

## FORMS OF ASSESSMENT

### **PRESENTATION OF ASSESSMENT**

***Written assignments should be produced in Font Ariel size 12 with 1.5 or double line spacing. Page numbers should be placed in the footer and the total word count excluding the reference list and bibliography clearly indicated at the end of an assignment.***

***Note: direct quotes are included within the word count.***

### **ASSIGNMENT**

A piece of work that forms part of a programme of study.

### **DISSERTATION**

An extended piece of writing associated with Honours level projects or postgraduate study, Masters or PhD. Records the findings and conclusions of independent research into specific phenomena. Typically structured like a formal Report with an extended Literature Review.

In Fine Art dissertations are extended in depth written studies on a subject which is strongly linked to studio practice. The dissertation should incorporate investigation, analysis and comparison, make reference to relevant theory and criticism and should express a personal viewpoint.

<http://www.grimsby.ac.uk/highereducation/documents/quality/EthicalApproval.pdf>

### **EMPIRICAL STUDY**

Empirical research is a way of gaining knowledge by means of direct and indirect observation or experience. Empirical evidence (the record of one's direct observations or experiences) can be analysed quantitatively or qualitatively. Through quantifying the evidence or making sense of it in qualitative form, a researcher can answer empirical questions, which should be clearly defined and answerable with the evidence collected (usually called data). Research design varies by field and by the question being investigated. Many researchers combine qualitative and quantitative forms of analysis to better answer questions which cannot be studied in laboratory settings, particularly in the social sciences and in education

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### **ESSAY**

A discursive document whereby students argue for and against a topic using theoretical or research evidence to support their proposed view point. Typically written in the third person, past tense with extensive accurate reference to supporting arguments and evidence taken from the theorists/researchers in their subject area.

## **EXAM**

To test learning in order that students can use information learned on their course in new situations. Can be open or closed book, time or word length limited or other variations. Seen or open booked exams are exams in which you are allowed access to either the questions and/or knowledge of the text prior to the exam.

## **FORMAL BUSINESS REPORT**

Business reports are documents that present data and information to specific readers. Examples include data from customer service reviews, presentations of new marketing and promotion approaches, or a financial plan for the annual budget. There are numerous types of business report formats, but credible and effective reports often have similar sections that present the material in standardised ways.

## **LITERATURE REVIEW**

Can be part of a Dissertation, but can also be an assignment in its own right. Written to record students' exploration and understanding of the most up-to-date literature (research) in their subject area. Designed to enable students to gain a deeper knowledge of their subject and its key issues and debates.

## **OBSERVATION OF PRACTICE**

The observing of a student's practical skills and/or performance in their specialist field.

## **ONLINE ASSESSMENT/FORUM**

Computer-based assessments and exercises, electronic presentations using CDs or Web resources assessments. Sometimes delivered under examination conditions.

## **PORTFOLIO**

A collection of works associated with concepts you are required to learn. Often gathered over a long period of time to reflect what you have been taught as well as what you have learned. Each piece in the portfolio is required to be an authentic reflection of what you have learned and is meant to reflect your current knowledge and skills. A portfolio can include written reflection, creative outcomes to include developmental work, studies, maquettes and sketchbooks, photographs and a variety of other media all reflecting the concepts you have been learning.

## **PRACTICAL ASSESSMENT**

Practical tasks in laboratories, studios or workshops, or assessed field or study trips. Assessment tasks are often integral to the practical activities that are part and parcel of the assessment criteria.

## **PRESENTATION**

A talk given by students of a set length of time on a specific subject to a known audience. Similarly structured to an Essay but supported by audiovisual aids. Designed to demonstrate students understanding and oral communication skills.

## **REPORT**

A practical document, students write up the findings of investigations into real-world problems. Frequently scientific experiment or business report. Reports are written for specific readers, in the third person, past tense and are signposted with headings and sub-headings.

## **REFLECTIVE JOURNAL**

A student's personal analytical, detailed and concise record of his/her studies.

## **VIVA**

An oral examination of students written thesis designed to demonstrate skills at presenting their research in writing. Students participate in academic discussions with research colleagues.

## **WORK BASED LEARNING (WBL) PROJECT**

Work-based learning refers to any formal higher education learning that is based wholly or predominantly in a work setting. A WBL Project is an acquisition of knowledge and skills that have been carried out and reflected upon in the student's subject area.

Burns, T. & Sinfield, S. (2012) Essential Study Skills, Third Edition

**\*PLEASE NOTE THIS IS A GENERIC STUDY GUIDE ONLY. IT IS ESSENTIAL TO REFER TO MODULE HANDBOOKS FOR SPECIFIC DETAILS OF ASSESSMENT**