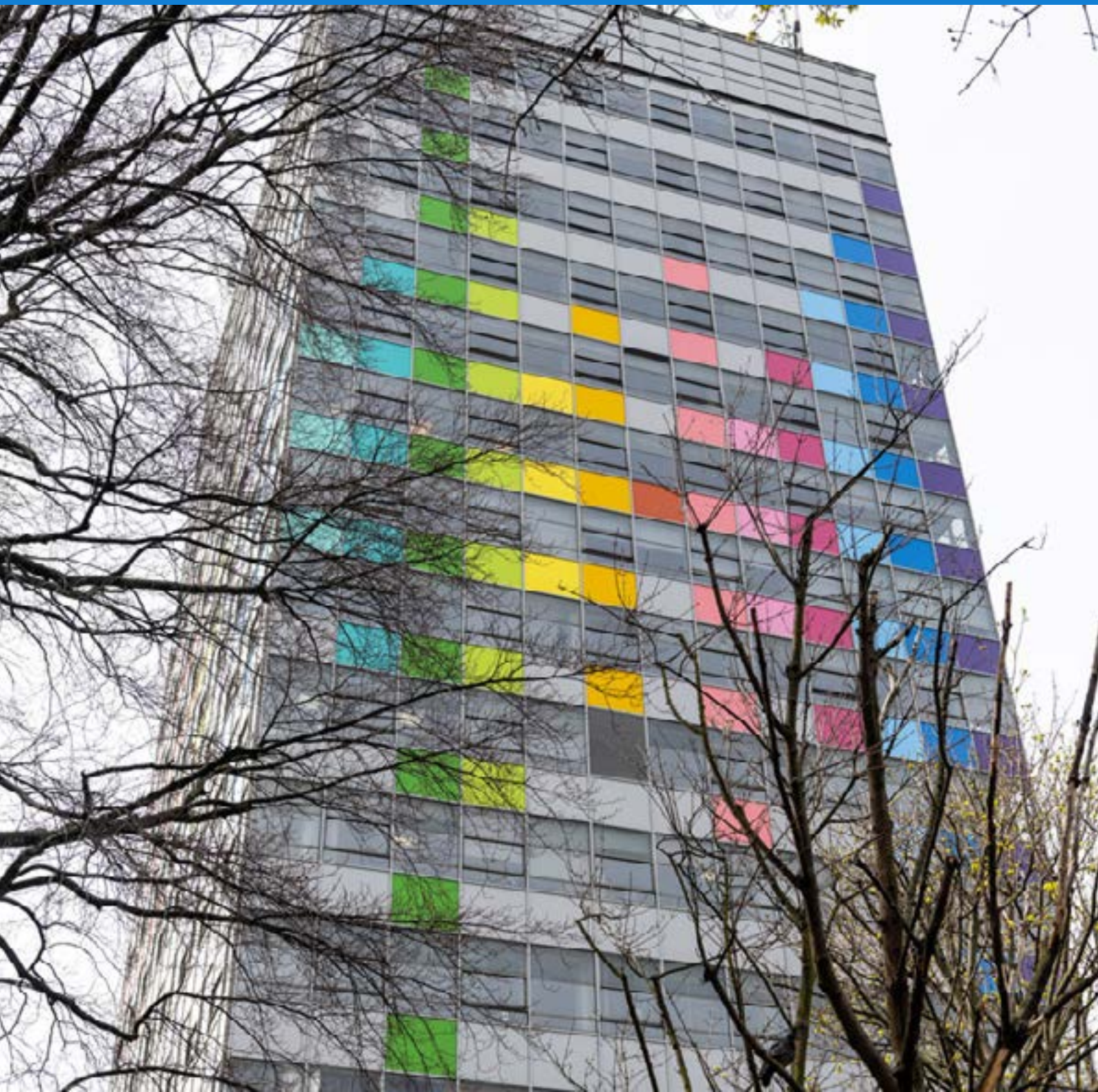


# LCC Student Guide to Assessment



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# Introduction

## Welcome to the LCC Student Guide to Assessment

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

At UAL your work is assessed throughout each unit. This is often referred to as formative and summative assessment. Formative assessment or ‘assessment for learning’ refers to the assessment which is developmental and supportive and concentrates on helping you to improve your work before you submit it for summative assessment. Summative assessment or ‘assessment of learning’ is designed to evaluate your work and provide you with a grade that reflects your achievement.

