

## **Amendments to UPR AS12 (Assessments and Examinations (U/G and Taught P/G) and Conferments) and UPR AS13 (the non-UK equivalent of UPR AS12) for 2013/14**

This paper summarises the approved amendments to UPR AS12 and UPR AS13 for the 2013/14 academic year.

### **1. Publication of assessment dates**

Currently, UPR AS12 states that the dates of examinations and assessments are published four weeks before they are due to take place. However, a student has formally complained to the University that this is not being complied with for assessments, in particular assessments which are set within the first 4 weeks of the academic Semester. It has therefore been agreed that this commitment is withdrawn for assessments at the start of the academic Semester, and the following amendment has been made to UPR AS12, section 4.2:

#### **4 INSTITUTIONAL ROLES AND RESPONSIBILITIES**

4.1 Deans of School will ensure that:

- i Student Handbooks are prepared for each programme and that they are updated annually;
- ii the appropriate Handbook is issued to all of the students registered for each programme.
- iii *with the exception of coursework set in the first four (4) weeks of the Semester, the dates of coursework are published four (4) weeks before they are due to be submitted.*
- iv candidates are aware that they are also subject to institutional regulations and that they are required to conduct any coursework, studies, projects, investigations, questionnaires or other procedures involving the use of human participants in accordance with the requirements of the University's ethics regulations (UPR RE01).

4.2 The Assistant Registrar will ensure that:

- i with the exception of 'out of time' and re-sit examinations, the dates of examinations ~~and assessments~~ are published four (4) weeks before they are due to take place.
- ii an update of the .....

NB. the same amendment has been made to UPR SA01, Appendix I, section 3.6.1:

### **2. External Review of In-Course Assessment**

Currently, in-course assessments only need to be reviewed by external examiners where the total amount of coursework counts for over 50% of a module mark. For modules where the coursework weighting is 50% or less, the coursework assessment tasks are reviewed retrospectively by externals. However, many Schools have developed module assessment strategies where single 'high stakes' assessments have been replaced by many 'low stakes' assessments. It has therefore been agreed that individual in-course assessments should be required to be reviewed by the external examiner only if they individually contribute significantly to the overall module grade. The February 2013 meeting of ASAC approved the following amendment to UPR AS12, section 5:

## 5 REGULATIONS AND PROCEDURES RELATING TO THE SETTING, REVIEW, SUBMISSION, MARKING AND MODERATION OF EXAMINATIONS AND ASSESSMENTS

### 5.1 Setting and review of assessments

5.1.3 Where *a single element* of coursework counts for **30% or more** of a module *grade*, approval of the appropriate External Examiner should also be sought for *that element* of coursework before being handed out to students. ~~Alternatively, approval of coursework in broad terms for the following year may be undertaken with a module External Examiner in advance.~~ However, it is not expected that the External Examiner should be asked to approve each individual project or individually negotiated portfolio. For *elements of* coursework *counting less than 30% of a module grade*, the coursework assessment tasks will be reviewed retrospectively by module External Examiners.

5.1.4 Clear assessment criteria, which .....

### 3. Publication and use of grading criteria

Guidance on the development and use of grading criteria was approved by SEEC in 2011/12. As the guidance specifies minimum requirements on Schools in terms of the development, publication and use of grading criteria, the December 2012 meeting of ASAC approved the following amendment to UPR AS12, section 5:

## 5 REGULATIONS AND PROCEDURES RELATING TO THE SETTING, REVIEW, SUBMISSION, MARKING AND MODERATION OF EXAMINATIONS AND ASSESSMENTS

### 5.2 Publication and use of Grading Criteria

5.2.1 *The following minimum requirements apply to the development, publication and use of grading criteria:*

- i Every Programme must publish Grading Criteria in the Programme handbook(s);*
- ii Grading Criteria must relate to the University's Grade Descriptors and associated numeric grades, described in section D1.1, UPR AS14;*
- iii Relevant Grading Criteria should be available for all assessments that students on the programme will encounter;*
- iv Feedback on marked student work must be consistent with the University's Grade Descriptors.*

*Further guidance is available on the Learning and Teaching Institute StudyNet pages, at:*

*<http://www.studynet2.herts.ac.uk/intranet/liti.nsf/Teaching+Documents?Openview&count=9999&restricttcategory=Strategy+and+Policy/Grading+Criteria>*

5.3 Submission of .....

### 4. Internal moderation of assessments

Clarification has been requested on the purpose of the internal moderation process for marked student work, and who is eligible to carry it out. The Centre for Academic Quality Assurance plans to prepare detailed guidance on both the review of assessments and the moderation of marked student work, but the following clarifications have also been approved to UPR AS12, section 5.3:

## 5 REGULATIONS AND PROCEDURES RELATING TO THE SETTING, REVIEW, SUBMISSION, MARKING AND MODERATION OF EXAMINATIONS AND ASSESSMENTS

### 5.4 Marking and moderation of *marked student work assessments*

5.4.1 All examination scripts should be marked anonymously.

5.4.2 The requirement to moderate examinations scripts and items of coursework *by a member of academic staff other than the first marker(s)* is of equal standing. Student work from each assignment in a module should be sampled. The process of internal moderation involves checking that the marks have been awarded fairly *and consistently*, and *at an academic standard which is in accordance with ~~according to~~* the assessment/grading criteria.

