

ELECTRONIC SUBMISSION, FEEDBACK AND GRADING

Introduction for Academics 2018/2019

This academic year the EMA programme is supporting the majority of schools across the University to adopt new Electronic Submission, Feedback and Grading (eSFG) processes. For many Schools and Departments, most of the changes will be centred around programme administrative processes. A higher level of change will be felt in Schools/ Departments where electronic marking is a new practice and support is being provided by colleagues from the CQSD TEL team. This will ensure that the impact of this change is reduced. Training can be accessed via the Employee Self Service Portal.

A project team is in place that draws together various teams from across the University:

- Academics
- Academic Development and Enhancement team (ADE)
- EMA project expertise
- Henley Business School Programme Administration
- Students
- Support Centres
- Technology Enhanced Learning team (TEL)

To ensure that students have a consistently positive experience, and to provide clear guidance and training for academics and Support Centre staff, we have reviewed all existing processes to identify areas of commonality. The eSFG project has worked closely with SDTLs, Heads of Department and other academics within the Schools and/or Departments to establish a sensible set of default positions for each School or Department. In addition, we have been able to learn from Early Adopter Schools (SAPD, SAGES) who moved over fully to Electronic Submission, Feedback and Grading in the last academic year as well as an initial special project with the IoE.

A great deal of work has been undertaken to understand how schools currently manage the submission, marking and feedback of assessment. There is significant variation across the University in terms of existing practices, the types of assessment undertaken and in the interpretation of policy.

The review of processes has taken into account variation in:

- Marking tools being used
- Anonymity requirements
- Timing of moderation
- Interpretation of policy

The following indicates key points of change: Where possible, Electronic Submission, Feedback and Grading will be the default position for summative assessment

- Existing technology is being used i.e. Blackboard and Turnitin marking tools
- The most appropriate marking tool (e.g. Blackboard or Turnitin) for a particular assessment has been identified based on the characteristics of the assessment and supporting system features – please see below for details
- Turnitin will be the most frequently used tool; this is the most user-friendly, has the richest functionality and allows more straightforward processes for Programme Administrators
- Programme Administrators will set up all submission points and any columns required in Blackboard and Turnitin except for assessments involving either a Blackboard test, journal, blog, wiki or discussion board, which the academic will continue to set up.
- Late penalties will be administered within RISIS by Programme Administrators.
- It is important that all marks are entered into Blackboard and/or Turnitin to enable ongoing electronic capture and access to marks in one place.
- A consistent approach to internal moderation and External Examiner access has been developed. This can be adapted to reflect whether moderation is undertaken pre/post marks and whether feedback is released to students after 15 working days

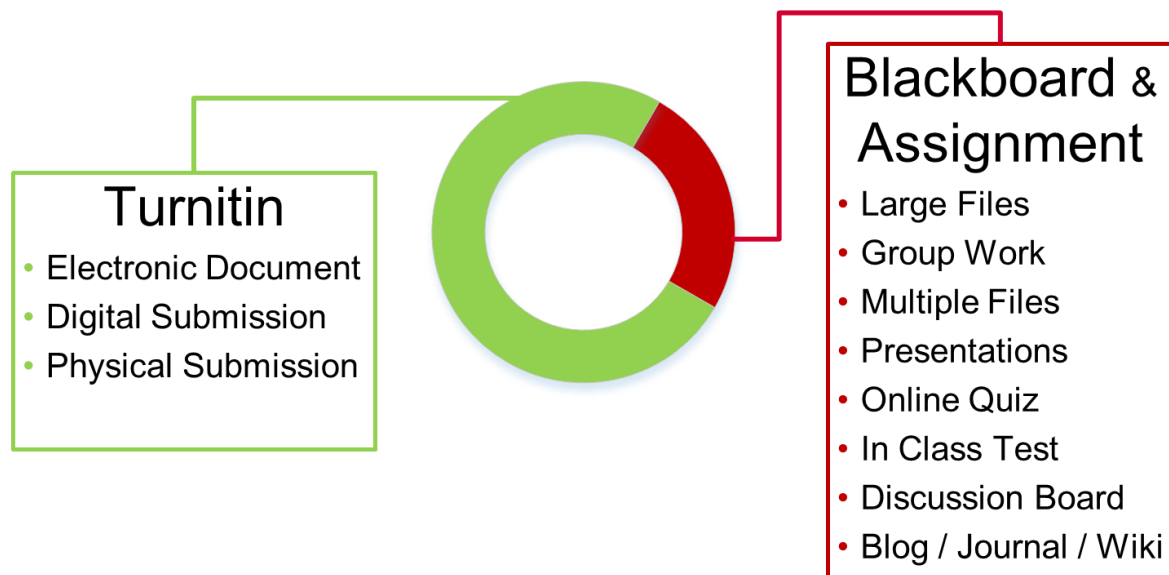
The following support is available:

- Electronic Submission, Feedback and Grading **Roles and Responsibilities: Who does what and when** document which provides greater clarity for staff, has been circulated separately and will be made available online
- Training and guidance are available on the use of the marking tools through sessions which can be booked via the Employee Staff Portal. Details and online guidance can be found at <https://sites.reading.ac.uk/tel-support>; additional support will be available to individuals who require it
- An online map of how to find resources will be available shortly, and a separate communication will be issued on where to find this
- Programme Administrators have been trained in the supporting activities for eSubmission, Feedback and Grading
- The processes can be adapted to support academics who may have reasonable adjustments in place. Colleagues are asked to undertake a Display Screen Equipment Assessment and then to follow the advice given in the University policy [here](#)
- The EMA Programme team will be engaging with students to make them aware of changes and to issue them with guidance

Which tools will be used for eSubmission, Feedback and Grading, depending on assessment type?

