Assessment in ELE 2:

A Short Guide for Students

Information

You can now find and submit all your assessments within ELE 2. Visit the topics below for more information, or the Student Hubs Assessments page for corresponding video guides. The **ELE Support** tab at the top of ELE 2 also links to further guidance.

Tips before submitting

Aim to submit your assignment a minimum of 3 hours before the submission deadline to allow time to resolve any problems you encounter with submitting. It is your responsibility to ensure that the correct document is uploaded before the submission deadline.

Your Hub Info Point is open from 9.00am – 5:00pm Monday – Friday (except on University closure days) to assist with queries. Guidance can also be found on the Student Hubs Assessments page.

Contents

How to keep track of your assessment deadlines

Assessment information is available in several places, from both the Dashboard and the relevant course page.
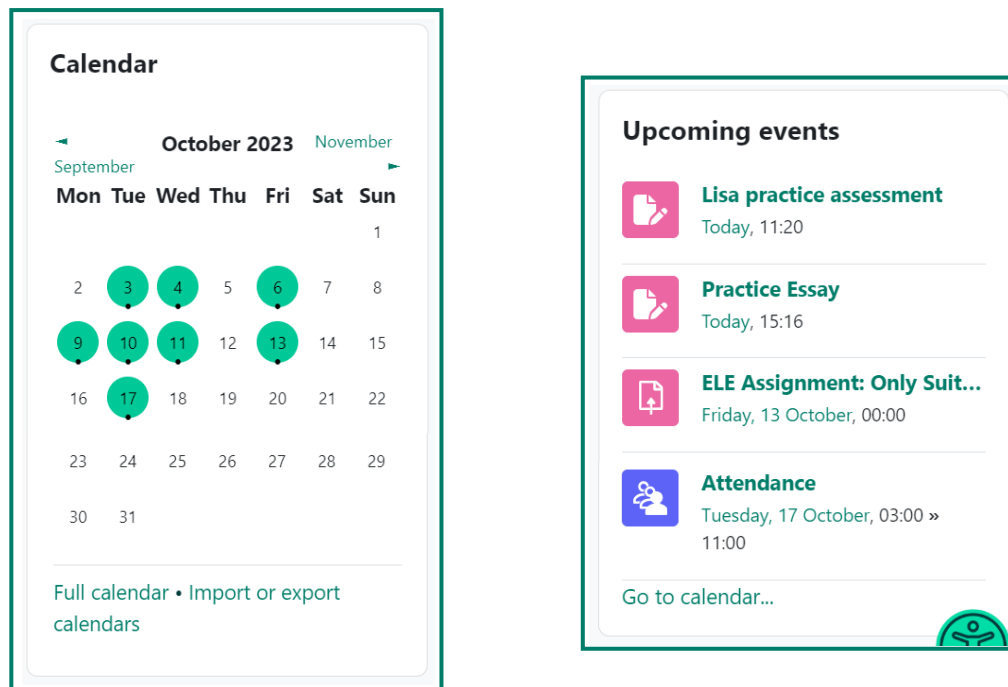
From the Dashboard

Navigate to the Dashboard by clicking **Dashboard** at the top of ELE 2.

Scroll about halfway down the page to the **My Assessments** block. This lists all your upcoming summative assessments, and some formative ones (depending on the assessment type). Clicking the **All assessments** drop-down gives you the option to filter for formative or summative assessments. The block also lists their deadline dates, the modules they belong to, and your submission status. Click the **>** icon beside an assessment to view further details. Clicking **More details...** will take you to the submission point.

Click the green tab on the right-hand side to open the block drawer. Here, you'll find the **Calendar** block and the **Upcoming events** block. These also list all your upcoming summative assessments, and some formative ones (depending on the assessment type). In the **Calendar** block, you can hover over a highlighted date to view assessments that are due and click to view further details. In the **Upcoming events** block, you can click an assessment to view further details.

From the course page

Navigate to the relevant course page by finding it in the **Course Overview** block at the top of the Dashboard.

Click the green tab on the right-hand side to open the block drawer. Here, you'll find the **Assessment Quick Links** block. Click the **+** icon beside **Assessments** to see a list of all your upcoming summative assessments, and some formative ones (depending on the assessment

type), for the relevant module only. Click the **+** icon beside an assessment to view further details. Clicking **More details...** will take you to the submission point.