5.4.3 All summative assessment must be.....

### 5. Checking of draft Examination Papers

Currently, a copy editor is responsible for ensuring that examination papers are free from typographical and drafting errors. However, the word 'drafting' implies that some knowledge of the content of the paper is required, and that this role should therefore be given to an academic member of staff. Therefore, in order for the responsibility for copy editing to be able to be assigned to a professional member of staff, the following amendment has been approved to UPR AS12, section 7.2:

#### 7.2 Setting and moderation of examination papers - roles and responsibilities within the School

##### 7.2.3 Internal Moderator

The Internal Moderator is responsible for ensuring and confirming that the questions set out in the examination paper are comprehensible and of the appropriate academic standard, *including ensuring that any drafting errors are corrected.*

##### 7.2.4 Copy Editor

The Copy Editor is responsible for ensuring that:

- a the format and presentation of the examination paper are consistent with current requirements;
- b the rubric details are correct;
- c the paper is free from typographical *and drafting* errors.

7.2.5 School Administration Managers.....

### 6. Publication of Examination Papers on Voyager

Currently, arrangements to publish examination papers on Voyager are made either by the Exams & Awards Office (for papers that do not require amendments prior to publication) or the School (for papers that do require amendments prior to publication), after the examination has taken place. However, the module team have the option to stipulate that the examination paper must not be published on Voyager.

The 21 May 2013 meeting of ASAC considered a proposal that all examination papers must be published on Voyager, unless approval is granted by the Dean of School to retain them. The following amendment to UPR AS12 has therefore been approved:

## 7 REGULATIONS AND PROCEDURES RELATING TO EXAMINATIONS SUPERVISED BY THE ASSISTANT REGISTRAR

## 7.9 **Archiving of examination papers**

*With the exception of unused examination papers, within four (4) weeks of an examination, the Exams and Awards Office will publish the examination paper on the University's Voyager on-line library catalogue. Requests to withhold publication of examination papers must be made by the relevant Dean of School.*

## 7.10 **Storage and archiving of examination scripts**

Examination scripts will not be .....

## **7. Clarification of the attendance requirements of external examiners at Board of Examiners meetings**

In 2007/08 the University transferred responsibility for confirming module grades from the Programme Board to the Module Board. The Module Board of Examiners therefore has a much greater responsibility for setting and approving academic standards than it did prior to 2007. However, this greater responsibility has not been reflected in the respective roles of module and programme external examiners. The following amendments to UPR AS12 have therefore been approved (which should be read in conjunction with the approved amendments to UPR AS14), which recognise that Module Boards should require Module External Examiners to sign to confirm their agreement with the decisions of the Board (using an E9 (if present) or E9a (if absent) form), as well as Programme External Examiners (using an E10 (if present) or E10a (if absent) form):

## 9 **CONSIDERATION OF RESULTS BY BOARDS OF EXAMINERS**

### 9.3 **Absence of an External Examiner from a Board of Examiners meeting**

*9.3.1 Where, in exceptional circumstances, a Module External Examiner is unable to be present at a Module Board of Examiners meeting, he or she must be asked to complete a form E9a following the meeting, to provide written confirmation of his or her concurrence with the recommendations of the Board prior to the publication of results to students (section E3.2, UPR AS14<sup>4</sup>, refers).*

*9.3.2 Where, in exceptional circumstances, a Programme External Examiner is unable to be present at a Programme ~~or Module~~ Board of Examiners meeting, he or she must be asked to complete a form E10a following the meeting, to provide written confirmation of his or her concurrence with the recommendations of the Board *prior to the publication of Award Pass Lists* (section E2.3, UPR AS14<sup>4</sup>, refers).*

### 9.4 **Module Boards of Examiners**

#### 9.4.2 **Role and responsibilities of *Module* External Examiners**

Attendance at, or the written confirmation of External Examiners' concurrence with the decisions of, Boards of Examiners for modules which contribute to a University award is mandatory (section E, UPR AS14<sup>4</sup>, refers).

#### 9.4.3 **Generation and approval of the final version of the E9 form within the School**

- i The School Administration Managers or, for UK collaborative programmes, the Assistant Registrar (Student Administration – Collaborative Partnerships) will prepare an E9 form, dated with the date of the Module Board of Examiners meeting to which it refers, which will list all of the modules to be considered by the Board and the names of the current External Examiners associated with the relevant module(s).*
- ii The Clerk will ensure that following the meeting the final version of the E9 Form is signed by:*

- a *all of the External Examiners listed on the form; and*
- b *the Chairman of the Module Board of Examiners and dated with the date of the relevant meeting of the Module Board of Examiners.*
  
- iii *External Examiners will sign the final version of the E9 form thereby signifying that they agree with the recommendations made by the Board at the meeting or, where they were absent from the meeting, complete a form E9a in accordance with the requirements of section 9.3.1.*
  
- iv *The Chairman will sign the final version of the E9 form thereby confirming the grades awarded by the Board.*
  
- v *The School Administration Managers or, for UK collaborative programmes, the Assistant Registrar (Student Administration – Collaborative Partnerships), will ensure that the original E9 form (or E9a form), bearing the signatures of the Chairman of the Module Board of Examiners and the External Examiner(s) is held securely, together with the minutes of the meeting and the Module Board of Examiners Report.*