergraduate and postgraduate students. The charts show what you need to do under each of the criteria (from level 4 to level 6 undergraduate and level 7 postgraduate) to achieve these grades.

How am I graded?

The individual grades for each criteria create an overall grade for the assignment. There are 15 unit grades, ranging from A+ to F- (see 15 point grading chart on page 15).

Your tutor will provide a grade from A – F against each marking criteria and then an overall grade for that assignment, the grade can range from A+ to F-.

Pass / Fail units:

If you are studying on a pass / fail unit you will not receive a grade and your online assessment feedback will not indicate a grade. The comments you receive will provide you with clear, concise and constructive feedback that you can use when approaching your next assessment.

Where to get help

If you're unsure about anything, you should speak to your tutor or Course Leaders.

Tips and advice

Watch the video on UAL Assessment Criteria:
[UAL Assessment Criteria](#)

Links to useful information

For further information go to:
[Fair Assessment](#)

Marking and Grading

What you need to know

How is your work marked?

Assessment involves the process of marking, grading and providing feedback on your submitted assignment.

Your work will be marked by a tutor from your course team who will act as the 1st marker. The 1st marker will carry out their assessment of your work and complete an assessment feedback form through the Assessment Feedback tool. They will award you a grade based on their judgment of your performance against the marking criteria. A 2nd marker will then moderate students' work through either sampling or blind double marking. Alternatively your assignment could be marked anonymously – this will be indicated on your assignment.

Internal Moderation (Sampling)

This involves the 2nd marker looking at a minimum of 10% of students work to check the rigor and consistency of the judgments made by the 1st marker. The sample will include all A grades and all fails (except on courses where there are more than 60 students as not all fails have to be included). The 1st and 2nd markers will compare their decisions and agree on final marks and feedback.

Blind Double Marking:

This is carried out on all third year final major project units. It involves 1st and 2nd markers assessing your work independently, and then comparing their decisions, resolving discrepancies and agreeing a final mark.

Anonymous Marking:

Anonymous marking happens when the marker does not know the names of the student whose work they are marking. Anonymous marking is not always possible but your Unit Assignment will indicate whether your work will be assessed anonymously or not.

Anonymous marking is designed to eliminate the potential for both conscious and unconscious bias on the part of the examiners; to protect them from accusations of bias and discrimination; and to reassure students that the marking process is fair and impartial.

External Moderation

External Moderation is carried out by external examiners and it is a final check to ensure the marking is at the right level for the course and in line with the rest of the HE sector and is fair to all students.

External examiners are subject experts from either another Higher Education institution or from Industry.

The External examiners will review the work and grades of a sample of student work selected by the Course Leader. The sample represents the range of grades achieved by students.

After discussion with the internal markers about how the grades were decided, external examiners can moderate the whole cohort grades if they feel they are out of line with national norms.

UG Charts: Levels 4 and 5

Level 4						
Enquiry	F	E	D	C	B	A
Engagement in practice informed by analysis and evaluation of relevant practices and ideas.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Knowledge	F	E	D	C	B	A
Foundational, practical, theoretical and/or technical knowledge of the subject.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Process	F	E	D	C	B	A
Experiment and review methods and results.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Communication	F	E	D	C	B	A
Setting out intentions, contexts, sources and arguments appropriate to your audiences.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Realisation	F	E	D	C	B	A
Recognition of options and choices related to production of outcomes.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence

Level 5						
Enquiry	F	E	D	C	B	A
Engagement in practice informed by critical analysis and evaluation of diverse relevant practices and ideas.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Knowledge	F	E	D	C	B	A
Evaluation of different perspectives and approaches to a range of practical, theoretical and/or technical knowledge(s).	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Process	F	E	D	C	B	A
Experiment and evaluate methods and results.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Communication	F	E	D	C	B	A
Demonstrating clarity and depth in relation to the communication of diverse intentions, contexts, sources, and arguments appropriate to your audiences.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Realisation	F	E	D	C	B	A
Selecting appropriate options and choices related to production of outcomes.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence

UG Chart: level 6

Level 6						
Enquiry	F	E	D	C	B	A
Engagement in practice informed by critical analysis and evaluation of diverse, complex practices and ideas.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Knowledge	F	E	D	C	B	A
Critical analysis of a range of practical, theoretical and/or technical knowledge(s).	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Process	F	E	D	C	B	A
Experiment and evaluate methods, results and their implications.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Communication	F	E	D	C	B	A
Demonstrating clarity and depth. Synthesis of diverse intentions, contexts and arguments appropriate to your audiences.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Realisation	F	E	D	C	B	A
Meeting appropriate standards of professional production.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence

