

Amendments to (i) UPR AS12 (Assessments and Examinations (U/G and Taught P/G) and Conferments (University-delivered provision)) and (ii) UPR AS13 (the equivalent of UPR AS12 for collaborative programmes) for 2021/22

This paper summarises the approved amendments to UPR AS12 and UPR AS13 for the 2021/22 academic year.

1. Late submission of coursework

Previously, some online timed assessments were described in the DMD as examinations whereas others were classified as coursework. Where they were described as coursework, UPR AS 12, Appendix 1, section 4 would apply, certainly in the absence of any instruction attached to the specific online timed assessment that says the lateness penalty does not apply. However, any specific instruction created ambiguity for staff and students consulting the Lateness Penalty in the UPR. To avoid any ambiguity about online timed assessments, the following amendment to UPR AS12, Appendix 1, section 4 has been approved:

4 Assessment of coursework

i Candidates are:

g LATE SUBMISSION OF COURSEWORK

With exception of all online time limited assessments, unless there are accepted Serious Adverse Circumstances or an extension has been given:

- 1 For each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Levels **0, 4, 5, 6** submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 40. Where the numeric grade awarded for the assessment is less than 40, no lateness penalty will be applied;
- 2 For each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Level **7** submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 50. Where the numeric grade awarded for the assessment is less than 50, no lateness penalty will be applied;
- 3 Referred coursework submitted after the published deadline will be awarded a grade of zero (**0**).
- 4 Coursework (including deferred coursework) submitted later than five days (five working days in the case of hard copy submission) after the published deadline will be awarded a grade of zero (**0**).

2. Serious Adverse Circumstances and Fit-to-Sit Claims

A number of inconsistencies have developed in the UPRs over time related to SACs and the Fit-to-Sit process, and the move to a centralised system had not been fully taken into account. The following amendments to UPR AS12 and UPR AS13 (as well as UPR AS14) have therefore been approved:

- (a) Even before the centralisation of SACs, a time limit of 10 working days to submit SACs was not practical and as such not enforced by Schools. These time limits have therefore been removed from UPR AS12, Appendix I, section 5.4:

5.4 Permitted grounds for a request for the review of an assessment decision

5.4.2 Serious Adverse Circumstances

~~Where it is believed that there are Serious Adverse Circumstances which should be drawn to the attention of the Short Course/Module Board(s) of Examiners, it is the responsibility of the candidate to notify the Chair of the appropriate Short Course/Module Board(s) of Examiners, in writing, through the Clerk to the appropriate Board, submitted through the process established by the Student Administration Service via sac@herts.ac.uk. This should be as early as possible and not later than ten (10) working days before the meeting of the Short Course/Module Board of Examiners and to provide any relevant supporting evidence (see section 1.2, v). However, where the relevant assessment is within 12 working days of the meeting of the Short Course/Module Board of Examiners, any Serious Adverse Circumstances to be taken into consideration by the Short Course/Module Board must be notified no later than two (2) working days after the assessment. Serious adverse circumstances adversely affecting student performance will only be considered by a Module Board or Short Course Board if submitted by the student via sac@herts.ac.uk. The claim(s) must be submitted by the student the earliest possible time, before the Board of Examiners' meeting.~~

- (b) The following change to UPR AS12, Appendix I, section 1.2 reflects the centralised SAC process introduced last academic year.

1 Preparations for Examinations and Assessments

1.2 Candidates are required:

- v ~~through the Clerk to the appropriate Programme Board of Examiners, to notify the University via SAC@herts.ac.uk Chair of the Module Board(s) prior to the meeting, in writing,~~ of any Serious Adverse Circumstances which, in their opinion, prevented them from attending and/or submitting the assessment ~~and~~ which they wish the Module Board(s) of Examiners to take into account (see section C3.8, UPR AS14²);

- (c) Arrangements for drawing SACs to the attention of Module Boards are agreed with individual partners at validation /re-validation, and UPR AS13, Appendix I, section 5.3.2 has been amended to reflect current practice:

5.3 Permitted grounds for a request for the review of an assessment decision

5.3.2 Serious Adverse Circumstances

- i Where it is believed that there are Serious Adverse Circumstances which should be drawn to the attention of the Short Course/Module Boards of Examiners, it is the responsibility of the *student candidate* to notify the *relevant*

~~individual or team at the partner institution-Assistant Registrar (Student Administration—Collaborative Partnerships) (AR(SA-CP)), in writing, through the Examinations Officer following the procedures that operate at the partner institution. This should be done as early as possible and not later than ten (10) working days before the meeting of the Short Course/Module Board of Examiners and to provide any relevant supporting evidence (see section 1.2, v). However, where the relevant assessment is within 12 working days of the meeting of the Short Course/Module Board of Examiners, any Serious Adverse Circumstances to be taken into consideration by the Short Course/Module Board must be notified no later than two (2) working days after the assessment.~~

- ~~ii—The Examinations Officer will provide this information and the supporting evidence submitted by the candidate by e-mail, where practicable, to the Clerk to the Short Course/Module Board of Examiners not later than five (5) working days before the meeting of the Module Board (see section 1.2, v).~~

