CASPA
Assessments with Staggered Deadlines

CASPA now allows you to add an assessment that has multiple deadlines for the **same assessment**. This staggered assessment type means that you are able to have a different deadline for each time the same assessment is undertaken by a different set of students. An example of a staggered assessment would be where the same laboratory assessment is run multiple times across a semester allowing different sets of students to attend the laboratory session on different dates. The staggered assessment feature means that the laboratory assessment can now have different submission deadlines dependent on the laboratory session attended.

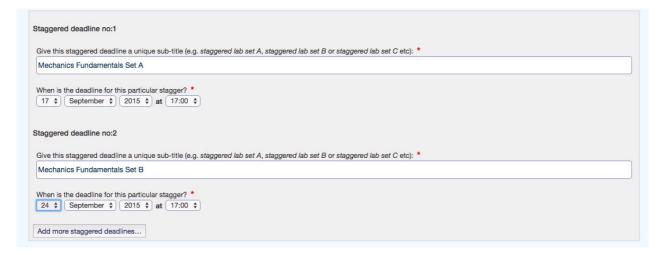Creating an assessment with staggered deadlines

1. Log into CASPA at caspa.lboro.ac.uk and create a new assessment by pressing the

   Add ⊕ button and completing the details for a new assessment as normal.

2. At point 8 **"Assessment with staggered deadlines"** select "yes" to indicate that you have an assessment with staggered deadlines.

3. You must enter a different sub-title for each staggered deadline that you create. This will allow students and staff to correctly identify each specific staggered deadline for the assessment.

4. Enter a specific time and date for each staggered deadline.

5. Continue to add staggered deadlines as necessary by pressing the *'add more staggered deadlines'* button.

6. Continue creating the assessment by entering the remaining information about your assessment and then save the assessment in the normal way.

   NB Full details about creating an assessment can be found in the CASPA staff user guide which is downloadable from the 'About ' page on the CASPA website (caspa.boro.ac.uk).

Details of any staggered deadlines set up for a particular assessment will be visible to both staff and students. Additionally, students creating CASPA coversheets for use with the CASPA kiosk can select their respective staggered deadline and it will be automatically printed on their coversheet.