PG Chart: Level 7

Level 7						
Enquiry	F	E	D	C	B	A
Engagement in practice informed by comprehensive analysis and evaluation of diverse complex practices, concepts and theories.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Knowledge	F	E	D	C	B	A
Critical analysis and synthesis of a range of practical, conceptual and technical knowledge(s).	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Process	F	E	D	C	B	A
Experiment and critically evaluate methods, results and their implications in a range of complex and emergent situations.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Communication	F	E	D	C	B	A
Articulation of criticality, clarity and depth. Communicating a diverse range of intentions, contexts, sources and arguments appropriate to your audiences.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence
Realisation	F	E	D	C	B	A
Advancing the personal professional and academic standards of production.	Little or no evidence	Insufficient evidence	Satisfactory evidence	Good evidence	Very good evidence	Excellent evidence

15 Point Grading Chart

Letter Grade	Point Value	Classification			
		Undergraduate			Postgraduate
		BA, BSc	FdA, FdSc	Cert HE, Dip HE	MA, PG Dip, PG Cert, Grad Dip, Grad Cert
A+	15	1st	Distinction	Distinction	Distinction
A	14				
A-	13				
B+	12	2.1	Merit Plus	Pass	Merit
B	11				
B-	10				
C+	9	2.2	Merit	Pass	Pass
C	8				
C-	7				
D+	6	3rd	Pass	Pass	Pass
D	5				
D-	4				
E	3	Marginal Fail			
F	2	Fail			
F-	1				
NS	0	Non-submission			

Feedback

What you need to know

What is the Assessment Feedback Tool?

The Assessment Feedback Tool (AFT) is UALs digital assessment interface. It allows you to see the grades and feedback from your tutors via Moodle.

AFT allows you to see:

- A. How your assignment has been graded against the University's online marking criteria.
- B. Clear, accessible and timely electronic feedback from your tutors.
- C. Your moderated grades in the form of a spreadsheet.
- D. Your feedback – this will be available for you to view four weeks after you've submitted your work and six weeks for final year and postgraduate students.

Why do you get feedback?

Feedback can help you to understand what is expected of your work, what you have achieved so far, and how you can improve your work in the future.

When will you get your feedback?

Feedback on assessments will normally be provided within four weeks of the submission date, except in the case of dissertations and final major projects, where feedback will be returned within a maximum of six weeks to allow for the thorough application of the University's moderation processes.

What will the feedback include?

Your feedback will include an indicative grade, but this grade will not be finalised until the Exam Board meets. This does not apply to units assessed on a pass or fail basis where you will not receive an indicative grade, however you will receive written feedback on your work.

LCC Feedback Turnaround times

The University monitors feedback turnaround times to ensure feedback is provided to students within 3 to 4 weeks on Yr.1 and Yr.2 undergraduate courses and 6 weeks for Yr.3 undergraduate and postgraduate final major projects.

Where to get help

If you're unsure about anything, you should speak to your tutor or Course Leader/s.

Tips and advice

Know your grades and review your progress as you go along.

Discuss your progress with your tutor during your tutorials.

Links to useful information

For further information go to: [Fair Assessment](#)

Time Out

What you need to know

Eligibility

Wherever we can we will try to accommodate your request to take time out from your studies. However, there are a number of restrictions and implications which might affect your eligibility to do so, and these need to be thought through carefully before we can approve your request.

Types of Time Out

There are two types of Time Out:

1. **Full Year Out:** If you have successfully completed a full academic year of your course, you may request a Full Year out. You will not normally be granted a full year out if you have any outstanding referrals or deferrals, unless there are valid extenuating circumstances.
2. **Partial Year Out:** If you are less than halfway through the academic year of your course, you may request a Partial Year Out. A partial year out will not normally be granted after the commencement of the summer term in any academic year.

Have you taken time out before?

If you've taken Time Out in the past, you may not be eligible to take more Time Out. You must be able to complete your course within the maximum registration period, which is the normal course length plus two years (so, for example, a standard three-year BA course must be completed within five years).

Have you had to repeat any units in the past?

If you have had to repeat any units in the past, this could affect your eligibility for Time Out. You must be able to complete your course within the maximum registration period (that's your normal course length plus two years).

Do you have any outstanding work to submit?

You can't use time out to avoid resubmission/ repeat requirements or penalties. It is normally only approved if you have successfully passed all your units of study to date. If you have not completed a unit – for example if you need to resubmit an assignment – you'll need to complete the unit during your time out. You will not be re-admitted to the course until you have successfully completed all the units.

Are you studying on a visa?

If you're an international student you need to understand the visa implications of taking time out e.g. the UK Borders Agency usually allows students a maximum of 5 years for university study. If you have taken time out in the past, or if you have had to repeat any units, this may affect your eligibility for a visa and therefore your eligibility to take time out. Taking a year out may also affect your ability to undertake higher-level study.

