



Student Laboratory Assessment for all years and programmes (except the final year of an honours degree programme or a taught masters programme)

NOTE: This document supersedes any previous documents on laboratory assessment issued by this school.

1. Defining Laboratory Assessment

Laboratory assessment is an assessment that applies to practical activities undertaken during a defined timetabled period. Activities undertaken in business/communications studies and language modules are not covered by this document.

“Laboratory assessment” consists of an assessment of three distinct elements.

1. **Your attendance** at the laboratory is marked as either 0 (did not attend) or 1 (did attend) per laboratory session.
2. **Your performance** in the laboratory is marked as 0, 1, 2, 3, 4 or 5. No fractional marks are possible. Typically the following methods may be used to determine your performance in a laboratory session:
 - You may be asked to maintain an individual laboratory log book that is marked. You will normally write up your log book during the assigned laboratory period.
 - You may be asked questions about the laboratory exercise by the laboratory instructor during the laboratory session.
 - Your laboratory work, such as a constructed circuit or a piece of software, may be examined by the laboratory instructor.
3. **Your performance** in one or more **formal elements** is marked as 0, 1, 2, 3, 4 or 5 per formal element. No fractional marks are possible. Examples of a formal element might include:
 - A report you are asked to write outside of the assigned laboratory period.
 - A mini-project you are asked to do.
 - An in-lab test that you are asked to undertake.

You are reminded that as attendance and laboratory performance are strictly assessed, missing laboratories will reduce your overall grade and that it is in your best interest to attend and participate fully in laboratory sessions.

The interpretation of the marks for laboratory performance and formal elements is shown in Table 1.

Mark	Laboratory Performance	Formal element(s)
0	Did not perform assigned tasks in any meaningful way during the laboratory session.	Did not submit/attend a formal element or presented/undertook a formal element of negligible merit.
1	Unacceptable standard	Unacceptable standard
2	Acceptable (pass) standard	Acceptable (pass) standard
3	Satisfactory standard	Satisfactory standard
4	Very good standard	Very good standard
5	Outstanding standard	Outstanding standard

Table 1: Interpretation of Marking Grades

Note: In some cases a single laboratory activity may span several timetabled laboratory periods. In these cases your **attendance** is marked per period, while your **performance** may be assessed for the activity as a whole over several laboratory periods.

2. Calculating your total laboratory assessment mark for the year

Your final year-end laboratory assessment grade is the **weighted sum** of the **total** marks achieved under the headings for Attendance, Laboratory Performance and the Formal Element(s) over the year.

The weightings of the marks for Attendance, Laboratory Performance and the Formal Elements(s) are shown in Table 2.

Category for Awarding Marks	% weighting
Attendance	15%
Laboratory Performance	50%
Formal element(s)	35%

Table 2: Laboratory Marking Scheme

3. Late submission

Where assigned laboratory work is to be submitted by a given date you must submit the assigned work by that date. If you miss the assigned date your work will only be accepted one to seven days after the submission date has passed. However while this work will be marked the result will be halved. If marking results in a score of "1.5" it will be rounded down to "1". Assigned work handed in eight days or more after the submission date will not be considered. Individual students can be

granted an extension if they are sick and supply a medical certificate or if they can demonstrate some other valid reason. Appeals should be referred to the relevant Head of Department.

4. Plagiarism

Plagiarism (i.e. copying coursework from other students or other sources) is not acceptable under any circumstances. Students found guilty of plagiarism may face serious disciplinary action from the college. Students suspected of plagiarism may be subjected to a viva voce examination at any time, as permitted by the general assessment regulations of the DIT.

Any material which is taken from another source must be referenced with a footnote or endnote, which cites the publication, date and author. Any text which is quoted verbatim should be placed within quotes and referenced. It is totally unacceptable for a student to “lift” material from books, the web, the work of other students without due acknowledgement.

Note: Working together on assignments is a useful learning exercise and may be encouraged by lecturers for certain kinds of work. The above comments regarding plagiarism is not intended in any way to discourage collaboration. However, where common assignments are graded individually, it is essential that any work handed up can be clearly identified as the student’s own effort.

5. Laboratory Rules and Procedures

1. You are expected to arrive on time and not depart before the end of a laboratory.
2. You must not enter a lab unless you are timetabled for that lab and you have permission from a technician or lecturer.
3. You must not stand on the stools or benches in the laboratory.
4. You must not place coats and bags on the benches in the laboratory.
5. You are expected to take note of any instructions, written or oral, that the laboratory instructor gives you during the course of the laboratory session.
6. You must ensure that at the end of the laboratory session all equipment used in the laboratory session is tidied away where you found it. You must put all rubbish such as wire, broken components and paper outside in the corridor bins.
7. You must not remove test equipment, test leads or power cables from any lab without permission.
8. You must not damage or tamper with the equipment or leads. If there is a problem with a piece of equipment report it to the technician or lecturer. DO NOT return faulty equipment to a storage area.
9. Eating, smoking and drinking in the laboratories, including the computer laboratories, are strictly forbidden. Anyone found eating, drinking or smoking in the laboratory may have the items in question confiscated, along with their student card.
10. The use of mobile phones during laboratory sessions is strictly forbidden. Anyone found using a phone during a laboratory session may have the phone confiscated and their student card taken.
11. The use of email or messaging software for personal communications during laboratory sessions is forbidden.
12. Playing computer games in laboratories is forbidden.