

SOCIAL POLICY: QUIZ SUBMISSION GUIDANCE



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Key areas	Assessment guidance										
Brief description and format of assessments	<table><tr><th>Course Code</th><th>Assessment Type</th><th>Date</th><th>Duration of Assessment Window</th><th>No. of Questions to Answer</th></tr><tr><td>-</td><td>-</td><td>-</td><td>- *</td><td>-</td></tr></table> <p><i>* If you have My Adjustments that state you are eligible for additional time this will automatically be applied.</i></p> <p><u>For this style of assessment remember the following:</u></p> <ul style="list-style-type: none">• Students must work independently on this assessment. The questions will appear in a random order, and therefore different for each student.• Ensure you are in a quiet space, with no distractions for the duration of the assessment.• Make sure you are connected to a reliable internet connection throughout the assessment.• Ensure your device is in full working order.• Keep track of the time: ensure you have sufficient time to attempt all the questions.• Quizzes are set up, so you can go back to the questions and your answers throughout the time allocated i.e., if you want to check your answers, or go back to a missed question.• Check the relevant course Moodle ‘Assessment’ tile for further guidance. <p>For general queries regarding the assessment submission process please contact the relevant Programme Support Team (socialpolicy.ug@lse.ac.uk for UG enquiries and socialpolicy.msc@lse.ac.uk for PG enquiries); and for queries regarding the assessment task, please contact a member of the course teaching team.</p>	Course Code	Assessment Type	Date	Duration of Assessment Window	No. of Questions to Answer	-	-	-	- *	-
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Instructions for submitting assessments (via Moodle)	<p>Please follow the submission instructions in the 'Assessment Information' section of the relevant course Moodle page and remember the following:</p> <ul style="list-style-type: none"> You have <u>completed all sections and questions</u> of the quiz before you click submit. You must make sure that once you have answered all the questions that you <u>click submit</u>. Once your allocated time has run out your answers/attempt will be automatically submitted – even if you have not yet answered all the questions.
Referencing & Word Count	<i>Not applicable to this format of assessment</i>
Fit to sit/submit	<p>LSE has a fit to sit/ fit to submit policy - when you attempt a summative assessment, you are declaring yourself fit to complete it. "Fit" in this instance does not only apply just to physical or mental health, but other factors which may affect your academic performance.</p> <p>You need to decide if you are fit and able to sit and if you're not, you should follow the student guidance - extension, deferral and exceptional circumstances policies, and consider deferring the assessment.</p>
Extensions	Extensions will not be granted for assessments lasting 24 hours or less.
Deferral	<p>In the case of assessments with an assessment window of 24 hours or less (including on-campus exams or their online equivalent) you can only defer your assessment up until the start of the affected assessment. Any deferral requests received after an assessment has started or has been released will not be accepted.</p> <p>For all deferrals, you will need to give a reason to the Student Services Centre (SSC), and complete the deferral request form here for your request, with a clear supporting statement, and evidence that corroborates your statement. Once completed, submit your form and supporting evidence to the Student Services Centre via this enquiry form. Evidence must meet the Standards of Evidence (SoE) requirements.</p> <p>Once a deferral has been approved, you will not be able to withdraw it if you submit an assessment/sit an exam.</p> <p>Please note, if you have a visa to study in the UK, deferring your assessments may have implications and you should read the information here before you defer. If, having read the FAQs on the page, you have any further queries regarding your options and obligations, you must discuss your situation with the International Student Visa Advice Team as soon as possible for advice.</p> <p>Further information on the School's deferral policy can be found here.</p>

Exceptional circumstances	<p>If, after submitting your assessment, you feel that your performance has been affected by unforeseen circumstances that were outside of your control, then you should submit Exceptional Circumstances (ECs).</p> <p>To apply for Exceptional Circumstances, you will need to give a reason for your request, with a clear supporting statement, and evidence that corroborates your statement. Evidence must meet the School's Standards of Evidence (SoE) requirements.</p> <p>Information about the School's exceptional circumstances policy can be found here.</p>
What happens if I don't attempt the assessment?	<ul style="list-style-type: none"> Students that do not attempt the assessment will receive a zero mark for that attempt. If there is a reason that you did not either attempt the assessment or apply for a deferral before the assessment began, you should submit exceptional circumstances. The information provided will be considered by the relevant Sub-Board of Examiners who, based on the strength of the ECs may be able to make recommendations to the School Board of Examiners (for example, to discount a student's attempt or grant an additional assessment attempt, as relevant). <p><i>Students who are not 'Fit to Sit' would be expected to defer in advance of the assessment window.</i></p>
Turnitin	<i>Turnitin is not required for this format of summative assessment.</i>
Statement for students with My Adjustments (MAs) or Central Exam Adjustments (CEAs)	<p>If you have My Adjustments/CEAs entitling you to extra writing time, these will only be applied - by the Social Policy Programme Support Office - to the following assessment(s):</p> <ul style="list-style-type: none"> Time limited assessments to be taken at any time within a 24-hour window <p>These adjustments are confidential and will not be listed on your transcript or degree certificate. You'll find detailed guidance on the application process for My Adjustments here, you can also contact the Disability and Well Being Services (DWS) if you have any queries.</p>
Letter of Notification (LoN)	<i>You do not need to attach your LoN to this assessment.</i>
Academic Integrity Statement	<p>The work you submit is expected to be 100% your own. Therefore, unless instructed otherwise, you must not collaborate or confer with anyone during the assessment. You must ensure all sources (which includes books, articles, on-line resources) used in your work are correctly referenced. The School will carry out checks to ensure the academic integrity of your work. Many students that break the School's assessment regulations did not intend to cheat but did not properly understand the School's regulations on referencing and plagiarism.</p>

	<p>The School considers all forms of plagiarism, whether deliberate or otherwise, a very serious matter and can apply severe penalties that might impact on your award. Further information about the School's assessment offence regulations can be found here.</p> <p>Plagiarism is not just about cheating; it's about accurately and appropriately referencing the work of others. Therefore, before you submit your work you should carry out the following checks:</p> <ul style="list-style-type: none"> • That all sources are correctly referenced both in the bibliography and within the body of your work. • That where you have quoted a source you have used quotation marks. • That you have not re-used work you have previously submitted to the School. This must be referenced properly as above, or this will be considered self-plagiarism. <p>By submitting this work, you confirm that you have read the above statement, School regulations and checked to ensure all information, concepts or words that originate from other sources are correctly and appropriately referenced.</p>
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