

Guidance for Alternative Assessment

Alternative assessments must meet the learning outcomes associated with the original strategy. They must be approved by the Director of School/ Head of Department. Further details are available at <https://ljmu.ac.uk/academic-registry/staff/how-to>

- Students should be made aware of a change to alternative assessment as soon as it has been approved. This should be a minimum of 15 working days.
- Notification of a change in assessment strategy should be through Canvas and direct email to students' LJMU email account. Additional communication mechanisms (e.g. through student managed WhatsApp or Facebook groups) can be encouraged.
- Submission should be online through Canvas where possible. Canvas availability has consistently proven to be robust, even during times of peak use. This is not always the case for Turnitin, so we recommend that this be only used for plagiarism detection. Details on how you can manage this can be found at the following [link](#).
- Ensure that students have access to the appropriate technology for the alternative assessment format.
- Avoid using new software or processes that you or students are unfamiliar with.
- Review existing marking criteria in line with the new format. For example, you may expect a different level of referencing in an essay than in an exam. Ensure that these criteria are made available to students in a timely manner.
- Provide clear instructions to students of what they have to do
- Be aware that students may have issues with internet connection, so avoid tasks that need to be completed online in a strict timescale

Current Assessment Format	Possible Alternative Assessments
Artefact Creation <i>Eg. Artwork, fashion</i>	<ul style="list-style-type: none"> • Allow students to submit photographs or films as evidence, ensuring that the artefact is available for later review if needed. • Provide students with a piece that they can analyse and explore the process behind its development/creation.
Exhibition	<ul style="list-style-type: none"> • Allow submission of filmed work
Assessment involving group discussion	<ul style="list-style-type: none"> • Use Canvas discussion boards
Dissertation/Major Projects	<ul style="list-style-type: none"> • Remove any expectation for submission of a hard copy
Exam	<ul style="list-style-type: none"> • A written assignment submitted through Canvas. Consider short pieces as well as longer essays • "Take-away" exams that require the electronic submission of responses in a fixed period of time (taking into account that students may have connection issues)

Viva	<ul style="list-style-type: none"> • These are easily managed through the University's video conferencing system or similar technology (such as Skype)
Practical Exam	<ul style="list-style-type: none"> • Ask students to engage in a professional conversation through the University's video conferencing system or similar technology (such as Skype) • If there are explicit reasons why practice needs to be assessed in person, then maintain social distancing and ensure that spaces are regularly cleaned
Fieldwork / Fieldtrip	<ul style="list-style-type: none"> • Provide an alternative such as a desktop exercise that uses secondary data
Lab work	<ul style="list-style-type: none"> • Use data interpretation tasks with a written reflective submission. This could be followed up with a Skype interview if necessary
Live Performance	<ul style="list-style-type: none"> • Students could film an individual piece and support this with a short reflection
Presentation	<ul style="list-style-type: none"> • Students can submit a narrated PowerPoint or use the notes function in PowerPoint to elaborate on their slides • Students could submit a short film on the topic using their smart phones • Presentations through the University's video conferencing system or similar technology (such as Skype), which can then be recorded
Practical / clinical skills assessment	<ul style="list-style-type: none"> • Submission of a student produced film of the skill with a commentary or supplemented by an interview through the University's video conferencing system or similar technology (such as Skype)
Group work	<ul style="list-style-type: none"> • Students can work remotely on shared documents using OneDrive and provide a personal narrative of their contribution
Posters	<ul style="list-style-type: none"> • These can be managed through online submission.