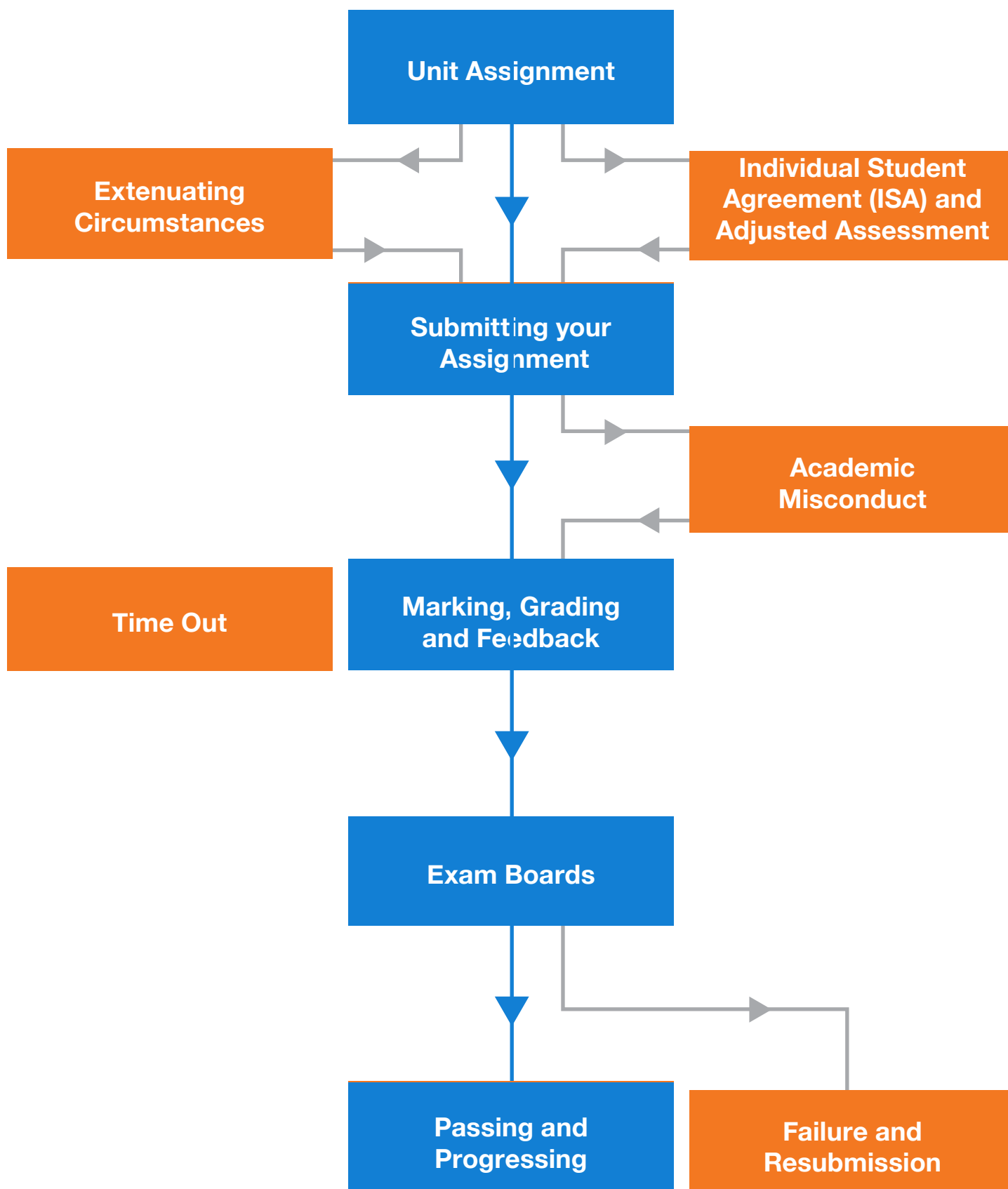
This document provides a step by step guide to assessment, from receiving your Unit Assignment, the assessment of your work, through to the role of the Exam Boards. It includes handy tips, useful links and where to get help. It also provides you with information on grading and your final degree classification whether you are a 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 policy guides.

