

ual: london college
of communication

Staff Guide to:
Unit Assignments &
Project Briefs
21/22

CAMILL



Introduction

The Staff Guide to Unit Assignments and Project Briefs introduces you to the Unit Assignment which replaced the old Assignment Brief . The change in title aims to reflect the different practices across the schools and acknowledges the use of Projects Briefs as an additional strand of the assessment process.

This guide includes step by step guidance to writing Unit Assignments and Project Briefs including links to templates and check lists. The Quality team have included the annual deadlines for Unit Assignment and Project Briefs.

The guide also includes information to help you review, check and approve Unit Assignments and Project Briefs before they go to your PAMs and the Programme Panel for final approval.

A series of guides have been written to support staff these include:
Staff Guide to Unit Assignments and Project Briefs
Staff Guide to Moodle.

We hope you find this guide helpful.

Content

Unit Assignment Template ... 1

Writing Your Assignment ... 3

LCC Unit Assignment and Project Brief Checklist ...8

LCC Unit Assignment and Project Checklist for Course Leader/ Year Leader ... 9

Unit Assignment and Project Brief Deadlines 20/21 ... 10

Templates and Useful Information ... 11

Help and Support ... 11

Unit Assignment

<Course Title>

Unit: <Unit Title> (<Unit Code>)

Assignment Information

Assignment Title: E.g. Sound, Image, Story	Assignment Type: Holistic or Elemental	Weighting: Indicate the weighting if applicable
Submission Deadline: Hand in deadline date and time E.g. By 4.00pm (16:00) GMT Friday 4th December 2020 Adjusted Assessment Deadline*: Hand in deadline date and time E.g. By 4.00pm (16:00) GMT Friday 18th December 2020 If you are using additional time please notify us using the following email: Insert email address	Submission Method: Electronic submission (via Turnitin / Moodle) OR manual hand-in via hand-in office D104 OR studio submission Include the file type(s) and maximum file size. e.g. PDF, Maximum 20MB See page 4 for further information	Anonymous Marking: Yes: This assignment will be marked anonymously No: It is not possible for this assignment to be marked anonymously, however it will be internally moderated in line with UAL policy to maintain rigour and fairness in assessment.
Date to expect feedback by: Date All feedback is indicative until formally confirmed at an Exam Board. You will be informed of your results and when these will be published by email and Moodle.	How you will receive feedback: Via Moodle and the Assessment Feedback tool.	Submission Queries: If you have any difficulties submitting your assignment contact: xyz@lcc.arts.ac.uk before the deadline. Insert email address

*The Adjusted Assessment deadline is for students with Individual Support Agreements (ISAs). See Assessment Guidance at the end of this document for further information.

Your Assignment

Staff to insert clear details of the actual assignment requirements, research, technique, artefact etc. Staff to insert submission requirements, including any specified parameters, for example: word count, minimum/maximum pieces of work, submission formats such as A3 portfolio, exhibition, blog, A4 word-processed, double-line spaced. Does the submission requirements match the handbook and is the assignment appropriate for the level and the amount of work expected ?

[See page 5 for further information on how to write and what to include in this section](#)

Project / Client Briefs (if required)

Course Leader/Unit Leader to insert clear details of the project brief including:

- **The title of the brief**
- **Submission date**
- **Mode of submission**

[See page 6 for further information on how to write and what to include in this section](#)

Learning Outcomes

This assignment will be assessed against the five UAL assessment criteria: **Enquiry, Knowledge, Process, Communication, and Realisation**. See: arts.ac.uk/assessment

On completion of this unit you will be able to:	How the learning outcomes are to be evidenced in this assignment
Insert the learning outcomes being assessed. These should be copied directly from the unit descriptor in the Course Handbook please do not amend the wording.	Indicate how the learning outcomes could be evidenced in this assignment. See page 6

Costs associated with this Unit & its assessment

Work presented for assessment will be evaluated against unit learning outcomes using UAL's Assessment criteria. Increased expenditure on materials to realise your assignment will not equate to increased grades in your assessment.

The college provides a broad range of resources to support your studies and to produce work for assessment. The additional costs you might incur whilst studying this unit, depending on personal choice, could include:

- **Add additional costs here**

You can discuss your choices and likely costs with your unit leader prior to starting your work.