Assessment Quick Links

Assessments

Guidance

⊟ Assessments (11)

    ⊟ Essay (Marked)

        More details...

        Received Tue, 26 Sep 23 22:23

        You should expect feedback by Tue, 12 Dec 23 16:25

      ⊞ Mitigation

    ⊞ (Marking) Presentation

    ⊞ Literature Review

How to navigate your submission point

Finding your submission point

You can navigate to an assessment's submission point through the **My Assessments** block in the Dashboard, or the **Assessment Quick Links** block in the relevant course page. Click the **>** or **+** icon beside the assessment, then **More details...** (see How to keep track of your assessment deadlines). Some formative assessments may not show in these blocks (depending on the assessment type).

You can also find a submission point within the relevant course page. Navigate to the course page from the **Course Overview** block at the top of the Dashboard.

Locate the relevant Coursework or Assignment activity, which will appear as a pink square icon and an assessment title, surrounded by a grey box. Click into the activity.

|		
📝 Coursework activity		Mark as done
📄 Assignment activity		Mark as done

Viewing your submission point

Once you've navigated to your submission point, you'll see the assessment's deadlines, and information on your submission status. You'll also see any rubrics or marking guides that will be used to mark your work.

If you see a section titled **Marking guide** around halfway down the page, you can view the attached rubric or marking guide by clicking the text beneath the title.

Marking guide

Marking guide

If you see **View the Rubric used for marking** below the **Your submission status** section, you can view the attached rubric or marking guide by clicking this text.
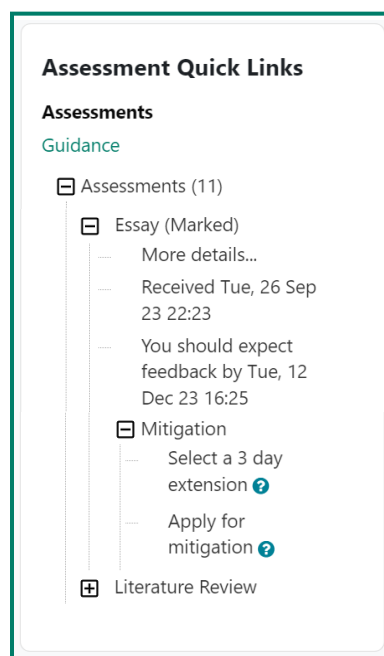
View the Rubric used for marking
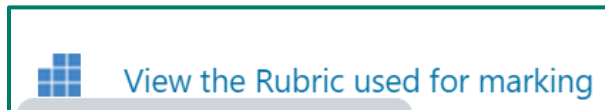
How to add a self-certified extension or request mitigation

You can add a 3-day self-certified extension to a summative assessment deadline, where applicable, without needing to submit evidence. This can be before or up to 24 hours after your deadline. You can do this once per assessment, and four times per academic year. If you've run out of self-certified extensions, or need an extension of longer than 3 days, you'll need to submit an evidence-based mitigation request.

Self-certified extension

Navigate to the relevant course page by finding it in the **Course Overview** block at the top of the Dashboard.

Click the green tab on the right-hand side to open the block drawer. Here, you'll find the **Assessment Quick Links** block. Click the **+** icon beside **Assessments**, then the **+** icon beside the

Assessment Quick Links

Assessments

Guidance

⊟ Assessments (11)

  ⊟ Essay (Marked)

    More details...

    Received Tue, 26 Sep 23 22:23

    You should expect feedback by Tue, 12 Dec 23 16:25

    ⊟ Mitigation

      Select a 3 day extension ❓

      Apply for mitigation ❓

  ⊞ Literature Review

relevant assessment. Then, click the **+** icon beside **Mitigation** followed by **Select a 3 day extension**. On the next page, you can select the reason for your extension and save.

There are some assessment types that do not allow self-certification, such as group work and quizzes. You can check with your Info Point if you're unsure.

Please note that any submissions you make will auto-finalise when the deadline passes. If you add a self-certified extension after the initial deadline has passed and you've already made a submission, you'll need to contact your Info Point. They will be able to 'unfinalise' your submission, allowing you to re-submit.