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# 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.
- H. Any cost associated with completing the work.

## How to avoid failing your assignment

### 1. Keep to 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.  
[For further information see Submitting your Assignment](#)

### 2. Use the correct file formats

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

### 3. Avoid academic misconduct

- A. You can fail your assignment if you take part in any form of academic misconduct, so make sure your work is always your own.  
[For further information see Academic Integrity and Academic Misconduct](#)

#### 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.

[Academic Support](#)

#### 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.

#### Links to useful information

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

[Assessment Regulations](#)  
[Academic Misconduct](#)

# Unit Assignment

<Course Title>

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

## Assignment Information

<b>Assignment Title:</b>	<b>Assignment Type:</b>	<b>Weighting:</b>
<b>Submission Deadline:</b>  <b>Adjusted Assessment Deadline*:</b>  If you are using additional time, please notify us using the following email:	<b>Submission Method:</b>	<b>Anonymous Marking:</b>
Moodle.	<b>How you will receive feedback:</b> Via Moodle and the Assessment Feedback tool.	<b>Submission Queries:</b> If you have any difficulties submitting your assignment contact: xyz@lcc.arts.ac.uk before the deadline.

\*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

**Project / Client Briefs** (if required)

## Learning Outcomes

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

## 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. However, the additional costs you might incur whilst studying this unit, depending on personal choice, could include:

- <add costs – see guidance>

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

## 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](https://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](https://moodle.arts.ac.uk)
- Guides for online submissions are available in the Moodle site for your course: [moodle.arts.ac.uk](https://moodle.arts.ac.uk)
- Guides to Adjusted Assessment can be found on the Disability Service site: [Disability Service](#)

# Adjusted Assessment and Individual Support Agreement (ISA)

## What you need to know

### 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. Adjustments are changes to an assessment method, which enable students to meet the same learning outcomes in another way.

Examples include:

- Additional time
- An alternative task e.g. a presentation instead of an essay
- Presentations to tutors only or to a small group
- Specialist equipment or software.

To arrange [Adjusted Assessments](#) you must register with the [Disability Service](#). The Disability Service requires evidence to show you are a disabled person according to the Equality Act 2010.

Find out more by searching 'disability evidence' on arts.ac.uk or contact the Disability Service. Please send evidence to [disability@arts.ac.uk](mailto:disability@arts.ac.uk) and request an appointment.

Each student has a named Disability Adviser. The Disability Adviser helps identify whether you need adjusted assessments. The information is then included in an Individual Support Agreement (ISA).

### What is an Individual Support Agreement?

An Individual Support Agreement (ISA) is an agreement of reasonable adjustments between you and UAL. You and your disability adviser will meet and agree an ISA, which is then communicated to key staff who need to know about your access needs. Your ISA tells your course team about the adjusted assessments you need.

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### How to avoid failing your assignment

Contact the Disability team as soon as possible, so your ISA is in place for your first assessments.

