15-day turnaround planning – MSc courses

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This document is to clarify plans for how we deal with the new 15-day turnaround rules for MSc courses in Meteorology

<http://www.reading.ac.uk/cqsd/GoodPracticeinTeachingandLearning/AssessmentandFeedback/cqsd-AssessmentAndFeedback.aspx>

*What this means for your course*

We would like to propose the following procedure for MSc courses (days refer to working days during term-time):

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| Day after submission | Action |
| Day 1 | School office e-mails convener to let them know that work is ready for collection if paper hand-in and to advise when work is due back. |
| Day 10 | School office send reminder to convener if work not already returned to office. |
| Day 13 | Marked and moderated (checked by module supporter) work and mark sheet returned to the school office for checking. Programme director to investigate if this is not completed. |
| Day 14 | School office enter marks and do quality assurance |
| Day 15 | Feedback and marks are returned to students |

If there are issues with marking and/or dealing with your module supporter please let the school office and programme director know as soon as possible.

Work submitted late with an extenuating circumstances form is subject to 15-day turnaround from the date of submission. Work submitted late without an extenuating circumstances form is not subject to 15-day turnaround.

*Electronic submission*

To try to alleviate any problems with this new policy, we would like to strongly encourage staff to use electronic submission via Blackboard where possible. This is easy to set up on Blackboard. Click on any course area and ensure edit mode is on and there will be an “Assignments” tab which you can use to add an assignment to this section. If you need help with this contact Andrew or Linda

If you would like to use electronic submission we suggest you do the following:

1. Make students aware of the deadline and how to submit via Blackboard
2. After the deadline collect files from the “Grade Center” and either print out and mark hard copies or produce a feedback sheet for each student
3. Submit a marksheet to the school office for input and checking (you do not need to send student work)
4. Once agreed by the school office distribute feedback and marks to students either electronically or in the next lecture.