

## Guidance for selection of new Activity Types

### See Excel spreadsheet:

#### New Activity Types

Column A = Activity ID – this will be ascribed by Data Management.

Column B = Activity Type – this is the restricted descriptor list (You must use these)

Column C = Examples of staff descriptions for assignment types (You can use this to give the assessment a more recognisable name)

Column D = Information to support appropriate selection

Column E = KIS Category (you do not need to fill this in but it can help to understand the reasons behind the Types - see HESA KIS tab below)

Column F = KIS Subtype

When setting up modules and providing information on the type of assessment/s you are using, you will be asked to select from a pre-determined set of 'Activity Types'. There are 36 possible activity types to choose from. These 36 activity types are generic descriptors and have been created not to restrict your choice, but to help the university categorise your assessments for data management and analysis purposes.

Once you have selected an Activity Type you are also provided with a space to add your own Activity Descriptor. This is the name of the assessment which you and your students use to identify it. This can be anything up to 30 characters.

For example,

Activity Type	Activity Descriptor
Reflective Writing	'Clinical Placement Reflection' or 'Reflective Diary'
Dissertation/Individual Study	'Research Study' or 'Systematic Literature Review' or 'Individual Study'
Oral Assessment	'Sociology Debate' or 'French Language Oral'

***NB the Activity Descriptor will appear on the student's iHEAR. If none is provided, the Activity Type will appear***

After you have selected the appropriate Activity Type and given it your own Activity Descriptor (if you wish to do so) Academic Administration will assign the ID code. All Activity Types are mapped against the appropriate KIS Categories. These are used by HESA to develop their HE statistical data sets so it is important that we have accurate data to report to them. It is useful to be familiar with KIS categories because it can help explain why we need you to distinguish a practical or oral exam from written exams. However, these are assigned automatically and as long as you have selected the correct Activity Type, they KIS category should be correct. On the Excel spreadsheet, the KIS categories are coloured-coded to make this more obvious.

Most of the Activity Types are fairly obvious, but there are some important rules which need to be followed to ensure that you choose and record your assessment correctly.

1. Exams  
We are asking you to distinguish between 'Exam', which is a centrally managed written exam and 'Local Exam', which is an exam you run in the classroom or equivalent. Local Exams are sometimes referred to as "Time-Constrained Assessment" or TCA.  
  
Please note that assessments often called exams such as OSCEs and Vivas are recorded under one of the Practical categories.
2. Group Work  
We need to be able to extract data on group assessments and so ask you to select the 'Group Coursework' and/or 'Group Practical' activity type wherever the assessment involves group work *even if the student is marked individually for their contribution*. Please include the detail of type of assessment in your Activity Descriptor, such as 'Group Poster' (for a Coursework type) or 'Group Performance' (for a Practical type).
3. Portfolio  
This activity type can only be selected if your assignment is made of parts which are assigned an overall final *assignment* mark. If your assessment strategy for a module consists of more than one component each assigned an individual mark (even if these are aggregated later to form an overall *module* mark), then you **must record each component separately** under their appropriate activity type. This is because of the changes to reassessment where individual components will be reassessed separately.  
  
A portfolio assumes that each part forms part of a whole, which represents an integration or synthesis of knowledge (which might include skills). This means that while markers may provide an indicative weighting to each element, an individual separate mark for that element would not be supplied to the student. This would not prevent a formative process, and may encourage one whereby submission of individual elements could be given formative feedback which the student could act upon before submitting the final aggregation for holistic summative assessment.

If you are still unsure of which Activity Type to select, your Faculty Director of Learning and Teaching can help you.