Where to get help

If you're unsure about anything, you should speak to your tutor or Course Leader/s.

Tips and advice

When you take Time Out, you will generally be expected to return at the point where you suspended your studies.

Links to useful information

For further information go to: [Time Out](#)

Exam Boards

What you need to know

Exam Boards are a series of meetings held throughout the year that consider the following decisions: recommendations of an award, satisfactory completion of units, deferral of assessments or adjustments to grades and reassessment.

Unit Boards

Unit Boards are designed to give you the opportunity to retrieve any failed units, so you can progress onto your next year of study. They are held twice within an academic year but they do not apply to final year Undergraduate or Postgraduate Courses.

The Unit Board aims to clear up any academic misconduct issues, process ECs and allow students to retrieve failure in-year. If you fail to retrieve a unit at the Unit Board you will not be able to move on to the next year.

Progression Boards

Progression boards are held prior to the start of a new academic year and review the work of students who have had to resubmit work. The board verifies the grades and confirms progression.

If you fail to retrieve a unit at the progression board you will not be able to move on to the next year and will have to retake the unit or the year either of these options means you would be unable to progress to the next year of study.

Final Exam Boards

Exam boards are the point at which UAL formally awards a student their degree (see grading chart) .

The board is held in term 3 after final projects and dissertations have been marked. The Exam board ensures fair treatment for all students and upholds the standards of the University.

Where to get help

If you're unsure about anything, you should speak to your tutor or Course Leader.

Tips and advice

Keep up-to-date with how you are doing by checking the AFT and your UAL email account.

Links to useful information

For further information go to: [Assessment Regulations](#)

Failure and Resubmission

What you need to know

You will need to pass all the course units in your year of study before you can move on to the next academic year.

What happens if I fail a unit?

You will **fail** a unit if you do not submit your work, receive fail on a pass / fail unit, or receive an award grade of E, F and F-.

If you fail a unit you will be contacted by letter via the student portal, as you need to **retrieve** your failure. You can retrieve your failure either via a resubmission or a retake unit. This is applicable to both graded units and Pass / Fail units.

What do I have to do for resubmission?

A **resubmission** is where you are asked to submit work for a failed unit again. If you fail to resubmit you will be asked to retake the unit. You need to pass all your units to progress to the following year.

You will be sent your **resubmission brief** by your Programme Administration Manager (PAM)

What is a retake unit?

A **retake unit** is where you are asked to re-enrol on the failed unit in the following year of study, attend all classes and complete all assignments. This means you will not progress with your peers and you will have to pay fees for the retake unit.

What happens if I have to retake a year?

If you need to retake all units from a particular year of study, this is known as a **retake year**. If you need to retake more than one unit the exam board will take an academic decision on whether you can retake the failed units or if there are extensive failures whether you need to retake the whole year.

Please see Passing and Progressing on page 20.

Where to get help

If you don't understand the resubmission brief, or you want clarification, talk to your tutor, Course Leader or a member of the Academic Support Team.

Tips and advice

Make sure you know what you need to do if you are resubmitting.

Links to useful information

For further information go to: [Assessment Regulations](#)

Passing and Progressing: UG

What you need to know

Undergraduate Year 1 and Year 2

If you pass all your course units in your year of study you can move on to the next academic year.

Final grades classification Undergraduate:

Undergraduate: Each unit is credit-rated, the minimum unit size is 20 credits. There are always 120 credits per year, and 360 credits make up the BA (Honours) degree.

If you are unable to continue or decide to exit the course, a Certificate of Higher Education (Cert HE) will be awarded following the successful completion of Level 4 (Yr1) , or a Diploma in Higher Education (Dip HE) following the successful completion of Level 5 (Yr2).

In order to be awarded a BA (Hons) you must successfully complete 360 credits.

UG students will have their final classification calculated using 2 separate algorithms. This means that when you graduate we will look at your marks in two ways:

The first way: We will look at the grades you achieve in your final year and calculate the degree classification.

The second way: We will look at the grades you achieve in your final year (with a weighting of 70%) and the best 100 credits of your second year (with a weighting of 30%) to calculate your degree classification.

The result: Both ways of calculating will be run on every student profile, where there is a variation, the higher degree classification will be awarded. This means if you do well in year 2 this could count towards your final degree result and make a difference to your final classification.

Passing and Progressing: PG

What you need to know

Final grades classification Postgraduate:

Postgraduate: The MA course structure involves 5 units, totalling 180 credits. If you are unable to continue or decide to exit the course, there are two possible exit awards; a Postgraduate Certificate will be awarded on successful completion of the first 60 credits and a Postgraduate Diploma will be awarded on successful completion of the first 120 credits.