3. Replacement of Examination anonymity number with Student Record Number

An anonymous marking policy has been in place for several years. All assignments submitted through Canvas can be marked anonymously, but it is not possible to mark all assessed work anonymously. For examinations, anonymous marking involved the allocation of a unique Exam ID each year to every student. The Exam ID was written by students on the front of their examination scripts, with the Student Record Number (SRN) and full name also being written on the script under a sealable fold-down flap to preserve student anonymity. We wish to preserve anonymous marking where possible in principle. However, the current practice of implementing this for examinations is not in itself completely anonymous, is burdensome to operate, and restricts us from introducing other support mechanisms and processes. Replacement of the use of Exam ID with the SRN on student exam scripts has therefore been approved. While the use of the SRN may reduce the technical assurance of anonymity on exam scripts, ‘pseudonymisation’ of students would remain in place. The following amendments have been made to UPR AS12:

5.4 Marking of student work

- 5.4.1 All examination scripts should be marked ~~anonymously-pseudonymously~~^[1]. Wherever possible summative student work must be submitted and marked ~~anonymously-pseudonymously~~. There are some situations where it is not feasible to mark work ~~anonymously-pseudonymously~~, or where there is no significant scope for bias to affect the outcome of the marking process. The following forms of assessment are examples of assessments that are exempt from the need to be submitted and marked ~~anonymously-pseudonymously~~:

- i assessments where candidates.....

Footnote:

[1] a pseudonym will be used (ie the Student Record Number) to substitute the student's identity so the student cannot be identified without referring to additional information. The additional information (eg the student's name, etc) will be held separately to ensure that the document being marked is not attributed to an identified or identifiable student.

7.8 Marking of examination scripts

- 7.8.1 Unless it is unavoidable, for example, where a candidate has recorded an incorrect or incomplete ~~Student Record Number Exam Number~~ on their examination script, members of staff will ensure that candidates' ~~anonymity pseudonymity~~ is preserved throughout the marking process.

4. Examination arrangements

The University's Exams and Awards Office have updated and clarified a number of arrangements described in UPR AS12, as follows:

6.4 Examinations involving the use of computers *for candidates with a Study Needs Agreement in place*

a INVIGILATION

For Semester A and B examinations and the main referred/deferred examination periods, the Assistant Registrar will be responsible for arranging the invigilation of examinations involving the use of computers.

b Regardless of whether invigilation is the responsibility of the Assistant Registrar or a School, the officers responsible will ensure that suitable technical support is available in the Examination Room ~~throughout examinations involving the use of computers to ensure that appropriate support is available in the event of an electrical and/or a computer breakdown.~~

c Invigilators will ensure that candidates

7.1 Scheduling of examinations (including referred/deferred examinations)

7.1.4 Off-campus formal examinations for home programmes

i Home programmes (i.e. non-collaborative programmes, delivered by University of Hertfordshire staff) where students are not required to attend the University campus on any occasion for any reason are collectively referred to as off-campus delivered programmes (for example, distance learning programmes, University-delivered elements of Joint and Dual Awards and Fly-In Faculty¹ arrangements).

ii Where students registered on *programmes delivered* off-campus ~~delivered programmes~~ sit a formal examination away from the University campus, ~~the Exams and Awards Office must be informed of, and approve, all University policies and regulations arrangements for such examinations must be adhered to.~~

iii If students registered on off-campus delivered programmes are

7.3 Preparation of examination papers

7.3.1 General regulations and procedures

i Security and confidentiality

a The arrangements for the production of examination papers will be such that security and confidentiality are maintained at all stages of the process.

b The production of examination papers on computer workstations must be undertaken in accordance with the requirements of UPR IM20².

c Examination papers must be prepared and stored in secure areas to which students do not have access.

d Examination papers must not be saved on hard disk drives or placed on *non-secure* servers. Electronic storage onto which examination papers

have been saved must be held securely in locked areas. Networked printers to which students may have access must not be used.

- e All copies of preliminary drafts must.....

7.5 Reproduction of papers for the examination

7.5.1 The Assistant Registrar is responsible for the reproduction of all examination papers that are to be copied in black and white. *The use of colour should be kept to a minimum.*

~~7.5.2 Where an examination paper needs to be copied in colour, it is the responsibility of the Student Administration Service Manager to liaise with the Assistant Registrar in good time before the examination to agree the arrangements for the reproduction of the paper.~~

5. Award Certificate and Graduation Ceremony arrangements

The University's Exams and Awards Office have updated and clarified a number of arrangements described in UPR AS12. Included in these, they have noted that the University removes the eligibility of a student to attend a graduation ceremony if they return to study after accepting an interim award. They have indicated that this policy is unworkable, as they are unable to identify who these students are. They have recommended that UPR AS12 is updated, and the following amendments have been approved:

11.2 Certificates and duplicate award certificates

11.2.3 *Duplicate Replacement* certificates

- i The certificate which the University issues as proof of the conferment of an award is a unique and valuable document which should be carefully preserved by its recipient. The University will not issue additional copies or *duplicates replacements* to any person to whom an original certificate has already been issued other than in the circumstances described in section 11.2.3, ii - iv.
- ii If a certificate is lost or destroyed, a *duplicate replacement* can be issued which will have precisely the same standing as the original certificate which it replaces. It will be produced in the format currently in use by the University and may not therefore be an exact replica of the original.
- iii An application for the issue of a *duplicate replacement* certificate must be made on the appropriate form which can be obtained from the Assistant Registrar. The applicant must, in addition, provide the Assistant Registrar with:
 - a the damaged or defaced certificate
or
a written declaration, signed by the applicant, setting out the circumstances in which the certificate was lost or destroyed, which includes a written undertaking by the graduate/diplomate that they will return the *duplicate replacement* to the University in the event that the original is found and
 - b payment of the prescribed fee.

12 Graduation Ceremonies for the presentation of graduates who have received degrees and diplomas

12.1 General regulations and procedures

12.1.1 The University will hold ceremonies each academic year for the presentation of students who have *met the criteria achieved one of the awards* listed in section 12.1.7. ~~and who meet the criteria published in from time to time by the Assistant Registrar.~~

12.1.4 Candidates who elect to receive an interim award

(See Section 9.5.4, ii)

- i Candidates who finish their studies before achieving the highest award on their programme must notify the Student Administration Service Manager, in writing, by the deadline specified by the Student Administration Service Manager, that they have completed their studies and (where they are eligible) wish to be invited to a ceremony. The University's normal practice is to invite such candidates to the relevant ceremony immediately following their having achieved their awards.
- ii A candidate who has been offered an interim award but has not returned to study nor notified the Student Administration Service Manager in writing of their acceptance of this offer by a deadline date published by the University will receive their interim award automatically shortly thereafter. The candidate may be invited to a ceremony provided that they have *met the criteria listed in section 12.1.7. achieved one of the awards listed in section 12.1.7 and also meets the criteria published from time to time by the Assistant Registrar.* ~~However, where the candidate decides subsequently to undertake further study on the same programme, and goes on to achieve a higher award on that programme, they will not be eligible to attend a further ceremony.~~

12.1.5 Eligibility to attend graduation ceremonies

- i Only those graduates and diplomates confirmed on the Student Record System by the dates specified in Section 12.1.6 *and who meet the criteria have achieved one of the awards* specified in section 12.1.7, iii, ~~and who meet the criteria published on the Graduation Ceremonies website~~ will be eligible to attend graduation ceremonies.
- ii When invited to attend a ceremony, graduates and diplomates must register their intention to attend by the published deadline in the manner prescribed by the University. Failure to comply with these requirements will render them ineligible to attend the ceremony.
- iii A graduate or diplomate will not be *automatically* eligible to attend any other ceremony if they are unable, ~~for any reason,~~ to attend the ceremony to which they had been invited by the University. Attendance for presentation at a graduation ceremony is not compulsory as a candidate is deemed to have graduated from the date of the Programme Board of Examiners meeting at which the award was approved or from the date on which they fulfilled any conditions imposed by the Programme Board of Examiners.
- iv *If a graduate or diplomate is unable to attend the ceremony to which they had been invited, they may defer this invitation once, to the next ceremony period. In order to defer their invite, the graduate or diplomate must complete the online deferral form available on the Graduation Ceremonies website by the*

deadline specified. Successful submission of this form will generate a confirmation email sent to the email address provided by the student on the deferral form. The graduate or diplomate will not be eligible to attend any ceremony if they have not, for any reason, completed the deferral form and received the confirmation as above. Deferral requests are considered at the discretion of the Assistant Registrar, subject to availability and in meeting the eligibility criteria listed in 12.1.7.

- ~~iv~~ v It should be noted that attendance at ceremonies for the presentation of degrees and diplomas is solely by invitation of the University. An individual who ~~is in debt has owed money~~ to the University and ~~where~~ such sum has not been paid one (1) ~~month week or five (5) working days~~ prior to the ~~registration deadline ceremony~~ (see Appendix I, UPR SA13⁶/Appendix I, UPR SA15⁷), is not eligible to be invited to any such ceremony.
- vi The University reserves the right, at its absolute discretion and without prior notice, to refuse an individual entry to any graduation ceremonies.

12.1.7 In accordance with the provisions of sections 12.1.5 and 12.1.7, the University will invite graduates and diplomates who:

- i have been taught by a member of the University's academic staff, based on the Hatfield Campus; and
- ~~ii — meet the criteria published from time to time by the Assistant Registrar and do not have an outstanding Academic debt; and~~
- iii have achieved *one of* the following ~~exit~~ awards,

to the next scheduled ceremony organised by the Assistant Registrar following the completion of their studies:

Bachelor's Degree
Diplomas (other than University Diploma)
Higher and Initial Doctorate
Foundation Degree (Science) Paramedic Science, and Health Care Practice *only*
Master's Degree (taught and by research)
Postgraduate Certificate in Education
Professional Graduate Certificate in Education.

It should be noted that students graduating with an award undertaken at a Partner Organisation will *instead be invited to* attend ceremonies held at those Organisations.