Mitigation

Follow the instructions above. However, instead of clicking **Select a 3 day extension**, click **Apply for mitigation**. This will link to guidance on the mitigation process.
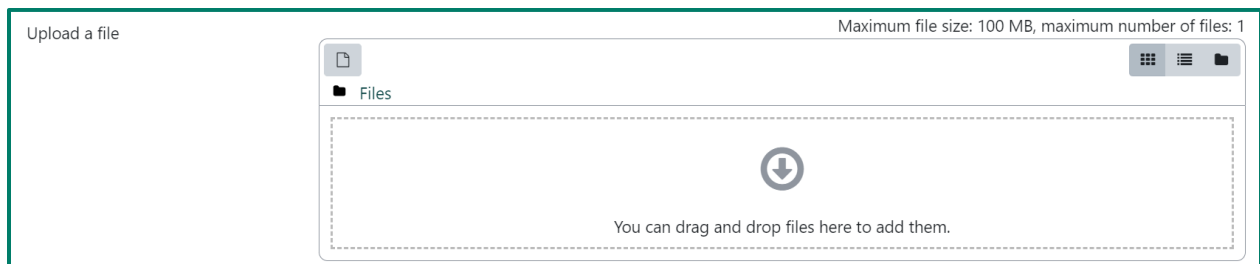
How to submit a file or 'online text' for an assessment

You may be required to submit a file (such as a PDF) or some 'online text' (such as a link to an uploaded video) to one of these.

First, find your submission point (see Finding your submission point).

Submitting a file

Scroll to the bottom of the page and click **Upload your submission**. You'll be taken to a page where you can upload a file, agree to the terms, and submit.

Upload a file   Maximum file size: 100 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Your submission status will update, and you'll receive a confirmation email. If enabled, a Turnitin similarity score will appear in the **Submission file** section. The **Upload your submission** option will change to **Edit your submission**.

Your submission status

Status	Submitted
Time submitted	Wed, 11 Oct 2023, 13:31
Submission file	X68bd11b5_1_1b9.docx Turnitin status: Queued
Provisional grade	

You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report.
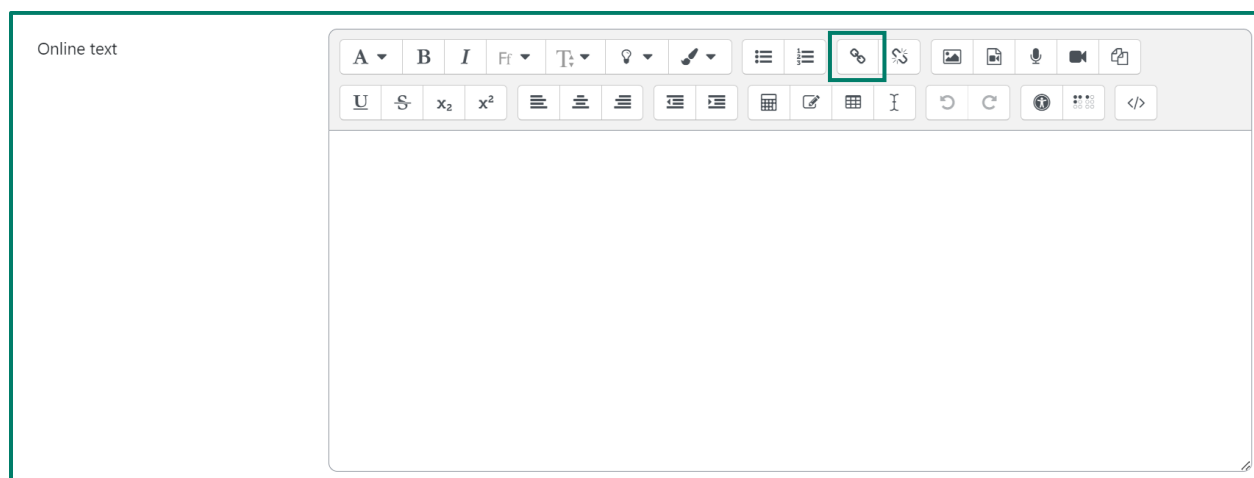
Edit your submission

If you're submitting scanned handwritten work, you may be required to submit an additional PDF or Microsoft Word document, containing a minimum of 20 typed words. This is necessary if your assessors plan to use a specific set of marking tools (Turnitin). Your module lead will let you know if you need to do this.

Submitting 'online text'

Scroll to the bottom of the page and click **Upload your submission**. You'll be taken to a page where you can enter some text, agree to the terms, and submit.

