Department of Physics Assessment Guidance December 2020

*Assessment – your home environment and preparations*

• The University’s formal assessment period is 07/12/20 – 18/12/20. The dates of each of your assessments will be communicated to you via the corresponding Myplace class. **Note that the assessment dates WILL NOT appear on your Strath APP!**

• If you undertake the assessment in another country you MUST access the assessment at the same time as it will be held in the UK. That may mean some students will need to access the assessment early in the day or late in the night – this is the accepted practice for any assessment taken abroad.

• The primary focus underlying all assessment discussions relate to assuring the quality of your degree programme and full validation of your degree classification, so that employers and you are satisfied that under these challenging times the results awarded in 2020-21 remain at the highest academic standard. In simple terms this means that the degree you will be awarded remains on a par with previous and future students graduating from the Department of Physics at the University of Strathclyde.

• If preferred, you may be able to book a room in the library in which to take your assessment: <https://www.strath.ac.uk/professionalservices/library/findaplacetostudy/bookaroom/> Rooms are limited and need to be booked in advance.

*The assessment paper: content, duration, format*

• All assessments will be conducted online.

• In accordance with Faculty guidelines, the online assessment will have the same time duration as previous on-campus exams, but will contain less material. For example, if you were previously expected to answer the assessment paper in 3 hours in an on-campus exam, the content will be reduced so that if you were on campus you should be able to complete it within 2 hours. The duration of the remote assessment will remain the same (e.g. 3 hours) to provide flexibility for home working and to cover potential internet issues.

• Papers will be available for download at 10:00 (U.K time) from the relevant MyPlace class pages on the day of the scheduled assessment. Students who experience internet issues on the day of the assessment should contact the class lecturer as soon as the problem starts.

• The recommended time adjustments agreed with Disability Services will apply for students with additional support needs.

• The physical format of the assessment paper will be similar to previous years. It will contain two sections: Section A (40%) and section B (60%). Students should answer all questions in each section.

• The type of assessment question, and details of what to expect in each assessment, will be clearly communicated to you by each lecturer before the assessment.

• By submitting your assessment, you are indicating that this is your own work. You should not share answers by any means, including over social media (e.g. Facebook messenger, WhatsApp or any other social platform) as this constitutes academic dishonesty. In cases where academic dishonesty is suspected, the Department reserves the right to require to hold an oral examination. Guidance on academic dishonest policy & procedures is available here: https://www.strath.ac.uk/sees/studentpolicies/policies/appealscomplaintsdiscipline/academicdishonestyguidance/

*How to mitigate internet problems and what to do in the event they disrupt completion of the assessment*

Contact details to use in the event of internet problems affecting your assessment are available on the relevant Myplace page. Please take a not of these BEFORE the day of your assessment.

1. When you access the Myplace assessment you will see that all of the questions are on a single page. **The first thing you should do is print a copy of this page**. This is probably best done by printing it to a PDF (Chrome offers this as a built-in feature on the print dialog), rather than "saving" the page. This means that you will have a copy of the paper for the entire duration of the assessment even if there are subsequent problems with the internet. If you are unable to access the Myplace assessment at the start of the assessment, please contact your lecturer immediately and they will e-mail you a copy of the assessment. This will differ from the exam provided on Myplace so you must then provide your answers as scans/photos of your working and NOT via Myplace.

2. Work through the questions, taking a clear note of your answers on a piece of paper as you go along.

3. Once you have answered the questions to the best of your ability, enter your answers into MyPlace and save regularly. Note that Myplace answers are only saved when you move between pages. To save your answers as you go along, please click on the “Finish attempt…” button at the bottom of the page and then click “Return to attempt” in order to go back to entering your answers. This step is to safeguard against momentary internet problems during the time that you are returning your answers.

4. When you are ready to submit your answers and finish your assessment, click “Submit all and finish”. Note that once you submit, you will no longer be able to change your answers.

5. If your internet fails, and you are unable to enter your answers via Myplace, you should send the lecturer a photo of the paper with your workings and answers on it with a time stamp in the EXIF field not older than the closure of the exam plus 15 minutes.

*Personal Circumstances*

• If students are unwell for any reason (not only Covid-19) and cannot complete the assessment, the normal procedures apply with respect to submission of personal circumstances. Please see the University website for the latest information on Personal Circumstances, which will be taken into consideration before the exam board.

• During COVID-19 working conditions the self-certificate facility on Pegasus should be used to notify the University of all personal circumstances (including medical reasons) that affect your studies. Supporting evidence should be scanned and emailed to personalcircumstances@strath.ac.uk.

• To add a self-certificate, log onto Pegasus> Personal tab > Personal Circumstances > ADD SELF CERTIFICATE.

• https://www.strath.ac.uk/sees/studentpolicies/policies/appealscomplaintsdiscipline/personalcircumstancesprocedure/

If any student anticipates issues with undertaking remote assessment, please contact your year adviser:

[physics-adviser-yr1@strath.ac.uk](mailto:physics-adviser-yr1@strath.ac.uk)  
[physics-adviser-yr2@strath.ac.uk](mailto:physics-adviser-yr2@strath.ac.uk)  
[physics-adviser-yr3@strath.ac.uk](mailto:physics-adviser-yr3@strath.ac.uk)  
[physics-adviser-yr4@strath.ac.uk](mailto:physics-adviser-yr4@strath.ac.uk)  
[physics-adviser-yr5@strath.ac.uk](mailto:physics-adviser-yr5@strath.ac.uk)  
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