Blackboard and Turnitin online marking tools have different strengths and weaknesses; the University uses both tools to achieve maximum benefit for students and staff. In the past, there has been some confusion about which is the best tool for the type of assessment or specific pedagogical requirement. Following extensive work with Schools and Programme Administration staff, we are now able to provide clear guidance and recommendations on the most appropriate tool to use. Training and additional support material is also available via the CQSD TEL team.

For the majority of electronic submissions Turnitin will be used for online marking and provision of feedback. The diagram below represents the distinction between assessment types and the marking tool best suited to them. There are some exceptions; you can look through the decision tree diagrams to confirm how your online submission points will be set up and the recommended approaches to marking. Your programme administration team is setting up submissions in accordance with the new guidance. The EMA Programme team is very happy to discuss your particular requirements with you if you do not feel that they are reflected in the processes.



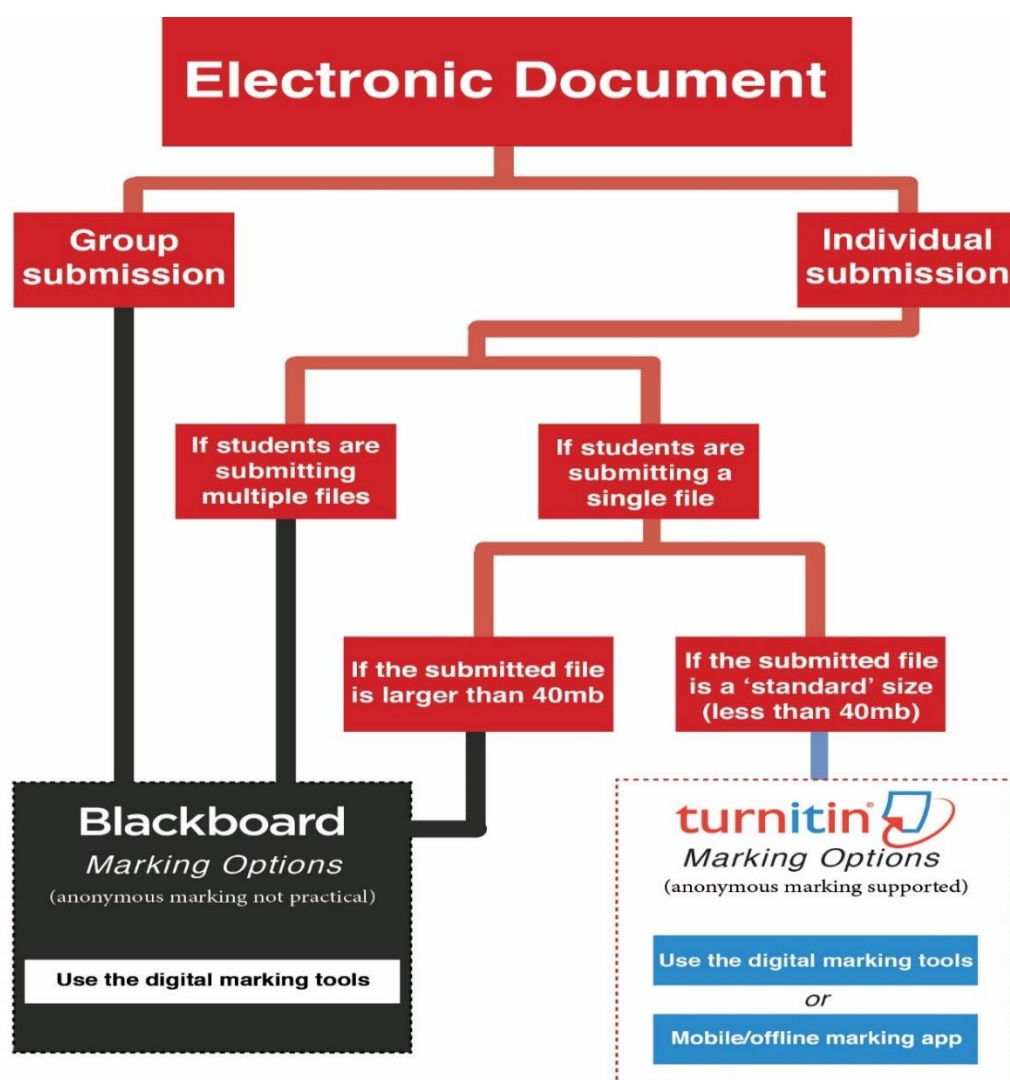
Academic submission route and marking options diagrams – Decision Trees

The diagrams below will assist you in identifying the appropriate marking tools where there are different options for submission. The options are based upon the assessment requirement and how feedback needs to be provided. Your Programme Administrators are setting up assessment submission points in accordance with this guidance. Please consider whether you will require training to use the tools.