[See page 6 for further information on what to include in this section](#)

Assessment Guidance

- The **UAL Assessment** webpage has detailed explanations of the five UAL Assessment Criteria and the University's assessment policies: arts.ac.uk/assessment
- The **LCC Student Guide to Assessment** provides a step-by-step guide to the assessment process at LCC. The guide is in the Moodle site for your course: moodle.arts.ac.uk
- Guides for online submissions are available in the Moodle site for your course: moodle.arts.ac.uk
- Guides to Adjusted Assessment can be found on the Disability Service site: [Disability Service](#)

Writing your Unit Assignment

The following pages provide a step by step guide to completing each section of your Unit Assignment. The Unit Assignment Template has been formatted as a digitally accessible document. The structure and the formatting of the document must not be changed (e.g. use of Heading styles, the table structure, the font size)

Unit Assignment Course Title Unit Title (Unit Code)

Your titles and code should match those in your Course Handbook.

Assignment Information:

Assignment Title

Include the title of your Unit Assignment e.g. Sound,Image,Story.

Assignment Type

Indicate whether the assignment is Holistic or Elemental. You can provide a short summary here and further information in the **Your Assignment** section.

Weighting

If the assignment is Elemental please provide information on the weighting. Further information can be included in the **Your Assignment** section.

Submission Deadline

Clearly indicate the date and time of submission.
e.g. By 4.00pm (16:00) GMT
Friday 4th December 2020

Adjusted Assessment Deadline

Adjusted Assessment has replaced Accomadated Assessment. Course Teams now need to agree the Adjusted Assessment Deadline - this is normally an additional 2 weeks. Before you decide whether this date is suitable you will need to consider:

- Exam board dates
- Access to college facilities during the adjusted assessment period
- Holiday dates.
- When the next unit will start
- Deadlines for other pieces of work
-

Include a contact email address where students can inform their course team that they intend to use additional time. We would suggest a generic programme or course level email address.

If you are unable to provide additional time please include the following text.

Adjusted Assessment: Additional time is not offered for this assignment. If you need to discuss other adjustments, please contact the Disability Service on disability@arts.ac.uk or 020 7514 615

Please read the staff and student guidance for more information
[Staff Guide to Adjusted Assessment](#)
[Student Guide to Adjusted Assessment](#)

Submission Method

Provide the submission method for the assignment and include specific requirements such as the file type and maximum file size. For example:

Online submission via a Turnitin Assignment in Moodle. PDF, maximum 20MB.

Please ensure the submission requirements match the handbook.

Submissions must be online wherever possible. Course Teams are asked to examine the number of physical submissions within a course, and where there is no material or pedagogical need for a physical outcome to choose a digital outcome and an online submission. This will help address both cost of study and sustainability.

Online submissions must be made through a UAL Digital Learning platform. Most submissions will be through Moodle, Turnitin or Workflow. See the Digital Learning section of the LCC Teaching Hub for full details and further options for larger files such as video.

The file size requirement should be considered by course teams so that it is appropriate to the task rather than automatically specifying the maximum that the digital learning platforms allow.

If a physical submission is absolutely necessary it must be a studio submission. There is no longer a central hand-in room (previously D104). Courses are asked not to select USB sticks as a method of submission.

Example

Include the online submission platform, file type and file size.
e.g. Online submission via a Turnitin Assignment in Moodle. PDF, maximum 20MB.

Anonymous marking

In this section you can include the following information

Yes: This assignment will be marked anonymously

No: It is not possible for this assignment to be marked anonymously, however it will be internally moderated in line with UAL policy to maintain rigour and fairness in assessment.

Date to expect feedback by

Clearly identify the date students can expect feedback.

How you will receive feedback

No further information required.

Submission Queries

Include an email address for when students are having problems submitting their assignment.

Your Assignment

In this section of the Unit Assignment you can focus on the requirements and narrative of the assignment. Here you can outline the assignment and include as much information as necessary to ensure students understands what is required of them.

When writing this section consider the following:

- Is the assignment task expressed in plain and accessible English using clear vocabulary?
- If any specialist or unfamiliar terminology is used, is it explained?
- Is the assignment expressed concisely? Could it be edited to make it more succinct?
- Is the assignment appropriate for the level of study and the credits attached to the unit?
- Is the assignment task inclusive in terms of enabling students from diverse educational and cultural backgrounds to engage with it and be able to draw on their own experiences & interests in responding to it?
- Has the cost to students been considered? This includes the cost to students of the assignment task and outcome. Is a physical outcome necessary or could it be digital? Does the submission have to be printed?

For help writing your Unit Assignment use the LCC Unit Assignment and Project Brief Checklist on page 7 and see [Creating Inclusive Assignment Briefs](#)

Project / Client Brief

In this section of the unit assignment include details of any additional project briefs / client briefs.