You must tell your course tutor if you intend to submit your work on the adjusted assessment deadline which is indicated on your Unit Assignment. You should do this 2 weeks before the standard 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](mailto: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: [Disability and dyslexia](#)

For more information on Adjusted Assessment please visit: [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. Corona virus, 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)

[For further information see Individual Support Agreement \(ISA\)](#)

## What do you need to do to submit an EC?

Applying for EC	You should apply for Extenuating Circumstances via the <a href="#">Student Portal</a> as soon as possible.
	If you are experiencing problems submitting your EC via the student portal, you can download the form from the website and once completed send to LCC EC in box: <a href="mailto:ecclaims@lcc.arts.ac.uk">ecclaims@lcc.arts.ac.uk</a>
	For further information about the EC process go to go to: <a href="#">Extenuating Circumstances</a>
What you need to include	1. You are required to provide supporting evidence with an EC application.
	2. Where evidence is not available, you can submit an EC claim without evidence, for units totalling a maximum of 60 credits in an academic year.
	3. Serious IT/equipment issues will be maintained as a valid reason for an EC.
What happens next	Your EC will be reviewed by the EC panel. After your application has been reviewed you will receive an e-mail notification stating whether the claim has been approved or rejected This will normally take one week or sooner.

# Extenuating Circumstances (ECs)

## What you need to know

### If you have an EC approved

You are entitled to an additional seven days to complete your work and submit it.

### What happens to your work after you 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](#)

Alternatively send your enquiries to the LCC EC in box: [ecclaims@lcc.arts.ac.uk](mailto:ecclaims@lcc.arts.ac.uk)

## 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

Contact the Student Union to get help completing the form

[Student Union](#)

# Submitting Your Assignment

## What you need to know

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. In the studio.

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

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 penalties.

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.

## Submitting after the deadline

<b>If you submit work up to 24 hours after the deadline</b>	You will incur a penalty of one increment from the mark the work has achieved e.g.B+ to B.
<b>If you submit work more than 24 hours after the deadline this work will be considered a non-submission (NS)</b>	If possible, the work will be marked. Where the work passes, this will be considered as your resubmission. Resubmission receive a penalty of one grade e.g. B to C
<b>If you are 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.</b>	If possible, the work will be marked. Where the work is successful you will receive a pass.

### 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.

### 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.

### Links to useful information

From art works to academic texts, there are rules for referencing.

Go to: [www.citethemrightonline.com](http://www.citethemrightonline.com) to find out more.

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

# 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 Academic Misconduct 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.**

#### Self Plagiarism

You can commit self plagiarism if you deliberately submit the same piece of work for assessment on more than one occasion. Some examples include:

- Submitting work (written or practical) that's already been assessed on one unit on another unit on your course.
- Submitting part of an essay that's already been assessed in another essay.
- Submitting a dissertation project that includes sections of work that has already been assessed elsewhere, including a dissertation proposal.

These rules apply if you are re-taking a unit, you cannot 're-use' work that has already been assessed.

**You are able to draw on ideas, arguments and perspectives from your previous work but these always need to be presented in an original way. You cannot recycle your work that's already been assessed.**

# Academic Integrity and Academic Misconduct

## What you need to know

### 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. UAL uses Cite them right Harvard referencing style.

Cite Them Right Online is available at [www.citethemrightonline.com](http://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

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](http://www.citethemrightonline.com).

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



# Marking and Grading

## What you need to know

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

## What are the marking criteria?

The Unit Assignment will indicate the marking criteria being used. The marking criteria will appear against the Learning Outcomes on the Unit Assignment. 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 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 is your work 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?

Your work will be marked by a tutor from your course team who will act as the 1<sup>st</sup> marker. The 1<sup>st</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> marker looking at a minimum of 10% of students work to check the rigour and consistency of the judgments made by the 1<sup>st</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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 (Yr.1 & 2)

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 (Yr.3)

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

### Your feedback

Feedback is provided by tutors during your unit (formative assessment) and following the submission of work for your Unit Assignment (summative assessment). Formative assessment or 'assessment for learning' refers to the assessment which is developmental and supportive and concentrates on helping you to improve your work before you submit it for summative assessment. Summative assessment or 'assessment of learning' is designed to evaluate your work and provide you with a grade that reflects your achievement. Feedback is also referred to as feedforward as the comments will provide you with advice and guidance for future work.

### LCC feedback turnaround times

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.

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.

### 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.

### 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.** 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.
- C.** Your moderated grades in the form of a spreadsheet.

