

REFERRED/DEFERRED ASSESSMENT - SESSION 2008/09 SUMMER 2009

COURSE CODE	BUIL 1101
COURSE TITLE	Measurement and Documentation 1
COURSE COORDINATOR	Julie Adeline

To Students

If you have failed a course or part of a course and have been allowed by the Progression and Award Board to be reassessed in one or several of the courses, this will be indicated in your result letter. On the back of the result letter, the words '*Failed -retake permitted before the next academic year*' will appear next to the relevant assessment items or course(s).

In that case, you are required to submit coursework and/or to take an examination again as appropriate in August 2009.

Examination timetable

The detailed examination timetable will be posted on the University website **towards the end of July**. Deferred/referred examinations will be timetabled between 17th to 28th August 2009. The link can be followed from here:

<http://www.gre.ac.uk/students/exams>

Deadline for submitting coursework

Coursework must be delivered by hand no later than **Monday 17th August 2009** to the School of Architecture & Construction.

If you send your coursework by post, it must be sent by first class recorded delivery (keep a copy of both the postal receipt and the coursework) **no later than Monday 17th August 2009** to:

Referred/Deferred Coursework
School of Architecture & Construction
Mansion Site
Bexley Road
London SE9 2PQ
UK

Coursework submission

All coursework must be submitted by the deadline and method as above and must be accompanied by the appropriate electronic header sheet.

Deadline for submitting portfolios

Portfolios of design or visual work can be submitted either:

- (i) in person **on Monday 17th August 2009 between 10:00am and 4:00pm**, to the Mezzanine Studio, **or**
- (ii) by first class recorded delivery (keep a receipt), **on or before Monday 17th August 2009**, to:

Referred/Deferred Portfolios
School of Architecture & Construction
Mansion Site
Bexley Road
London SE9 2PQ
UK

Submission of portfolios

Portfolios of design or visual work must be submitted by the deadline and method as detailed above.

Make sure your portfolio is labelled, inside and outside with your name, year and contact details.

You must print **2 copies of the electronic header sheet**. Please attach one copy securely to the outside of your portfolio. The 2nd copy will be scanned into the Banner receiving system for proof of submission.

Postal Submissions

All postal submissions, Coursework and Portfolios, will be receipted with the date of postage as the date of submission.

It is the responsibility of the student to ensure that the work is submitted on time by the above method.

Queries

Any queries should be emailed to

acqueries07@gre.ac.uk

with

- Your full name
- Your student ID number
- Your Programme of Study e.g. BA Architecture
- The title and code of the course(s) with which you have a query
- The nature of the query

Please note that emails to this address will be answered up to Friday 25th September 2009, after this date enquiries should be sent direct to the Course Coordinator. Staff email addresses and contact numbers can be looked up here:

http://www.gre.ac.uk/staff_intranet/directory

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Please find below details of the coursework to be submitted and/or examination advice as appropriate.

Assessment item	Measurement Exercises
Electronic header sheet number	156231
<p>Details of work to be undertaken: see below Project/Coursework Title: Measurement Exercise - Window</p> <p>There were two elements to the coursework component of this course, measurement exercises and the in-class test. For referred work the student should complete the element they failed. This will be the in-class test if you missed it and/or the exercises if you failed them.</p> <p>Measurement Exercise: Window</p> <p>A drawing of a window will be sent to you separately from the school office. If you have not received drawings by 14th July please contact the school office.</p> <p>Measure the window shown on drawing A. Take off the quantities in the traditional manner using dimension paper. Your measurement should be in accordance with SMM7. Any assumptions should be noted on a query sheet.</p> <p>Use SMM7, class notes and Building Quantities Explained (Seeley) for guidance.</p>	

Assessment item	In-Class Test
<p>Details of work to be undertaken: see below</p> <p>A number of students were unable to take the 2 hour in-class test. A Referred/deferred test has been arranged for 17th August 10 - 12am in the Tower. Students who are required to take the test will be notified by the School Office.</p> <p>The test will entail short questions based on the syllabus covered in term 1 (substructures, brickwork, roofs, floors, finishes, windows, doors). Students should know how to compile take off lists for the different elements, centre line girth calculations, roof calculations and units of measurement (m, m², m³ etc for items of measurement i.e plaster to walls = m²).</p> <p>Revision should be centred on class examples and SMM7.</p>	