Please Include the following:

- The title of the brief
- Submission date
- Mode of submission

Learning Outcomes

Insert the learning outcomes being assessed. These should be copied directly from the unit descriptor in the Course Handbook , please do not amend the wording.

Indicate how the learning outcomes could be evidenced in this assignment.

Example

On completion of this unit you will be able to:	How the learning outcomes are to be evidenced in this assignment.
Understand and be able to practice the processes of adaptation. (Realisation) (Knowledge)	All adaptations should evidence in-depth research and demonstrate originality by the writer as well as attention to detail and knowledge of the context and historical period

Costs Associated with this Unit and its assessment.

In this section of the Unit Assignment you are asked to indicate any additional costs that the Unit Assignment might include These costs would include expenditure essential for the successful achievement of the assignment. This could include costs that the course resource budget doesn't cover including,visits, materials and printing etc. It is important to monitor these costs to ensure students aren't being disadvantaged.

It does not include the costs that the student might want to generate. It's important to discuss costs with students as the University does not equate increased grades to increased student expenditure.

Courses are encouraged to:

- Read the Cost of Study Guidelines.
- Consider the Assessment Submission outcome and method.
- Limit student expenditure and discourage students from taking on private debt to complete projects.
- Develop nil cost Unit Assignments and Project briefs
- Encourage the use of recycled materials.

Assessment Guidance

Text is provided, no further information required.

LCC Unit Assignment and Project Brief Checklist

Writing your Project Brief

For some courses the Project Brief is a central part of the assessment process, and the writing of these briefs is as important as the writing of the Unit Assignment. For these courses it is important to articulate to students the relationship between the Unit Assignment and Project Brief.

Details of the Project Brief must appear on the Unit Assignment and be completed in line with the Unit Assignment and Project Brief Deadlines for 21/22 on the following page.

You can design your own Project Brief or use the [Project Brief template](#). If you do choose to design your own template please follow the agreed content as described below and format it as a digitally accessible document to ensure it is accessible to everyone, including people who use assistive software. Please follow the University guidance on [Creating Accessible Documents](#).

Content:

Project Brief

Project Brief Title

Unit Title

Title of Unit Assignment

Submission Method

Submission Deadline

Your brief - Details of the brief

The following Unit Assignment and Project Brief Checklist is designed as both a prompt for academic staff writing Unit Assignments and Project Briefs and for peer review of colleagues' Unit Assignments and Project Briefs. The question / prompts below are designed to ensure that our Unit Assignments and Project Briefs are appropriate, aligned, accessible and clear.

Level, Scope & Complexity

Is the Unit Assignment / Project Brief set appropriate for this level of study and the credits attached to the unit?

Is the assignment complimentary & additional to that in other units that are co-currently being delivered?

Is the assignment spaced to give students sufficient time between other hand ins in the same period?

Teaching & Learning

Is the Unit Assignment / Project Brief inclusive in terms of enabling students' from diverse educational and cultural backgrounds to engage with it and be able to draw on their own experiences & interests in responding to it?

Is the Unit Assignment / Project Brief clearly mapped against the learning outcomes of the unit and an appropriate means for students' to meet them? If particular Learning Outcomes are being highlighted through this assessment, is this made clear?

Is the Unit Assignment / Project Brief clearly mapped against the UAL Marking Criteria? If particular criterion are being emphasized in the assessment, is this made clear?

Is there contextual and explanatory information provided about how students can approach the Unit Assignment / Project Brief, particularly if there is a choice of options? How is this communicated to students?

Is the formative and summative assessment involved in the unit made clear in the Unit Assignment / Project Brief?

Cost of Study

Has the costs associated with this Unit Assignment / Project Brief been clearly articulated?

Has the costs associated with this Unit Assignment / Project Brief been reviewed against other costs in other units that are co-currently being delivered?

Assessment Submissions

Has the assessment submission method for this Unit Assignment / Project Brief been reviewed to ensure it adheres to the UAL Assessment Submission guidelines?

Has the assessment submission method for this Unit Assignment / Project Brief avoided where possible unnecessary cost to students?

Clarity of Expression / Accessibility

Is the Unit Assignment / Project Brief expressed in plain and accessible English using clear vocabulary?

If any specialist or unfamiliar terminology is used, is it explained?

Is the Unit Assignment / Project Brief expressed concisely? Could it be edited to make it more succinct?

Cross reference to the Course Handbook and Unit Guide

Does the assignment task in the Unit Assignment / Project Brief align with those specified in the Unit Descriptor of the Course Handbook for the current academic year?

