

Hull York Medical School (HYMS)

Guidelines on Summative Assessment of Postgraduate Taught Programmes and Modules

Summative assessment leading to degree awards is governed by a regulatory framework in the [HYMS Regulations for Taught Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees](#). These Guidelines supplement the regulations and provide further details of the submission requirements and penalties of all summative assessments. These guidelines cover postgraduate taught programmes at Certificate, Diploma, and Master's levels.

A. Declaration of academic integrity

1. Students are required to declare a statement on academic integrity when submitting written summative assessment. Please ensure you agree to the academic integrity statement on the HYMS cover sheet.

B. Penalties for late submission and non-submission

1. Assessed work must be submitted according to instructions and in the format set out by HYMS by the submission deadline.
2. If the submitted work is late, penalties will be imposed according to the time elapsed since the submission deadline. This excludes any intervening weekend or bank holidays.
 - a) Up to 30 minutes late: 5% percent of the mark deducted.
 - b) Between 30 minutes and 24 hours late: 10% of the mark deducted.
 - c) Between 24 hours and 48 hours late: 20% of the mark deducted.
 - d) More than 48 hours late: the work will be marked zero, i.e. automatic fail. In this instance the student has the opportunity to resubmit the work within four weeks of being notified by HYMS. The mark awarded for the resubmitted work will be capped at 50.
3. Failure of computer systems or internet, loss of work not backed-up on disk, or printing problems will not be accepted as a mitigating circumstance in the case of a missed deadline unless there has been a network fault at the HYMS. Students are therefore strongly advised to avoid last-minute submission and submitting via any mobile device, or if possible use HYMS computers to submit assessed work before the deadline.
4. Non-submission of summative assessment will be marked zero.
5. Further information on mitigating circumstances can be found in the [HYMS Mitigating Circumstances policy](#). (all claims must be received within **seven days of the affected assessment**)

C. Word limit

1. For all submissions of summative written assessments it is necessary for students to declare the word count, including footnotes, graphs, and tables, on the HYMS Cover Sheet. Bibliography, references and appendices are not included in the word limit.
2. The word limit specified in each summative assessment is definite. Penalties will be imposed on submissions exceeding the word limit:

- a) Up to 10% over the word limit: no penalty.
 - b) 10 - 20% over the word limit: 10% reduction in the awarded mark.
 - c) 20% over the word limit: the work will be awarded a mark of zero.
3. If submitted work is subsequently found to have an inaccurately stated word count, the penalties outlined above will be imposed.

D. Essay format (paper and electronic submission)

1. Unless otherwise specified in the module specification, summative written assessment (including essay, appendix, diagram, presentation) should be submitted in the format specified below. Students are reminded that presentation is a marking criterion and are strongly encouraged to follow the guidance below:
- a) Be typed on A4 sized paper.
 - b) Use no smaller than 1.5 spacing (for essays only).
 - c) Ensure that the font used throughout the entire essay is clear and eligible for the markers. It is recommended that at least 11 point font size should be used.
 - d) Include page numbers on every page.
 - e) Do not include student name anywhere on the script because marking is done anonymously.
 - f) Include the **University of York Student ID** on every page
 - g) Include a completed HYMS Cover Sheet on the first page of the essay. The Cover Sheet can be found on Black-Board.
 - h) State the word count of the essay on the Cover Sheet.

E. Electronic file format

1. Unless otherwise specified in the module specification, the electronic file of the written assignment submission must meet the following criteria:
- a) Ensure that the assignment is submitted to blackboard as one attempt or submission. The final submission, prior to the deadline, will be accepted as your assessment. Other previous attempts will not be considered.
 - b) Where possible, group all files into a single file and save it as a single file. It is strongly recommended that you submit a Microsoft WORD document (.doc or .docx) as it is easier for the markers (e.g. checking word count).
 - c) The file name must only be your Student Number, e.g. '201045953.docx'.
 - d) If submitting more than one file, put an additional number after the Student Number (e.g. 201045953-1 or 201045953-2).

F. Online Submission of Assessment

1. Unless otherwise specified in the module specification, all summative assessment should be submitted via the assignment submission point on the Black-Board. Please refer to the Computing Guide on Black-Board for more details.
 - a) Log on to HYMS Black-Board: <http://hymsvle.york.ac.uk/webapps/portal/frameset.jsp>
 - b) Select the relevant course folder
 - c) Select the assessment folder (students must select the relevant module first)
 - d) Select the assignment submission point
 - e) In 'Attach file', click 'Browse' and select the location where the file is saved
 - f) Click 'Submit' (do not click 'Save')
 - g) The assignment and a confirmation message is displayed (if it is not displayed, it means that the submission is not received by HYMS; **you should try again at once**)
 - h) Click 'OK'
2. The assignment submission points are set up to allow for anonymous marking. This means that HYMS is unable to assist you in checking receipt of your assignment. However, you will receive an email to confirm you have submitted and can check you submission by going to the submission point. It is the students' responsibility to ensure they have submitted their assignment to blackboard.
3. **If you do not receive a confirmation message or wish to update you assignment prior to the deadline we encourage you to resubmit your assignment to the submission point.**
4. **You are able to submit multiple attempts and only the latest attempt will be accepted as your submission.**
5. Online submission of assessment via other means such as email will only be accepted in exceptional circumstance and with prior approval by the Chair of the Postgraduate Exam Board.

G. Physical submission of assessment

1. Physical submissions of summative assessment (e.g. poster presentation or virtual model) is only permissible in accordance with the relevant module specifications. Students should follow the guidance provided by the module leader or programme director.

H. Use of appendices

1. Unless otherwise specified in the module specification, the use of appendices must be approved by the module leader or programme director.
2. Students should note that only the material included in the main body of the submission will be marked. Although not included in the word limit, appendices should contain material which is strictly supplementary to the submission because appendices are not assessed by the markers.

I. Tables, figures and diagrams

1. Tables, figures and diagrams (including legends) may be used as evidence to support argument and must be included in the word count. However it is important that tables and figures are used purposefully with good reason and referenced correctly. You should consult with the module leader to seek advice whenever if you plan to have extensive use of tables, figures and diagrams.
2. As tables, figures and diagrams are included in the word-count, they should be used for summarisation of data or as a graphical representation of key points, but core content should be contained in the main text.

3. Tables, figures and diagrams should not contain integral conceptual information not explained elsewhere and should never be used as a way of increasing word limit.
4. Students are advised to think carefully about how they intend to use tables and to avoid the following:
 - a) Do not restructure information into another format (e.g. a graph, a flowchart) without referencing the author of your information.
 - b) Do not just 'plonk' a table or figure into your writing. You need to refer to its relevance in your argument in the preceding text.
 - c) Do not give extensive descriptions in your text of the contents of a table/ diagram, its significance to your argument should be clear.
 - d) Do not include over lengthy discussions in tables as a way of meeting the word limit.

J. Mitigating circumstances

If circumstances are affecting your assignment, students should contact the programme team or student support (student.support@hyms.ac.uk) for advice and refer to the [HYMS Mitigating Circumstances Policy](#).

K Academic Integrity and Plagiarism

Students at HYMS should use either the Vancouver or the Harvard style of referencing (see the [University of York Academic Integrity information](#) for further details). All HYMS students are required to complete the University of York Academic Integrity tutorial on blackboard.