If you think the choice of tool may be different to the ones proposed in the guidance due to the specific requirements of your assignment, please contact your Programme Administrator in the first instance. The TEL team can also provide advice to help you work through the available options.

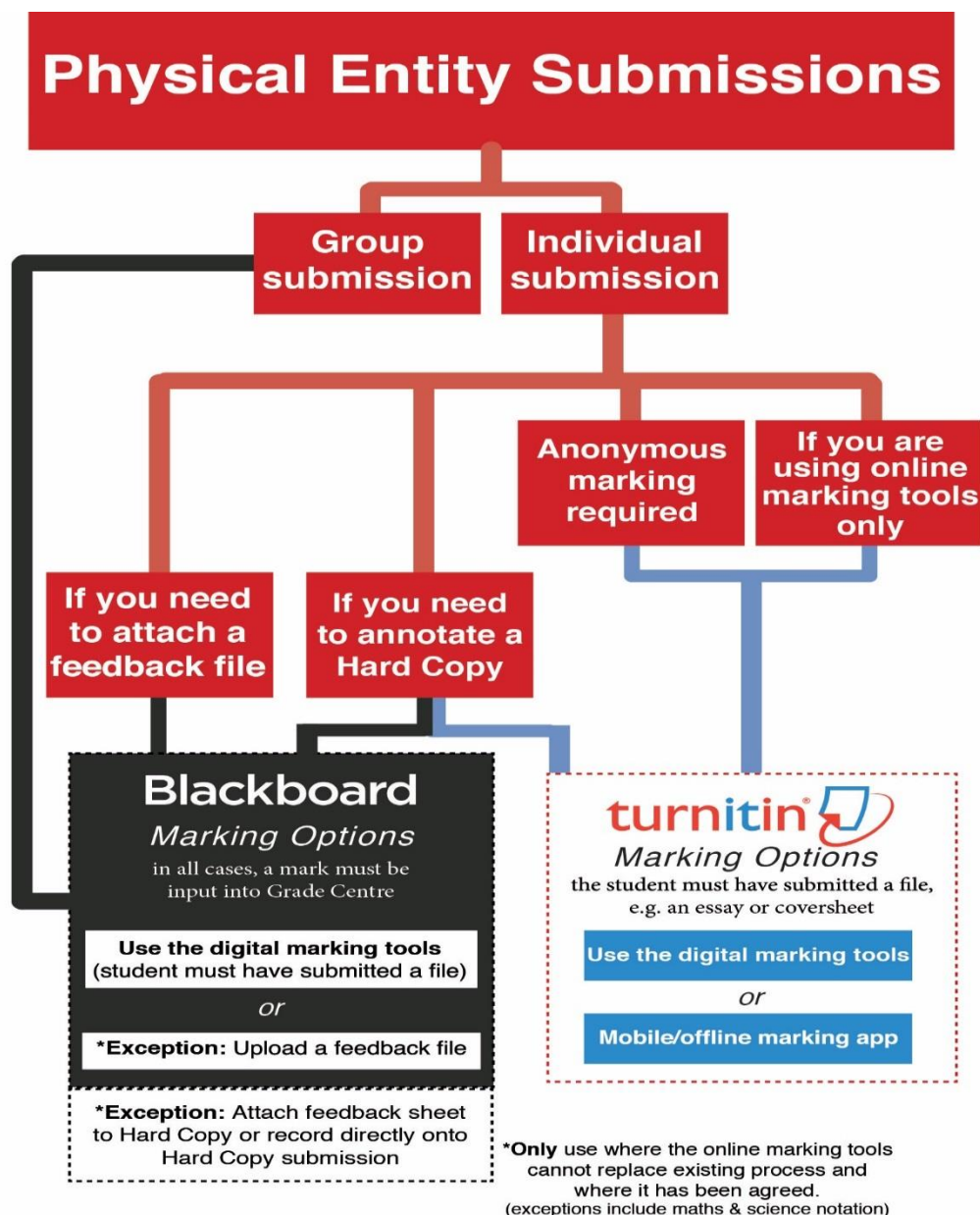
i. Electronic Document

Electronic document includes any assessments completed using Microsoft Office that can be submitted online via Turnitin or Blackboard, for example, essays, research, briefing papers, portfolios, photo-diaries and reports, etc. (This covers the majority of the assessments.)



ii. Physical Entity Submission

Physical entity submission includes any "physical" submissions such as notebook, field notes, art exhibition, lab books/reports, in-class tests, MCQs and any other assessments that have to be submitted in hard copy due to the type of assignment. Assessments containing mathematical and/or scientific notation, for example, may fall into this category.



iii. Presentation

This involves the submission of work presented in class as part of an assignment.

