

CYP IAPT Practitioners Assessment Hand-In Procedure

The Assessment Summary documents for your strand indicate what assessment deadlines you have and when work is due to be handed in. All work is handed in via Turnitin, and for some assessments you will also be required to hand in hard copies of files.















1. Using Turnitin

Cohort 07 PG DIP CYP IAPT Practitioners ⚙

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 Course Details	 Useful Links	 Meetings	 Timetables	 CORE Teaching Materials	 CBT Teaching Materials	 PT Teaching Materials
 0-5s Teaching Materials	 SFP Teaching Materials	 CORE Turnitin Submissions	 CBT Turnitin Submissions	 PT Turnitin Submissions	 0-5s Turnitin Submissions	 SFP Turnitin Submissions

- Turnitin submissions can be found on the ELE homepage for the CYP IAPT Practitioners course, click on the relevant Turnitin submissions tile for your strand. NB: for core PYCM027/PYC3007 assessment submissions (e.g. supervisor reports, core essay) there is a separate folder called Core Turnitin Submissions.

+ CORE Turnitin Submissions



+ Useful Documents

- +  Generic Front Sheet Cohort 7 Practitioners 
- +  CYP IAPT Turnitin submission with multiple elements - Cohort 7 
- +  CEDAR Supplementary Mitigation Form for Clinical Assessments 
- +  Practice Turnitin Submission Portal 
- +  Document 1 (practice portal) 
- +  Document 2 (practice portal) 

+ Submissions

- +  PYCM027/PYC3007 Core Essay (3000 words) 

Deadline: Wednesday 20th March 2019, 13:00.

Please submit:

- 1) Generic Front Sheet
- 2) Anonymous essay with reference list

+ Core Extensions and Resubmissions

- There are useful documents and a practice portal at the top of the section, and all portals will be found under the Submissions heading. If you have a mitigation or resubmission, this will be found under that heading at the bottom of the section.
- Please refer to the '[CYP IAPT Turnitin submissions](#)' document for further information on how to submit via the Turnitin portal.
- For every assessment you should also complete and submit the [generic front sheet](#) via Turnitin:
- Please note that all essay and case report submissions should be anonymous, and all submissions must conform with confidentiality guidelines for clients. For more information please see the handbook: <http://cedar.exeter.ac.uk/iapt/cyphandbook/cbt/confidentialityandanonymisation/>

2. Competency Tapes

- You must bring your competency tape on an encrypted hard-drive/memory stick (your trust will provide you with this equipment) on or prior to the deadline, along with the password and connecting cables, for admin staff to download to a secure location.
- **Please do not bring tape submissions on unencrypted devices as we cannot accept these.**
- You must submit all supporting documents (reflective logs, CTSR self-ratings etc.) via Turnitin.

3. Consent Forms

- You will need to get client consent for all Competency Tape submissions and Case Reports, as well as for use in supervision sessions.
- When you submit competency tapes or case reports you will need to bring in a hard copy of your client's consent form(s), or a scanned version on an encrypted device. For blank copies of the consent forms please see these links:
CBT – [Parent/carer form](#); [Young person's form](#)
PT/0-5s – [Parent consent form](#)
SFP – [Parent/carer form](#); [Young person's form](#)

4. Marking

- The marking turnaround is 3 weeks for written submissions, and 4 weeks for competency tapes. The expected date for your feedback to be returned will be detailed in your assessment summaries.
- Your feedback will be sent to you as a word document via email by your programme administrator, and your workplace supervisor will also be copied in to the email.
- During holiday periods there is an extension to the marking turnaround and you should expect to receive feedback by the Friday of the first week of the following term at the latest.
- In the event of any delay to marking, e.g. due to marker illness, the programme administrator will inform you by email and keep you updated on any changes.

5. Resubmissions

- For the PGDip course, you are required to receive a mark above 50% in assignments in order to pass. If you receive a mark below 50%, you will have the opportunity to resubmit. You will have four weeks to complete your resubmission, and we will outline this procedure with you if/when it becomes applicable.
- Please note that where assessments for part or all of a module are referred, the whole module must be capped at 50% for postgraduate modules.

- For those on the GradDip course, the pass mark is 40% for written assessments. Clinical assessments (e.g. competency tapes) must achieve a mark of 50% or above.

6. Mitigations

- If for any reason you are unable to complete an assignment in time for the deadline, you have the option of requesting a mitigation.
- All applications for mitigation of assessment should be made prior to the assessment deadline in question, or within 24 hours of the deadline.
- Students may apply for mitigation for more than one module where the same circumstances have affected more than one assessment. However, students must use the correct mitigation process and be explicit in detailing: the circumstances that have affected them, how these circumstances have affected their performance and evidence to support their application (doctor's note etc.), together with written corroboration/support from their workplace supervisor.
- Students wishing to apply for mitigation for the CYP-IAPT Practitioners course should complete an application for mitigation via Sharepoint at this link: <http://www.exeter.ac.uk/wellbeing/studentwelfare/mitigationprocess/>.
- For requests that are made due to clinical circumstances (e.g. access to clients) please ask your workplace supervisor/manager/service lead to complete the [CEDAR Supplementary Mitigation Form for Clinical Assessments](#) which can act as your supporting evidence. You will be able to attach this completed form to your request.
- Please note that mitigation forms must be completed before the deadline or within 24 hours of the deadline passing. Supporting evidence must be uploaded within 10 working days of the assignment deadline at the latest, or the request will not be considered.

7. General Assessment Information

- For further information about word count, referencing guidelines and marking, please see the handbook: http://cedar.exeter.ac.uk/iapt/cyphandbook/cbt/cypiapt_procedures/markingsassessmentsandprogression/.