Process for approval of an assessment method

Process stages

Supports

Generate initial ideas for design of new assessment

Resources to support initial design:

- **LSE Assessment toolkit**
- **Eden Centre departmental adviser and learning technology adviser**
- Other academics using proposed format (Eden departmental advisers can provide contacts)
- Student feedback if available

To support inclusive design

- LSE Assessment Toolkit (each method has guidance on inclusivity), Eden departmental adviser or Disability and Wellbeing Service

Consider inclusivity in design of new assessment

Make initial decisions on:

- Condition and format of assessment
- Specifics including duration/word-length, weighting, scheduling
- Marking practice (if differing from usual departmental practice)
- Connection and balance between formative and summative assessments
- Resit format for non-repeatable assessments

Conduct consultation for new assessment

Individuals and bodies for consultation:

- **Programme director to consider coherence across programme**
- Other programme directors, if course is part of a joint programme
- Departmental Manager(s) / Professional Service Staff
- **Staff Student Liaison Committee(s)**
- If assessment format is unusual: TQARO, Examinations Office
- External Examiner(s) for programme(s)

Complete documents for Departmental Teaching Committee

Departmental Teaching Committee – local decision

NEW COURSE

CHANGE TO EXISTING COURSE

CAPIS form

- Eden Centre departmental adviser, if not previously consulted

USSC or GSSC – institutional decision

Update course guide through annual review

Committee follow-up

Create marking criteria, and student guidance

- Support for writing criteria: Eden Centre departmental adviser
- Support for writing student guidance: Eden departmental adviser, LSE LIFE