Policy Governing the Legibility of Work Submitted for Assessment

1 Responsibility for legible work submitted for assessment

1.1 It is the student’s responsibility to ensure that their work submitted for assessment is legible and, if necessary, to seek appropriate support and guidance.

1.2 Where a disability or medical condition impedes the legibility of the work, it is the student’s responsibility to request, in the first instance, an alternative assessment provision. For more information refer to: Section 5 Disability or medical conditions impeding legibility of work submitted for assessment and to the policies and procedures governing alternative assessment requests and provision.

2 Legible handwriting on work submitted for assessment

2.1 Where appropriate, all text coursework should be word-processed.

2.2 When it is not appropriate for the work submitted for assessment to be word-processed (e.g. in-class tests, examinations) it is the responsibility of the student to take steps to ensure that their handwriting is legible.

2.3 When the ability of the examiner to assess work submitted for assessment is impaired because the handwriting is considered illegible, they should seek a second opinion from an appropriate staff member.

2.4 A student who submits work for assessment where the handwriting is considered illegible may, with the agreement of the Module Leader, be given the opportunity for the work to be transcribed, verbatim, under the conditions set out in Section 3 Transcribing work submitted for assessment and Section 4 transcription conditions for work submitted for assessment.

2.5 A student who submits work for assessment where the handwriting is considered illegible, and who has not sought appropriate support and guidance, may have their work assessed on the basis of the legible parts only and a mark awarded accordingly.

3 Transcribing work submitted for assessment

3.1 A student who has submitted work for assessment where the handwriting is considered illegible and who has the agreement of the Module Leader, will be entitled to have their work transcribed under the conditions set out below.

3.2 The Module Leader should arrange with the Head of Examinations for all/part of the work to be transcribed verbatim.

3.3 The student will be asked to transcribe verbatim all/part of the work to a scribe/typist under examination conditions.

3.4 If the student refuses to transcribe verbatim all/part of the work it will be assessed on the basis of the legible parts only and a mark awarded accordingly.
3.5 If the student agrees to transcribe verbatim all/part of the work it must be done under examination conditions as outlined in: Section 4 Transcription conditions for work submitted for assessment

3.6 Any costs incurred in the production of the transcript will be borne by the student, other than students with a disability or medical condition impeding the legibility of work submitted for assessment.

4 Transcription conditions for work submitted for assessment

4.1 The transcription must take place as soon after the original assessment as is feasible; bearing in mind the time required to organise the event. This may cause a delay in the release of the results for the student.

4.2 The student cannot bring into the room any unauthorised materials

4.3 The student must not attempt to omit or include any words that were not in the original script

4.4 The student must dictate, verbatim, the words from the original script to an appropriate member of staff

4.5 The staff member must write / type exactly what is dictated by the student to produce a transcription of the original script

4.6 Spelling and grammar must not be corrected by either the student or the staff member

4.7 An invigilator must be present throughout the transcription

4.8 The transcription must be checked and signed as an accurate record of the original work by both the student and the invigilator

4.9 The transcription will not be passed to the marker until the student has paid for the total cost of the transcription.

5 Disability or medical conditions impeding legibility of work submitted for assessment

5.1 A student who has a disability (under the terms of the Equality Act 2010) or a long-term medical condition, which may impede the legibility of the work submitted for assessment are encouraged to identify themselves to the Disability or Dyslexia Service. On submission of relevant documentary evidence and/or assessment, alternative provision may be provided (for example, an Amanuensis or access to a PC).

5.2 A student who has a short-term medical condition (e.g. broken arm) that will impede their ability to write legibly, should contact the Head of Examinations (for examinations) or the relevant Module Leader (for coursework, including in-class tests) as soon as possible. On submission of relevant documentary evidence alternative provisions may be approved. In the case of examinations a PC to type the work may be offered to students but a scribe or extra time will not be offered. The student should consider applying for mitigating circumstances for the affected module.