

Doughty, Charlotte

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Sent: 21 November 2023 14:44
To: O'Brien, Maggie
Cc: Brown, Samantha; Burke, Steven; Lowe, Daniel; Dallal.Stevens@warwick.ac.uk; Skeates, Andrew; Doughty, Charlotte
Subject: DUG update - 21 November 2023
Categories: Law - Student Email Archive

Dear Undergraduate Student

Thanks to all of you who provided Module Feedback in Week 5 and Reading Week. Wherever possible we respond to your feedback, if not this year, then in Module design next year. A few minutes of your time leads to improvements for the next generation of Warwick students. So thank you again on their behalf. As we draw closer to the end of term your thoughts might well be turning to assessments. I hope this update will answer some of those looming questions.

Items for Action

1. 1. Assessment Marks and Feedback

We continue to work toward releasing all marks by the end of November 2020 to intermediate students. If there are issues arising with any particular Module, we will make sure you are advised accordingly.

As many of you are now receiving your outstanding marks and feedback following the end of industrial action, it seems timely to remind you of what you should expect from the accompanying feedback. We are aware students have, in the past, felt their feedback does not help them to develop their assessment techniques. We are determined to put this right.

Receiving feedback and acting on it is a very important part of your academic development. Even if you have a high mark, you should understand how it could be pushed higher. If you have a lower-than-expected mark it is obviously very important you understand why so you can improve your marks. You are entitled to feedback which explains your mark, identifies areas of strength and weakness, and offers you advice on how to improve. For examinations, you can expect a couple of sentences per question, for longer assignments the length of feedback might vary according to the length of the assignment but will usually be around 8-10 lines.

While you cannot challenge a mark once it has passed moderation, you can ask for clarification and guidance if you can't understand your feedback or feel you want to know more about the reasoning behind your mark. You should talk to the marker in the first instance and the Module Convenor if you are still unhappy with your feedback, contact your Module Convenor. If the matter is still not resolved, feel free to contact me as DUG to discuss why.

1. 2. Examination Format

Through your SSLC representatives we understand there is some concern about the format of examinations in this academic year. Just to confirm, all examinations will be online, open-book, timed

examinations. You have plenty of time to prepare and we are committed to providing you plenty of guidance in how best to prepare for timed examinations.

Much of this guidance will be built into your Modules, indeed wherever you are assessed by examination, you can expect opportunities to practise timed answers either in class or in formative assessments.

If you have any worries or concerns about your examinations next year, please do get in touch. We can explain the reasons why we feel moving back to timed examinations is very important and can offer you advice on how to prepare. Daniel and I will also be running examination workshops online in Term 3. We will be covering:

- How to revise
- Consolidating your notes
- Keeping to time
- Planning your answers
- How to use past exam papers sensibly
- Dealing with exam anxiety – tips and techniques

If you have any ideas about what support you might need to prepare for examinations, please use the DUG Padlet below to let us know.

1. 3. References

Many law firms and organisations are now opening for applications for internship and training opportunities, and you might well be asked for an academic reference when applying.

We will always try to write a positive reference and give you the best chance of getting a position in your chosen field, but we can only go on the information available. It is much easier for us to write a really good reference if you have participated actively in your seminars and met your Personal Tutor regularly. Speaking up in class, attending regularly, working as a student rep, volunteering, all are activities that might set you apart from other applicants. Quite aside from the obvious educational benefits of participating fully in University life, your behaviour here will be seen by future employers as a model of how you are likely to behave in a workplace.

There is a formal protocol around references. You should never identify a member of academic staff as a referee in an application without asking their permission first, and the formal protocol is always to ask your Personal Tutor first. They will, if necessary, contact Seminar Tutors to gain a broad picture of your performance in class and might access information from the Tabula system. If you have a Tutor or Mentor who has a particularly good personal relationship with, you can often add them as a second reference with their express permission.

1. 4. Warwick Skills Award

Attention Joint degree students, intermediate years, and Finalists! There is a session for you on the Warwick (Skills) Award in the **Ramphal Building, R0.21 on Monday 27th Nov, 4.00 – 5.00pm.**

As background, the new Warwick Award offers you the opportunity to gain a digital certificate at the end of your degree that showcases the particular skills you have developed while at the Law School. Once you register you will start to accrue points toward receiving the Award on graduation. In the Law School you earn points from your skills-based core Modules such as Understanding Law in Context and Law, State, and the Individual and advanced modules such as Public Legal Education and Writing Human Rights. You can earn additional points by volunteering with LinC, School Tasking, Lacuna, or the Death Penalty Project. The

Award will be recorded on your HEAR transcript and is yet another way for you to demonstrate to employers because they should recruit you. Find out more about the Warwick Award [HERE](#)

Items for information

1. 1. News on Assessments

Watch out for the new Posters in the Student Hub and around the Law School giving you tips on how to prepare for Assessments in the run up to January submission. Find out:

- What your duties are in terms of assessment
- How to avoid submission errors
- What happens if you are late or make a mistake submitting your assessment

We'll be reminding you regularly through DUG updates and Module announcements in any case, but sometimes it is easier to absorb information if it is written in big type!

1. 2. Questions and Queries

If you want to post a question any other time, please use the PADLETs – links below.

[First years Padlet](#)

[Intermediate Years and Finalists Padlet](#)

If you want to meet in person, the DUG hours are **10-11am Wednesday** – usually face to face in the student hub. If the matter, you wish to discuss is private drop me a line beforehand and we can arrange to meet in my office or on Teams.

10-11am Fridays (online) - Please feel free to drop me a line on email to arrange a chat or call me on Teams. Or join me in the [Online Meeting Room](#).

Best wishes,

Maggie (DUG) and Daniel (Deputy DUG)

Associate Professor | Director of Undergraduate Studies | Warwick Law School | Coventry | CV4 7AL UK | [Find us on the interactive map](#)

Office Hours: Tuesdays, 2pm– 4pm. Wednesdays 10am-11am. Room S1.42