School of Fine Art – 2020/21 Assessment Platform Requirements

Stakeholders:

Students to be able to upload numerous files, with as few restrictions on file size and type as possible, from multiple devices.
Academics to be able to preview and view all media files with as little requirement to download to their own computers as possible.
Administrators to be able to view student identities, submission/non-submission.
External examiners to be able to access all files as easily as possible.

Security and storage:

All content to be able to be hosted entirely within university platforms, regardless of content type.
The platform to allow the hosting of explicit and offensive content, with appropriate access safeguards.
Longevity of storage: submissions kept for at least 7 years.
Ability for staff and students to access and view content even from archived submissions (to prevent accidental resubmission of previously-used content where assessment restrictions specify this).

Training and Support:

Live demo sessions for all students to allow them to practice uploading.
Asynchronous resources and instructions in a range of accessible formats.
A practice inbox for students to test their file upload time.
My presence was requested in academic meetings at programme and Year group level, to ensure academics had the opportunity to ask questions as and when they occurred, and to ensure I was aligned with the assessment practices throughout the academic year.

Assessment Platform:

Clear and easily visible deadline.
Time visible in local time.
Opportunity for students to edit, remove and replace their submissions up until the deadline.
Ability for students to view (but not change) their submissions after the deadline.
Conforms to institutional accessibility requirements.