



How are we managing referrals?

Welcome to the first in a series of the Learning and Teaching Institute's Talking Points. Last year we ran some workshops to explore some of the varied ways in which referrals are handled. This edition of Talking Points is intended to stimulate debate on this topic as the referral period is imminent.

This isn't guidance or policy – it's simply sharing some of the good practice around the University.

What might influence referral requirements?

- time constraints
- recognising that referred students may have already done some work
- acknowledging that the referred mark is capped at a bare pass
- fulfilling disciplinary or professional body requirements.



How does practice vary in what students are being asked to do for referral around the University?

Although some students are asked to do new pieces of work of the same length and form as the failed work, this is not the case in some Schools.

For example, on some programmes, the referred submission:

- isn't as long as the failed piece of work but it will be equally challenging
- is of a different form (e.g. an essay replaced with a viva or presentation) but still ensures the learning outcomes for the module are satisfied

- is a resubmission of existing work - in which case:
 - students are asked to demonstrate how they have acted on the feedback on the failed piece.
 - students are asked to use 'track changes' to develop the original submission and provide a commentary as to why the deletions/additions and amendments have been made. This helps ensure that referred students are not given an unfair advantage.

What is important is that referrals are fair and manageable – by the students and their tutors.

- Could your students be asked for a shorter piece of work or undertake an alternative form of referral?
- Could students be asked to resubmit work and respond to feedback as the default position for referrals on your programme?

To see the full paper from these workshops and case studies relating to assessment, see the LTI assessment pages at <http://tinyurl.com/3xbkbcf>



Do you have other ways of handling referrals that you think your colleagues might like to know about? If you want to discuss your ideas for changing assessment, do get in touch with any of the LTI Team, including:

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