

## Assessment Information and Key Assessment Dates – Semester 1 – 2024/25

Assessments	Dates	Weighting
<p><b>Class Test – in Class Test</b></p> <p>Students will complete a 30 minutes in-class test which may include writing a short text in the target language in class, a vocabulary exercise, a short translation exercise, a dictation or similar.</p> <p>The tutor will provide details in class and students will have the opportunity to do a similar exercise in class and/or as homework and to receive feedback prior to the assessment.</p>	<p>Week 8, <u>in class</u>.</p>	<p>20%</p>
<p><b>Online Tasks – Flexible Online KLE Test</b></p> <p>Students will complete a series of online exercises to assess their <b>reading comprehension, grammar and vocabulary</b> and <b>writing skills</b> in the target language.</p> <p>This assessment will take place online (via the KLE), and learners will have the flexibility to choose when they take the test (the test will open on Monday week 10 at 9am, and it will close on Monday week 11 at 1pm). However, once the test has started <b>there will be a time limit (60 minutes)</b> to complete the activities. Non-European languages will have an extra 15 minutes to upload pictures of the handwriting exercise if they are required to do so.</p> <p>Students with extra time will have an additional 15 minutes to complete this assessment.</p>	<p>Week 10, online, on the KLE</p> <p>S1: Monday 2<sup>nd</sup> December 9am – <b>Monday 9<sup>th</sup> December 1pm</b></p>	<p>30%</p>
<p><b>Spoken Interaction Assessment</b></p> <p>There will be a spoken interaction assessment in semester week 12. The exact date and time for your assessment will be agreed with the module tutor at least two weeks in advance of the assessment.</p> <p>The spoken interaction assessment will test speaking (productive), listening (receptive) and conversation (interaction) skills. The assessment will consist of two tasks: <b>1)</b> presentation, role play, description of a picture, mediation exercise or similar; <b>2)</b> a question-and-answer part (conversation). The Spoken Interaction Assessment will usually take place online, one-to-one with the tutor. If assessments are organised in pairs or groups, individual marks will be awarded to each student. If you need or prefer to take your Spoken Interaction Assessment in person, please speak to the tutor. Information about timeslots will be available to students by week 10 at the latest.</p> <p>A detailed description of the assessment tasks and delivery can be found in the Assessment Brief document.</p>	<p><b>Week 12</b>, at agreed time, online, Microsoft Teams.</p>	<p>50%</p>

## **Formative Assessments and feedback.**

The tutor will provide details and samples on the KLE and in class prior to the assessment. Students will have the opportunity to do similar exercises to those on the assessments and will receive both group and individual feedback before the assessments.

Feedback for summative assessments will be provided within 15 working days from the assessment date, and prior to the next assessment. Please note that feedback for the class test will be given in class. You will be able to view your class test with comments and corrections and discuss this with your tutor. Group feedback will also be provided on the KLE.

For the Online Flexible KLE Test and the Spoken Interaction Assessment, individual feedback will be available on the KLE.

## **Exceptional Circumstances (EC)**

Any absence must be substantiated by submitting an electronic Exceptional Circumstances form, with evidence, **within 7 days** of the assessment date. Please remember that you must submit a separate EC for each assessment.

## **Re-Assessments**

For the Class Test taking place in week 8, there will be a **mop-up session** in week 11, only for students with valid Extenuating Circumstance (EC).

All re-assessments will take place during the re-assessment period. Re-assessments will be of the same type and format as the original assessments.

Please note that for the class test re-assessment, you must be present on campus. Additionally, unless students have a valid Extenuating Circumstance (EC), marks for re-assessments will be capped at 40.

## **Reasonable Adjustments**

Please discuss any reasonable adjustments you may need with the module lead. For a discussion of any reasonable adjustments, please contact **Alison Long**, the Language Centre Disability Liaison Officer, at [a.long@keele.ac.uk](mailto:a.long@keele.ac.uk) ,.

## Additional Information about Assessments

A detailed description of the assessment tasks and delivery can be found in the Assessment Brief document.

For **writing exercises**, please see below number of words/characters/sentences that you will be expected to write. The word count entails the **minimum number of words**, characters or sentences required. There is no maximum word count, and there will not be penalties for exceeding the word count unless specified in the assessment description (e.g. if students are required to write a summary or express something in a specific number of sentences/words). If the word/character count is 10% below the minimum requirement, this will affect the mark in the range and accuracy criteria as well, not just the content. This is because it impacts the range of vocabulary and linguistic structures used.

### Number of words:

Level 1 – Level 2:	60-80 words / 30-50 characters – 5-10 sentences
Level 3 – Level 4:	100-120 words / 50-100 characters – 10-15 sentences
Level 5 – Level 6:	150-170 words / 100-150 characters – 15-20 sentences
Level 7 – Level 8:	200-220 words
Level 9 – Level 10:	230- 250 words
Level 11 – Level 12:	260-280 words

For **Spoken Interaction Assessment**, please see an approximate duration of assessment per level:

### Spoken Interaction Assessment – duration.

Level 1 – Level 2:	4-8 minutes
Level 3 – Level 4:	6-10 minutes
Level 5 – Level 6:	8-12 minutes
Level 7 – Level 8:	12-15 minutes
Level 9 – Level 10:	15-20 minutes
Level 11 –Level 12:	20-25 minutes