If you want to add a link, it's helpful for your markers to make it 'clickable'. To do this, copy and paste your link into the text box, then highlight the link and click the chain button in the text editor. Paste your link again, tick **Open in new window**, and click **Create link**.

Your submission status will update, and you'll receive a confirmation email. The **Upload your submission** option will change to **Edit your submission**.

Your submission status

| Status	Submitted
Time submitted	Wed, 11 Oct 2023, 13:41
Online text	https://www.youtube.com/watch?v=1dETo64bvJA
Provisional grade	

Edit your submission

If you've been asked to submit a link to an uploaded video, there are various options for creating this link (including Vimeo, YouTube, and OneDrive). Your module lead should provide you with further guidance.

How to make a video submission

__Please note:__ Video submissions take time to upload and process. Please ensure you leave enough time before the submission deadline to allow for this.

First, find your submission point.

Scroll to the bottom of the page and click **Upload your submission**. You'll be taken to a page where you can upload a video, agree to the terms, and submit.
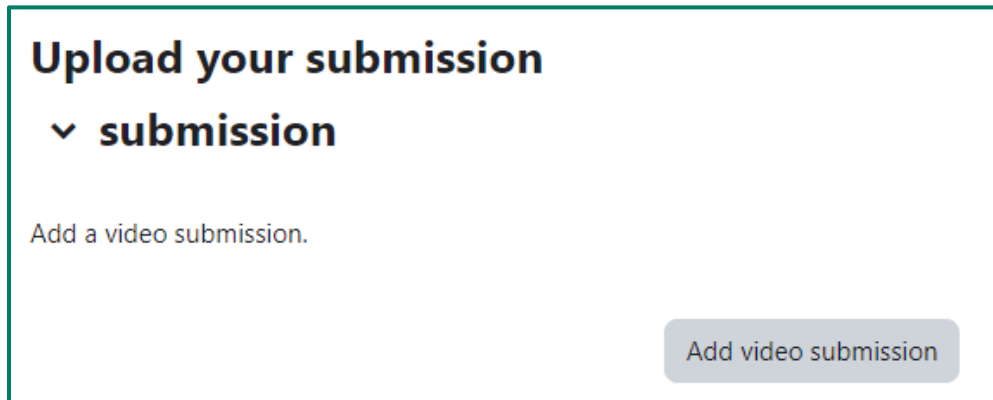
After clicking **Add video submission**, you'll see a video submission popup window with three headings: **Choose**, **Upload**, and **Record**. You have two options.

Option A: click **Upload**. You can now upload a file from your computer. Larger files may take longer to upload, so <u>please ensure you leave plenty of time before the submission deadline</u>.
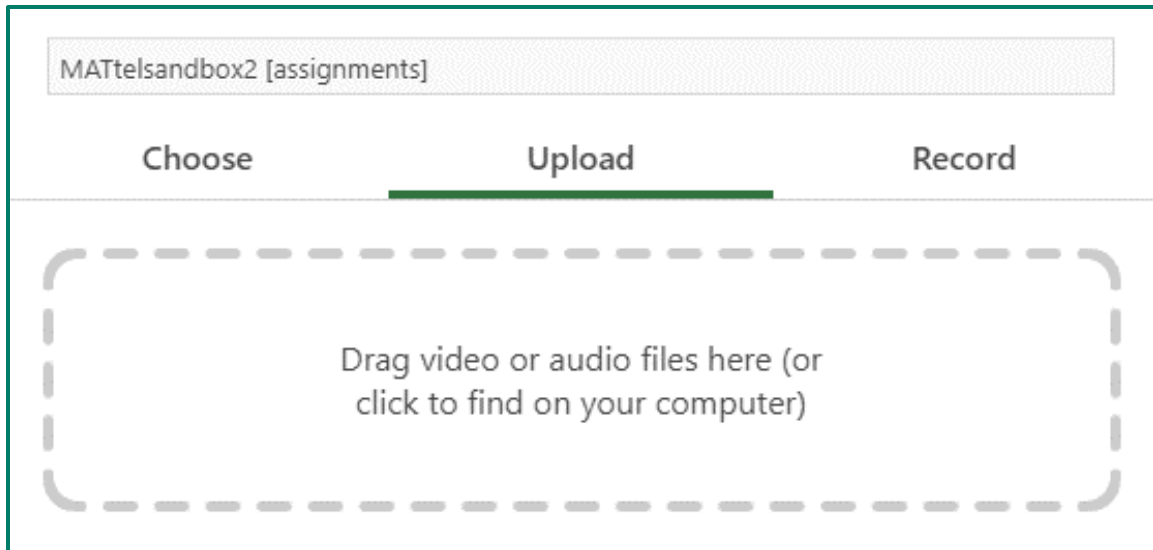
You can use any platform you wish to create the video file (unless your module lead has specified one), but guidance for using Panopto Capture can be found on Panopto's support site. You can also view permitted filetypes on Panopto's support site.

