

## APPENDIX 1: STUDENT ASSESSMENT - ASSIGNMENT BRIEF CONTENTS GUIDANCE

This guidance is intended to be used selectively in the context of different assignment briefing requirements.

Element	Notes
<b>Assignment Brief</b>	Heading
Faculty	Heading
Programme(s)/Level	
Unit name/details	
Unit Leader/Tutor	
Assignment set by (first marker)	If additional and/or different from above
Assignment checked by (second marker)	
Assignment marker(s)	If additional and/or different from above (e.g. marking team)
Assignment Issue date/date set/version no.	
Submission date/due date/time	
How to submit the assignment	Instructions on how (physical/online) and where (location/Brightspace link etc)
Assignment size/length equivalence!	Indicative word limit and/or workload/hours of student learning time
Weighting of assignment % of Overall Unit Mark	
Feedback method	How feedback will be given/provided (Oral/written/electronic)
<b>Assignment Title</b>	
Details of the assignment task(s) to include (below):	
<ul style="list-style-type: none"> <li>Overview of assignment</li> <li>Clear rationale</li> </ul>	Including how to be completed, individually or in a group/team
<ul style="list-style-type: none"> <li>The learning outcomes being assessed</li> <li>Assessment criteria and weightings (conforming to the Unit Specification)</li> </ul>	
<ul style="list-style-type: none"> <li>Group assignment – additional specifications</li> </ul>	e.g. Engagement/participation criteria. Clear identification of individual student contributions to the group or team's work.
<ul style="list-style-type: none"> <li>Submission format/specific structure requirements</li> </ul>	Include specific file type details, especially for online submission
<ul style="list-style-type: none"> <li>Requirements for citing and listing references</li> </ul>	Direction/guidance re BU Citation and Referencing format. Where alternative styles to Harvard Referencing are require, this should be clearly stated.

### Notices etc.

e.g. Please note that in accordance with the current University Regulations, any coursework assignments submitted after the due deadline will be regarded as 'late' and awarded a mark of 0%.

e.g. If you are unable to submit on time due to medical or other circumstances, you MUST obtain an approved extension from your Programme Leader PRIOR to the submission deadline. Extension Request Forms are available from \*\*\*.

e.g. General academic support is available via the Academic Skills Community on Brightspace. Additional support is provided by the Faculty...*contacts etc.*

e.g. Refer to BU Student Regulations/Welcome Guide.