**University Requirements for Assessment Briefs for Students**

Clear and detailed descriptions of assessment requirements are essential to ensure students have the information they need to succeed in their academic work. A substantive number of students’ qualitative comments in the NSS and USS pertain to the organisation of and communication about their assessment. In order to ensure students have clear, consistent, and quality information about their assessments the University Learning, Teaching and Assessment Committee has approved minimum requirements for assessment briefs. The information below details these requirements.

As of September 2015, for ALL summative assessments students should receive assessment briefs which meet these criteria.

Written descriptions of each assessment should be available to students **at the beginning of the module** and should provide students with a clear brief on the assignment and on how success can be achieved. As a minimum the assessment brief should contain:

* Module name
* Assessment type/format
* Weighting/contribution to the module mark
* Assessment deadline date and the date and method of formal feedback
* Format required for submission (e.g., how and where should it be submitted, restrictions on the format, etc.)
* Assessment length requirements (word count/equivalence)
* Referencing requirements
* Confidentiality requirements (if applicable)
* Ethical requirements (if applicable)
* Assessment description (The description should take account of the guidance in the Assessment Handbook on writing assessment briefs)
* Marking Criteria

A sample template has been drafted which incorporates the above requirements. Use of this document is entirely optional. Staff are welcome to use other formats for assessment briefs as long as they meet the minimum requirements. The sample template is available on the Quality and Standards Office A-Z.