Option B: click **Record**, then click **Capture (Browser)**. Please note that the option to record with the Panopto for Windows app is currently unavailable.

A Panopto Capture tab will open in your browser, where you can record a new video. You can find guidance for doing so on Panopto's support site. When you have finished recording and editing, you can close the Panopto tab (when prompted) and navigate back to the submission tab.
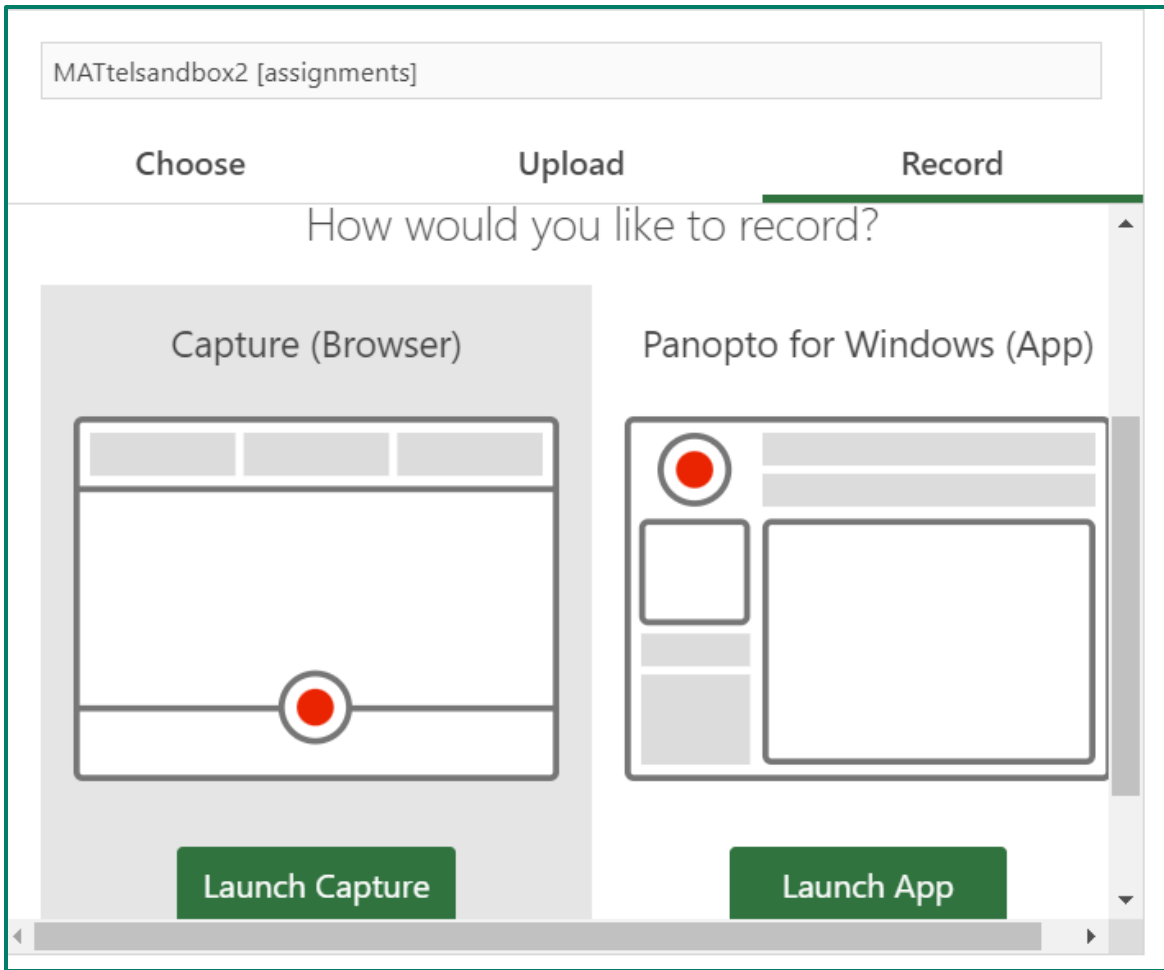
After completing option A or option B, press the **Insert** button.
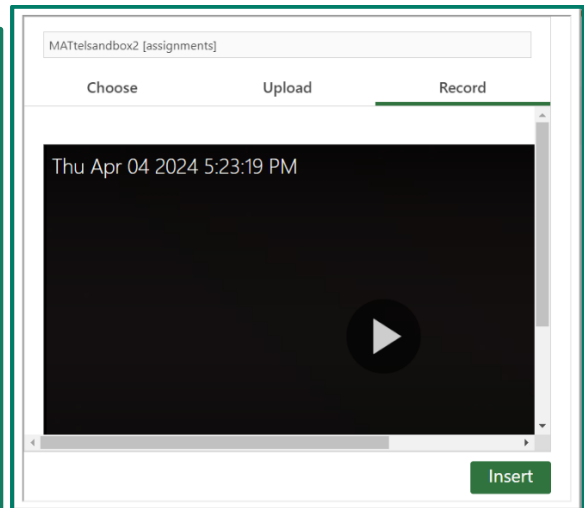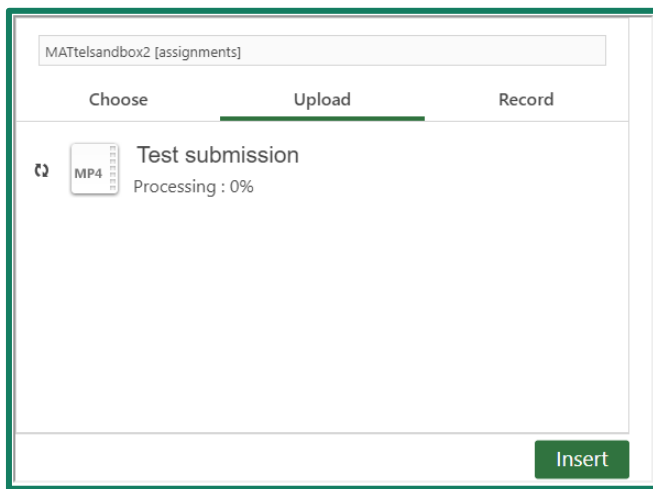
When you are ready, scroll to the bottom of the page, agree to the terms, and click **Submit**. Please note that submission time is not recorded until this step has been completed. Your submission status will update, and you'll receive a confirmation email.