Proposed new Activity Types and codes		Before allocating Activity Types and Activity Descriptors please read the guidance on the preceding page				
Codes as assigned by Data Management	Generic type of assessment which must be selected for ALL assessments. Where no Activity Descriptor is provided, this what will appear on the iHEAR	Academic may choose to provide a more detailed description of the assessment here. If one is provided, it will appear on the iHEAR (overriding the generic description of the Activity Type)	Does anonymous marking apply?	This provides more detailed information to the academic on how and why to select the generic Activity Type. This is to ensure that the correct Activity Type is chosen for both KIS data returns and local data analysis needs. More information is contained under the flags		
ID	Activity Type	Activity Descriptor		Information to support the appropriate selection of the activity type	KIS Category	KIS subtype
CEXW1, CEXW2	Written Exam	Timed examination organised centrally by the University, which students	Yes	Only select for a centrally managed written assessment	WRITTEN	Written exam
EXMC1, EXMC2, EXMC3	Multiple Choice Exam	Timed multiple-choice examination organised centrally by the University	Yes	Only select for a centrally managed written assessment	WRITTEN	Written exam
EXO1, EXO2	Open-Book Exam	Timed examination organised centrally by the University, which students	Yes	Only select for a centrally managed written assessment, <b>includes 'seen' exam</b>	WRITTEN	Written exam
EXC1, EXC2, EXC3	Computer-Based Exam	Exam organised via specific Computer-Based Testing services	Yes	Only select for a centrally managed written assessment	WRITTEN	Written exam
LEXW1, LEXW2, LEXW3	Written Local Exam	Sometimes referred to as written Time-Constrained Assessment (TCA), o	Yes	Only select for a locally managed written assessment	WRITTEN	Written exam
LEXO1, LEXO2	Open-Book Local Exam	Sometimes referred to as open-book Time-Constrained Assessment (TCA	Yes	Only select for a locally managed written assessment, <b>includes 'seen' exam</b>	WRITTEN	Written exam
LEXMC1, LEXMC2	Multiple Choice Local Exam	Sometimes referred to as multiple-choice Time-Constrained Assessment	Yes	Only select for a locally managed written assessment	WRITTEN	Written exam
LEXC1, LEXC2, LEXC3	Computer Based Local Exam	Sometimes referred to as computer-based Time-Constrained Assessment	Yes	Only select for a locally managed written assessment	WRITTEN	Written exam
	Take-Home Exam	Timed examination organised centrally by the University, which students	Yes	Only select for a centrally managed written assessment	WRITTEN	Written exam
GCW1, GCW2	Group Coursework	e.g. Group poster, group fieldwork report	Likely	Please select for all categories of Coursework carried out as a group (even if marked individually)	COURSEWORK	complete as appropriate
ES1, ES2, ES3, ES4	Essay	e.g. Medieval history essay	Yes	A formal piece of writing which methodically analyses and evaluates a topic	COURSEWORK	Written assignment
RFL1, RFL2, RFL3	Reflective Writing	e.g. Reflective diary, reflective Journal	Likely	Where written work is designed to encourage reflection, typically first person	COURSEWORK	Written assignment
DIG1, DIG2, DUG3, DIG4	Digital Assignment	e.g. Blog, wiki, PowerPoint/Sway slides, podcast	Likely	Written work captured using a digital medium	COURSEWORK	Written assignment
IPOST	Individual Poster	e.g. Leaflet, booklet	Likely	Written work incorporating visual design elements	COURSEWORK	Written assignment
CS1, CS2, CS3	Case Study		Yes	In-depth investigations of a single person, group, event or community.	COURSEWORK	Written assignment
RV1, RV2, RV3	Review / Critical Review	e.g. Literature review, critical analysis, critical commentary	Yes	Detailed commentary, summary and analysis, evaluation of a text or other artefact	COURSEWORK	Written assignment
WC1, WC2, WC3	Written Coursework	Written work on than essay, report, or others mentioned on the table	Likely	<b>Only select where no other written assignment category applies</b>	COURSEWORK	Written assignment
PREP1, PREP2, PREP3	Preparatory Assessment	Written brief, research proposal, plan	No	Written work which captures preparatory work for a subsequent piece of work	COURSEWORK	Written assignment
WR1, WR2, WR3, WR4	Written Report	Business report, legal report	Likely	Written work following a recognised or prescribed reporting format	COURSEWORK	Report
FLD1, FLD2, FLD3	Fieldwork Report		Likely	Written work following a recognised or prescribed reporting format	COURSEWORK	Report
LAB1, LAB2, LAB3	Laboratory Report		Likely	Written work following a recognised or prescribed reporting format	COURSEWORK	Report
WPR1, WPR2, WPR3	Work Placement Report	APT (Assessment of Practice Tool), work-based learning report	Likely	Written work following a recognised or prescribed reporting format	COURSEWORK	Report
CR1, CR2, CR3	Clinical Report		Likely	Written work following a recognised or prescribed reporting format	COURSEWORK	Report
DISS1, DISS2, DISS3	Dissertation/Individual Study	Dissertation, Research study, systematic literature review, thesis	No	An independent study using recognised or prescribed research methodology	COURSEWORK	Dissertation
PORT1, PORT2, PORT3	Portfolio	Design portfolio, production portfolio, teaching portfolio	Likely	<b>A collection of work which creates a whole which is then assigned an overall mark (not for components)</b>	COURSEWORK	Portfolio
PA1, PA2, PA3	Physical Artefact	Sculpture, painting, new product	No	Assessment of a physical object other than written coursework or poster	COURSEWORK	Project output
DA1, DA2, DA3	Digital Artefact	Website, social media campaign, Computer software	Likely	Assessment of a digital object where the object itself is being assessed	COURSEWORK	Project output
EBTN1, EBTN2,	Exhibition	Artistic or other presentation of creations	No	A collection of work which is displayed for assessment	COURSEWORK	Project output
GPRAC	Group Practical	Group performance, Group Presentation	No	<b>Please select for all categories of Practical carried out as a group (even if marked individually)</b>	PRACTICAL	Practical Skills Ax
IPERF	Individual Performance	Artistical performance in music, dance, drama, etc.	No	Excluding assessment of individual skills	PRACTICAL	Practical Skills Ax
CSK1, CSK2, CSK3	Clinical Skills	Objective Structured Clinical Evaluation (OSCE), skill demonstration, clinic	No	This should be selected even if it is under Exam conditions - 'Exam' is only written	PRACTICAL	Practical Skills Ax
TSK1, TSK2, TSK3	Technical Skills / Practical Skills	Laboratory Skills, Media/Arts Skills, Computer-Aided Design (CAD), simul	No	This should be selected even if it is under Exam conditions - 'Exam' is only written	PRACTICAL	Practical Skills Ax
IPRES	Individual Presentation	Presentation done in class or recorded and shared	No	This should be selected even if it is under Exam conditions - 'Exam' is only written	PRACTICAL	Practical Skills Ax
AA	Aural Assessment	Listening exercice organised locally	Likely	Where the predominant mode of assessment is through listening	PRACTICAL	Practical Skills Ax
OA	Oral Assessment	Debate, discussion, interview, language oral	No	Where the predominant mode of assessment is through speech	PRACTICAL	Oral Ax
VV	Viva Voce	A conversation between assessor/s and student on a prepared topic, the	No	<b>This should be selected even if it is under Exam conditions - 'Exam' is only written</b>	PRACTICAL	Oral Ax
SE1, SE2, SE3	Set Exercises	Data interpretation/analysis, problem-solving	Likely	Questions or tasks designed to assess application of knowledge, analytical, problem-solving or evaluative skills.	Judgement required: may be WRITTEN, COURSEWORK or PRACTICAL	Set Exercises