Does the hand-in date align with the Course Diagram for this academic year?

LCC Unit Assignment and Project Brief Checklist for Course Leader / Year Leader

The following Assignment Checklist is designed as both a prompt for Course Leaders or Year Leaders who are reviewing Unit Assignment / Project Briefs in terms of quality, academic planning & the student experience of assessment across units.

Level ,Scope & Complexity

Is this Unit Assignment / Project Brief mapped against the other assignment tasks within the term/block? Is it additional and complimentary to them?

Teaching & Learning

Is this Unit Assignment / Project Brief inclusive in terms of enabling students' from diverse educational and cultural backgrounds to engage with it and draw on their experiences and interests in responding to it?

Is the Unit Assignment / Project Brief mapped against the Learning Outcomes of the unit and UAL Marking Criteria?

If there are option choices or different elements available to students, is this explained? If options or Projects Briefs are sequential, is the chronology of this clearly mapped out?

Cost of Study

Has the costs associated with this Unit Assignment / Project Brief been reviewed against other costs in other units that are co-currently being delivered? Are these costs appropriate and not creating barriers to learning and attainment?

Assessment Submissions

Do the assessment submission methods for the Unit Assignment / Project Briefs adhere to the UAL Assessment Submission policy and avoid where possible unnecessary cost to students?

Clarity of Expression / Accessibility

Is the assignment task expressed in plain English and expressed concisely?

Is the level of context & explanatory detail appropriate and clear from a student viewpoint?

Is the Unit Assignment / Project Brief consistent in terms of style, language and terminology with others within the term /block and across the academic year?

Cross reference to the course handbook and Unit Guide

Is the assignment task as specified in the Course Handbook?

Is the assignment deadline as specified in the Course Diagram?

LCC Unit Assignment and Project Brief Deadlines 21/22

The chart below shows the dates when Unit Assignments and Projects Briefs need to be submitted for approval.

Term / Block	Stage 1 Unit Assignments completed and submitted to CL for checking/ course level approval.	Stage 2 Unit Assignments reviewed by CL and collated to be provided to PAMs .	Stage 3 Unit Assignments submission to PAMs	Stage 4 PAMs to complete check of Unit Assignments *Project Briefs reviewed and approved by CL	Stage 5 Unit Assignments and *Project Briefs presented to Programme Approval Panel	Stage 6 Unit Assignments and *Project Briefs to be published on Moodle
Autumn Units (Term 1/Block 1)	01/06/2021 - 02/09/2021 (See note below**)	03/09/2021 - 08/09/2020 (See note below**)	08/09/2021	09/09/2021 - 15/09/2021	16/09/2021 - 21/09/2021	22/09/2021 - 24/09/2021
Spring Units (Term 2/Block 2)	25/11/2021	26/11/2021 - 02/12/2021	03/12/2021	06/12/21 - 10/12/2021	13/12/2021 - 17/12/2021	20/12/2021 - 07/01/2022
Block 2 Units	17/01/2022	18/01/2022 - 24/01/2022	25/01/2022	26/01/2022 - 01/02/2022	02/02/2022 - 08/02/2022	09/02/2022 - 11/02/2022
Summer Units (Term 3) (Including Major Project Unit Assignments for PG courses)	03/03/2022	04/03/2022 - 10/03/2022	11/03/2022	14/03/2022 - 18/03/2022	21/03/2022 - 01/04/2022	04/04/2022 - 14/04/2022

*Where Project Briefs are required they should be completed, peer reviewed and approved by the Course Team by stage 5. Where Project Briefs are 'Live' or are provided by external collaborators and fall outside of the checklist dates the approval process and uploading to Moodle can be managed at programme level.

**Note: Programme Directors to work with PAMs and Course Leaders to identify the preferred approach to this. Teams are encouraged, where possible, to complete the first two stages of the processes earlier in the period specified. It is recommended that the Course teams responsible for writing Unit Assignments use stages 1 and 2 as an opportunity to peer review these documents.

Teams can use the Unit Assignment and Project Brief checklist to aid this process

Templates and Useful Information

[Unit Assignment Template](#)

[Project Brief Template](#)

[UAL Assessment Web page](#)

[Disability Service](#)

[Creating Accessible Documents](#)

[Creating Inclusive Assignment Briefs](#)

[Digital Assessment Submissions](#)

[SU Costs of Study Report](#)

[Staff Guide to Adjusted Assessment](#)

[Student Guide to Adjusted Assessment](#)

Help and Support

If you require further help or advice please contact Adrienne Tulley a.tulley@lcc.arts.ac.uk.