The **Upload your submission** option will change to **Edit your submission**. Clicking this will allow you to replace your submission (but not directly edit your existing submission) up until the deadline.

You can check your submission by clicking **Show video preview**. Please note that the video preview will not be available until the video has completed processing. It is therefore important to leave extra time to complete this before the submission deadline.

How to make a group submission

If you are required to submit an assessment to a Coursework or Assignment activity as a group, the process remains the same (see How to submit a file or 'online text' for an assessment).

Instead of **Upload your submission**, you'll see the option to **Upload a submission for your group**. This will change to **Edit a submission for your group** once a submission has been uploaded.

Group submission status

Status	Not submitted yet
Submitted by	
Time submitted	
Submission file	
Provisional grade	
Upload a submission for your group	

Any group member will be able to upload or edit a submission. We recommend nominating one group member to be responsible for this to avoid confusion.

How to view your assessment feedback

For assessments run using Coursework and Assignment activities, you may receive a few different types of feedback. You'll receive a notification on ELE 2 when this has been released. Feedback for Exams will be available via Exams ELE.

First, find your submission point (see Finding your submission point).

General feedback

Near the top of the page, you'll find the **General feedback** section. General feedback will apply to everyone who has submitted the assessment. Please note that this may not be provided by the academic marking team. Some departments only provide individual feedback.

General feedback

Overall, this was a promising set of essays. Please remember, though, that all sources need to be fully referenced, even if you're only paraphrasing what another author has written.

Provisional grade

Scroll to the **Your submission status** section. Here, you'll see your **Provisional grade**. Please note, this does not include any late penalties applicable. This may be different from the final grade that will later be available in the Student Record System following the Assessment, Progression and Awarding Committee (APAC) at the end of the year.

