

Royal Agricultural University Assessment Brief Template

Remove all italicised text (for staff information only) before publishing brief.

Specify if this is a reassessment brief.

Module name	
Module number	
Staff member setting exercise	This should be your first point of contact for queries about the assessment.
Moderator (for assessment brief and marked coursework)	
Word or time length guide	<i>If a word or time length is specified, set out the penalty for failing to meet it.</i>
Contribution to module assessment (%)	<i>Check this is the same as on the module reference sheet.</i>
Date set	
Submission deadline [date + time]	<p><i>Insert date/time of submission.</i></p> <p>Your work should be submitted with the appropriate cover sheet, available through Gateway.</p> <p>Your attention is drawn to the penalties for late submission set out in the Academic Regulations available through Gateway.</p>
Arrangements for submission	<p><i>Clearly specify if written work is to be submitted as hardcopy or through Gateway, or both.</i></p> <p><i>If hardcopy is required, specify place of submission.</i></p> <p><i>Submission arrangements for other types of work (video, poster, etc.) should be specified.</i></p>
Return date/feedback	<p><i>Coursework should normally be returned in 15 working days.</i></p> <p><i>Specify procedures for return/collection of work.</i></p> <p><i>Provide details of the type of feedback that will be provided (generic/individual written feedback; oral in-class feedback; audio, etc.).</i></p>
University regulations for assessment	<p>All assessments are subject to the Academic Regulations.</p> <p>Work should follow normal academic conventions for acknowledging sources using the Harvard reference system (see Library guide on Harvard referencing).</p>

Requirements for the assessment	<i>Insert details of the type of assessment (essay title, details of case study, topic for presentation etc.).</i>
Learning outcomes tested	<i>Insert relevant module outcomes from module reference sheet.</i>
Marking criteria	<p>The assessment will be marked according to the following specific marking criteria:</p> <p><i>All briefs should indicate the specific marking criteria for the work. These may be very detailed and prescriptive (e.g. marking grid) or may be simply a list of bullet points. They should be relevant to the module outcomes listed above.</i></p> <p><i>Reference may also be made, as appropriate, to the RAU generic marking criteria.</i></p> <p><i>If different parts of the assessment are weighted differently, insert details.</i></p>
Special instructions <i>(only include if required)</i>	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Recommended resources.</i> • <i>Structure for work.</i> • <i>Timetable for presentations.</i> • <i>Timetable for support tutorials.</i> • <i>Arrangements for working in groups:</i> <ul style="list-style-type: none"> ○ <i>Group size</i> ○ <i>Rules for managing group work and procedures for handling problems.</i>