

Assessment using Aula

This guidance document provides an overview of assessment functionality in Aula and cross references to existing support resources. It also provides responses to queries that have been raised; as such it will be continually updated so please check the version number and date in the header.

University Policy

Assessment design needs to be informed by four key underpinning values and principles from the '[Key Teaching and Learning Design Values and Principles](#)' document and by the University [Assessment and Feedback Policy](#). The four values and principles are:

- **Active:** Students actively engage in learning and learning activities
- **Applied:** Learning is applied with problems and activities as a stimulus for learning.
- **Social:** Students interact regularly with staff and peers
- **Inclusive:** Teaching and learning designed to be inclusive and accessible to all.

Overview: Aula Assessment Tools

Aula has two assessment submission tool options, Turnitin and Handin and the Student Success App. For use of quizzes then through academic year 2020-21 Moodle quizzes should be used. This section explains these different options.

- **Turnitin:** this option provides an integration with the Turnitin academic integrity tool. Work submitted via an assessment using this option will generate an originality report. This option should be used for all text-based assessments.
 - Turnitin uses an LTI integrates this means that multipart submissions and group assessments are not possible.
- **Handin:** this option will accept text-based and media submissions. Assessments submitted via the Handin tool are not passed through Turnitin. This option is best used for submission of media resources which would not normally use Turnitin. It does also have a group assessment option (see specific queries below).
 - Handin does allow multipart submissions and group assessments.
 - Maximum individual file submission is 1Gb.
- **Quizzes:** assessments, core or applied core, or purely formative that are quizzes will for academic year 2020-21 use the Moodle quiz function. In such cases the quiz should be created in Moodle, sites have been created in case they are needed for this purpose. Once the quiz has been created a link should be placed in Aula linking to the Moodle site. Please note this can only added as a URL link and students will need to login to access the Moodle site, it will not use single sign on.

Student Success App: this function provides an overview of assessments or the ability to investigate individual students. This tool will also be used to transfer grades to Universe. In using the Student Success App it is important to understand the difference between *Assessment sets* and *Assignments*. The latter are the individual assessed tasks created, these can be formative or summative. *Assessment sets* are the individual assessment component for each module and will be populated from Universe. As such assessments must be associated with the relevant assessment set.

- See <https://aula.zendesk.com/hc/en-us/articles/360052405194-Set-up-and-use-the-Student-Success-App> for more information

Setting up your assignment

Instructions on how to set up your assignment within Aula are available on the Aula support pages.

- Creating and setting up Turnitin - <https://aula.zendesk.com/hc/en-us/articles/360053179253>Create-and-edit-a-Turnitin-Assignment-through-Aula>
 - Please the link above is to generic Aula guidance. It includes guidance on how feedback can be provided by linking to external documents. Coventry University requires all feedback to be provided in Turnitin not via external files.
 - When setting up Turnitin assignments there are some required and optional settings, these are outlined below:
 - **Required:** Check the “Allow late submissions” box
 - Optional: “Allow anonymous marking”
 - Optional: “Attach a rubric”
 - **Required:** Set the similarity report to “Generate reports immediately (students can submit until the due date)”
- Creating and setting up Handin - <https://aula.zendesk.com/hc/en-us/articles/360053178893>Create-and-Edit-Handin-Assignments>

Setting up Rubrics: instructions on setting up rubrics using both Turnitin and Handin will be included in this guidance soon.

Formative tasks

The Handin tool provides functionality for creating a conversation around formative tasks. The feature allows students to respond to their formative task feedback and so open up important opportunities for dialogue.

As well as having the option of a feedback field linked to grading student work Handin has a ‘*Conversation*’ field. Comments added to the feedback field are released to students along with the grade. Feedback provided in the conversation field is independent of any grading and students can respond to these comments, so generating opportunities for developmental discussion.

Guidance on using the Conversation field can be found at:

- Creating ungraded and/or feedback-focused formative assignments
 - <https://aula.zendesk.com/hc/en-us/articles/360053926834>

Marking

Turnitin: marking using the Turnitin assessment will be through Turnitin Feedback Studio. This allows students to receive feedback associated with the grade using General comments, Rubrics and Quickmarks.

Handin: assessments in Handin can be set up to be graded using Rubrics, Free form grade, Percentage grade, Pass/fail or Letter grade. Comments provided in the feedback field are released with the grade. Comments added to the conversation field are independent of the grade and can be responded to by students (see Formative tasks above).

- Free form grade – open text field
- Percentage grade – fixed numeric response in 0-100 range
- Pass/fail – drop down list selection
- Letter grade – drop down list selection

Assessment using Aula v1.0
29th September 2020

When creating rubrics there are three different scoring types:

- None – equivalent of a qualitative rubric, no score required for each level
- Range – range of scores associated with each level, score can be selected from within that range
- Fixed – specific score for each level.

Rubrics can be downloaded and shared as JSON files.

Moderation and external examiner access

Each Aula module space includes an Educator area. This is accessed in the Journey area and is a private space just for staff associated with this specific Aula space. As well as providing a space for staff communication, private from students, it has been populated with a template for moderation. This area is where module leaders will provide their assessments, evidence of moderation and marking for external moderation.

Specific queries

Setting up your assessments for extensions

Students can submit a request for an extension of up to 10 working days from the submission deadline however in the revised Assessment and Extensions Policy, students can submit up to 24 hours after the deadline without penalty or requesting an extension request. Important points to note about the revised policy:

- Requests for an extension or a deferral must still be submitted **before** the deadline.
- The deadline for assessments is still the deadline. Any submissions made before the deadline will be taken as the final submission at the deadline.
- This period of time should be used entirely at the student's own risk and only when absolutely necessary and is designed to ensure students do not fail assessments by missing the deadline by minutes due to technical or other difficulties. Any submissions made after the 24-hour period will receive an automatic fail.

Turnitin assignments

If a submission was made before the deadline, the Turnitin assignment tool will not allow a submission after the deadline.

A separate Turnitin assignment link will need to be set up for submissions where an extension has been granted to enable marking to commence.

Handin assignments

Two assignment links will need to be created for assessments using the Handin tool. The first to close at the deadline and the second for all extensions.

Group assignments

Group assignment functionality is available through the Handin tool. To set up group assignment first establish the groups, see Creating groups in Aula - <https://aula.zendesk.com/hc/en-us/articles/360053178573-Create-groups>. Once this is done set up your Handin assessment and link to the Group Set that has been created for this task.

Use of Handin does mean the submitted group task will not be submitted to Turnitin for text-matching. If text-matching is required for this assessment then the following steps can be taken:

Assessment using Aula v1.0
29th September 2020

- Set up group assessment as above using Handin. This will be the assessment that is linked to the Assessment Item for return of marks.
- Set up Turnitin assessment for the task, solely for the purpose of receiving the group submission for text matching. This assessment should not be linked to the Assessment Item.
- The assessment task will need to include clear guidance for the group to nominate one individual who will submit the finished assignment to Turnitin for text-matching.