In order to be awarded a Master's Degree you must successfully complete 180 credits. The final award classification is comprised of the marks from the final major projects.

PG CERT: The Postgraduate Certificate course structure involves 3 units, totalling 60 credits. In order to be awarded a Postgraduate Certificate you must successfully complete 60 credits. The final award classification is comprised of the marks from all units, weighted according to their credits.

PG DIP: In order to be awarded a Postgraduate Diploma you must successfully complete 120 credits. The final award classification is comprised of the marks from all units, weighted according to their credits.

FAQ

What you need to know

What happens if I have an EC on a Pass /Fail Unit?

Following submission your work is marked; If you have an EC and you fail you will have the opportunity to resubmit.

What is the difference between Holistic and Elemental assessment?

Holistic assessment is the practice where a single grade is awarded to a submission which comprises of one or more components.

What happens if I have problems submitting my work and miss the deadline?

Elemental assessment is the practice of awarding grades to each component, the assignment grade is then calculated by combining the grades for all elements.

Can I apply for an extension to my deadline?

Don't leave submitting your work until the last minute, if you submit your work late, you will incur penalties. If you submit up to 24 hours late you will incur an increment penalty e.g.B+ to B.

What happens if I fail a unit?

UAL does not allow extensions, however if you need to request additional time due to being disabled you should make a request to your Course Leader two weeks in advance of the deadline.

What feedback will I receive on a pass / fail unit?

If you fail a unit you will be contacted by letter and email and you'll be told that you need to retrieve your failure. This means you will be asked to either resubmit work during the academic year or over the summer. Alternatively you'll be asked to retake the unit, this means you will have to re-enroll on that unit in the following year which means you will not be progressing with your peers.

If you are studying on a pass / fail unit you will not receive a grade and your assessment feedback on AFT will not indicate a grade. The comments you receive will provide you with clear, concise and constructive feedback that you can use when approaching your next assessment.

Key Contacts

School of Design

Graphic Design & Communications Courses

BA Graphic & Media Design
 MA Graphic & Media Design
 MA Data Visualisation
 Cert HE: Preparation For Design Media and Screen
 Level 3 International Introduction to the Study of Design Media and Screen
 PG Cert / Dip Design for Visual Communication

Programme Administration Manager

Mike Hodges
 gdc@arts.ac.uk

Branding & Design Innovation Courses

BA Design Management & Cultures
 BA Graphic Branding & Identity
 BA Design for Art Direction
 BA Design for Branded Spaces
 BA Spatial Design
 MA Design Management
 MA Graphic Branding & Identity
 MA Design for Social Innovation and Sustainable Futures
 MA Design For Art Direction

Programme Administration Manager

Joe Cianchi
 bdi@arts.ac.uk

Interaction Design & Visual Communications

BA Illustration & Visual Media
 BA Information & Interface Design
 BA User Experience Design
 BA Interaction & Design Arts
 MA Illustration & Visual Media
 MA User Experience Design
 MA Service Experience
 MA Interaction & Design Arts

Programme Administration Manager

Poonam Patel
 idvc@arts.ac.uk

School of Media

Journalism & Publishing Courses

BA Journalism
 BA Magazine Journalism & Publishing
 MA Publishing
 MA Arts & Lifestyle Journalism

Programme Administration Manager

Derron Solomon
 journalism.publishing.staff@lcc.arts.ac.uk

Photography Courses

BA Photography
 BA Photojournalism and Documentary Photography
 Graduate Diploma in Photography
 MA Photography
 MA Photojournalism & Documentary Photography

Programme Administration Manager

Morgan Condon
 photography.staff@lcc.arts.ac.uk

Communications & Media Courses

BA Advertising
 BA Media Communications
 BA Contemporary Media Cultures
 BA Public Relations
 MA Media, Communications and Critical Practice
 MA Public Relations
 MA Advertising

Programme Administration Manager

Mary Wiseman & Holly Beare
 communications.media.staff@lcc.arts.ac.uk

School of Screen

Film & Television Courses

BA Film & Television
 BA Film Practice
 BA (Hons) Film and Screen Studies
 BA Live Events & Television
 MA Film
 MA Television
 MA Documentary Film
 MA Screenwriting

Programme Administration Manager

Damali Bah
 film.tv@arts.ac.uk

Moving Image & Digital Arts Courses

BA Animation
 BA Games Design
 BA Virtual Reality
 MA Virtual Reality
 MA Visual Effects (VFX)
 MA 3D Computer Animation
 MA Animation
 MA Games Design

Programme Administration Manager

Tina Stennett
 mida@arts.ac.uk

Sound and Music Courses

BA Sound Arts & Design
 MA Sound Arts

Programme Administration Manager

Tina Stennett
 sound.arts@arts.ac.uk