KIS Categories and descriptions from HESA

ASSESSMENT METHOD	DEFINITION	FURTHER GUIDANCE/ ACTIVITIES
KIS category: WRITTEN		
Written exam	Question/ set of questions relating to a particular area of study	Written exams usually occur at the end of a period of learning and assess whether students have achieved the intended learning outcomes. They may be 'seen', where the student is aware in advance of the question(s) they are expected to answer, or 'unseen', where the questions are only revealed 'on the day'. In an 'open-book' exam, a student is allowed to use a selection of reference materials during the assessment. The questions asked as part of a written exam may be essay, short answer, problem or multiple-choice. Written exams usually (but not always) take place under timed conditions.
KIS category: COURSEWORK		
Written assignment (inc essay)	An exercise completed in writing	Written exercises that typically have deadlines attached but which are not carried out under timed conditions. A well-known example is the essay, where students are required to write about a particular topic or answer a question in depth. Other examples include written briefings on particular topics.
Report	Description, summary or other account of experience or activity	There are many different kinds of report - often students are required to produce a report after participating in a practical activity such as fieldwork, laboratory work, work experience or placement. Reports typically have a prescribed format.
Dissertation	Extended piece of written work (often the write-up of a final-year project)	A dissertation is a substantial piece of writing deriving from research that a student has undertaken. Dissertations are the result of a student's independent work, carried out under the guidance of a supervisor. Different subject areas may follow different conventions in relation to the production of dissertations. (Note that other outputs from projects are listed separately).
Portfolio	Collection of work relating to given topic/ theme; produced over a period of time	Typically, a portfolio contains a number of pieces of work, usually connected by a topic or theme. Students are usually required to organise the collection of examples and the portfolio often includes some reflective accounts (diaries/logs). Examples include, in education, that students may collect in a portfolio essays around particular teaching methods, lesson plans, teaching materials that they have developed and a report about the teaching experience itself. For the purposes of the KIS, examples also include the creative arts portfolio which may contain a strong practical element.
Project output (other than dissertation)	Output from project work, other than a form of dissertation or written report	Students are assessed on the output of a period of project work (other than in the form of a dissertation or written report). Examples are diverse and include a piece of artwork, a new product or a poster.
KIS category: PRACTICAL		
Oral assessment and presentation	Conversation/ oral presentation on given topic, including individual contribution to seminar	Examples of oral assessments and presentations might include conversations, discussions, debates, presentations and individual contributions to seminars. This category would also include the viva voce exam which is typically used by providers in specific circumstances such as clarifying assessment decisions reached via other means
Practical skills assessment	Assessment of students' practical skills or competence	Practical skills assessment focuses on whether, and/or how well, a student performs a specific practical skill or technique (or competency). Examples include clinical skills, laboratory techniques, identification of or commentary on artwork, surveying skills, language translation, listening comprehension, music, dance or drama performances and so on
KIS category: JUDGMENT REQUIRED: select WRITTEN/ COURSEWORK/ PRACTICAL as appropriate]		
Set exercise	Questions or tasks designed to assess application of knowledge, analytical, problem-solving or evaluative skills	Examples might include data interpretation, data analysis exercises and problem-based or problem-solving exercises. The categorisation of set exercises will depend on the nature of the exercise being set. Typically, set exercises will not be conducted under exam conditions and will therefore normally be coursework. Where the set exercise is performed under exam conditions and does not involve the use of practical skills it should be treated as a written exam. Otherwise it should be a practical exam.

Take-home exams organised online with a set time by either Planning and Academic Administration or organised locally do count as Written Exams. [THIS IS A REVISION FROM THE OLD REGIME]

### Programme Assessment Revision list

You can use this sheet to keep a record of the revised Activity Types for existing assessments

[illegible]