Your submission status

Status	Released to students
Time submitted	Tue, 26 Sep 2023, 22:23
Submission file	W X47fe8f09_1_a57.docx ⤴ Turnitin ID: 212882071
Provisional grade	60

Standard personalised feedback

Scroll to the **Feedback** section. Here, you may see written feedback beside **Feedback comment**, and any **Feedback files** that your marker has uploaded. Please note that these may not be provided, and your marker could leave Turnitin feedback instead (see below). If you are unsure how your work will have been marked, please speak with your module convenor.

Feedback

Agreed feedback

Assessor	Hidden
Provisional grade	70
Feedback comment	This is a very high-quality essay. I was especially impressed by the depth of your arguments in the earlier stages of the discussion. Please be sure to view your Turnitin feedback by clicking the blue pencil icon.
Feedback files	Reflective Essay Feedback File.pdf

Turnitin personalised feedback

Scroll back to **Your submission status**. Here, you may see a blue pencil icon beside **Submission file**, in which case you'll have some Turnitin feedback to view. Click the blue pencil icon to open this in a new window. Please note that this may not be provided, and your marker could leave standard feedback instead (see above). If you are unsure how your work will have been marked, please speak with your module convenor.

You may see either of these screens depending on your department policies:

Option 1:

Clicking the blue pencil will take you straight to your annotated submission.

Option 2:

Clicking the blue pencil opens the Turnitin window.
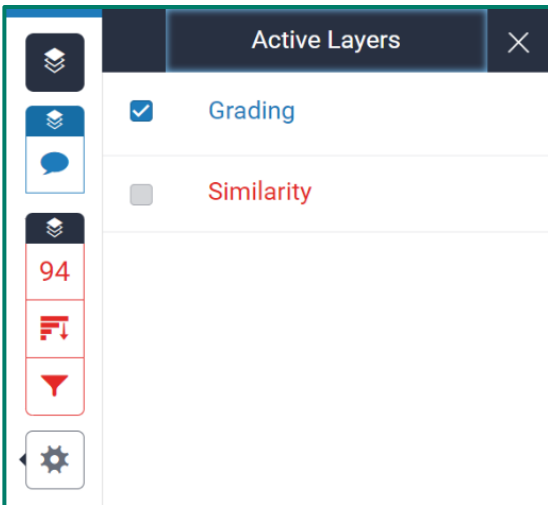
Click the black 'layers' icon in the top-right corner and ensure that **Grading** is the only option ticked.

In your submission text, you'll see any comments that your marker has left. These may be inline text, or blue boxes containing speech bubbles or text. You can click on these blue boxes to view comments.
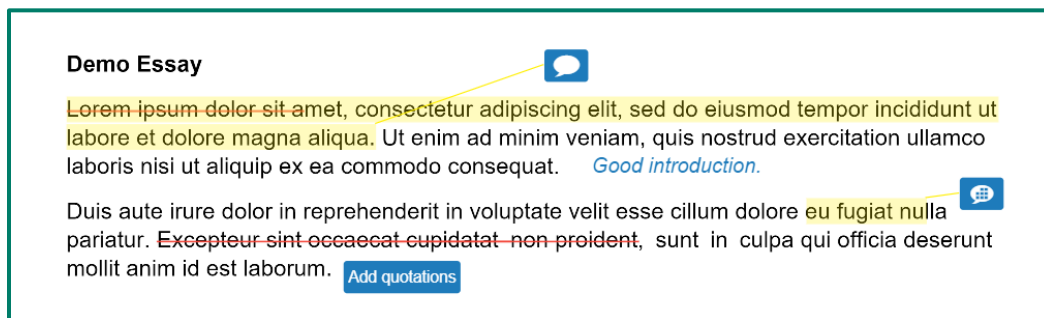
Click the blue speech bubble icon on the right-hand side to view your **Instructor Feedback**. You'll be able to see the rubric, if one has been used for marking, along with any voice or text feedback that your marker has left.

Instructor Feedback

View Rubric

Voice Comment   0:00 / 0:05

▶

Text Comment

Impressive work - your essay is well researched, and shows a keen understanding of the subject matter through its detailed analysis.

Please be sure to listen to the voice feedback for this essay.