### 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.

#### 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 post graduate study.

### Where to get help

If you're unsure about anything, you should discuss your options with your tutor or Course Leader/s. or the [Student Advice Service](#)

### 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](#)

Further information can be found under [Immigration and visas](#)

# 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
- 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 onto 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.

For PG students final exam boards are held at the end of term 4 (February)

### 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](#)

# 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.

**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.**

### Final grade classification:

**Undergraduate 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 a number of 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.

# 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
- You 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.

[For further information Please see Passing and Progressing.](#)

### 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](#)

# Frequently Asked Questions

## What you need to know

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

If you submit your work it is marked without penalty. If you did not submit or 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.

**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?

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

### I have committed self plagiarism, what does this mean?

This means you have committed academic misconduct as you have submitted previously assessed work. If you want to use work that you have previously submitted then you are required to rewrite it or in the case of artefacts present it in a new and original way.

### What happens if I fail a 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-enrol on that unit in the following year which means you will not be progressing with your peers.

### Can I appeal against a grade?

No, UAL works to a rigorous assessment process - please see [marking and grading](#). Your work will be marked by a tutor from your course team who will act as the 1<sup>st</sup> marker. A 2<sup>nd</sup> marker will then moderate your work through either sampling or blind double marking. Alternatively your assignment could be marked anonymously – this will be indicated on your assignment.

# Key Contacts

## School of Design

### Graphic Design & Communication **gdc@arts.ac.uk**

BA Graphic & Media Design  
MA Graphic & Media Design  
MA Data Visualisation  
MA Design for Visual Communication  
PgCert/PgDip Design for Visual Communication

**Programme Administrators**  
Mike Hodges & Raymond Weekes  
**Course Support Administrator**  
Cathy Reilly

### Branding & Design Innovation **bdi@arts.ac.uk**

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

**Programme Administrators**  
Annette Nibourette & Nadene Thomas  
**Course Support Administrator**  
Aiden Cawrey

### Interaction Design & Visual Communications **idvc@arts.ac.uk**

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

**Programme Administrators**  
Nadene Thomas & Rebecca Harris  
**Course Support Administrator**  
Aiden Cawrey

## School of Media

### Journalism & Publishing **journalism.publishing.staff@lcc.arts.ac.uk**

BA Journalism  
BA Magazine Journalism & Publishing  
MA Journalism  
MA Publishing

**Programme Administrator**  
Harry Warman  
**Course Support Administrator**  
George Charonidis

**Photography**  
**photography.staff@lcc.arts.ac.uk**  
BA Photography  
BA Photojournalism and Documentary Photography  
MA Photography  
MA Photojournalism & Documentary Photography  
MA Commercial Photography

**Programme Administrator**  
Lyla Quinn-Harris  
**Course Support Administrator**  
Agnes Moricz

### Communications & Media **communications.media.staff@lcc.arts.ac.uk**

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**  
Hazel Castle  
**Course Support Administrator**  
Matt Lynch

## School of Screen

**Film & Television**  
**film.tv@arts.ac.uk**  
BA Film & Television  
BA Film Practice  
BA Film and Screen Studies  
MA Film  
MA Television  
MA Documentary Film  
MA Screenwriting

**Programme Administrators**  
Damali Bah, Holly Beare, Angela Lewis, Lauren Milner  
**Course Support Administrator**  
Ariel Henry-Warren

### Moving Image & Digital Arts

**mida@arts.ac.uk**  
BA Animation  
BA Games Design  
BA Games Art  
BA Virtual Reality  
MA Virtual Reality  
MA Visual Effects  
MA 3D Computer Animation  
MA Animation  
MA Games Design

**Programme Administrators**  
Holly Beare, Angela Lewis, Lauren Milner and Mary Ellen Paul  
**Course Support Administrator**  
Junior Odunowo

**Sound and Music**  
**sound.arts@arts.ac.uk**  
BA Sound Arts  
BA Music Production  
MA Sound Arts

**Programme Administrator**  
Mary Ellen Paul, Lauren Milner  
**Course Support Administrator**  
Steven Walker