Undergraduate and Postgraduate Assessment Procedures, 2021

Key Points to Highlight

This document highlights for the Boards of Examiners anything that is new or significantly different since the previous distribution (2020). Please discard all previous sets of guidelines and use only those documents relevant to academic session 2020/2021 (accessible from the web).

1. Award of Merit: Regulation 4: Postgraduate Diplomas and Graduate Diplomas

The University has introduced the award of Merit for Postgraduate Diplomas and Graduate Diplomas, for implementation in 2021, being applicable to students enrolling for the first time in the academic year starting in 2020. See below.

Regulation 4: Postgraduate Diplomas and Graduate Diplomas

19 Requirements for Award

19.1 The award of a graduate diploma shall require a minimum of 120 SCQF (Scottish Credit and Qualifications Framework) credit points, all of which shall be at Level 9 or above in the Scottish Credit and Qualifications Framework, that is at Level 3 or above in the Higher Education part of the Framework.

19.2 The award of a postgraduate diploma shall require a minimum of 120 SCQF credit points, of which at least 90 credits shall be at Level 11 in the Scottish Credit and Qualifications Framework.

19.3 The award of a diploma shall require an overall performance in qualifying courses at Grade D or equivalent average percentage mark, or the majority of qualifying courses at Grade D and no course at less than Grade E.

19.4 The award of a diploma with merit shall require an overall performance in qualifying courses at Grade B or equivalent average percentage mark, or the majority of qualifying courses at Grade B and no course at less than Grade C.

19.5 The award of a diploma with distinction shall require an overall performance in qualifying courses at Grade A or equivalent average percentage mark, or the majority of qualifying courses at Grade A and no course at less than Grade C.

19.6 The specific criteria for the award of diploma, diploma with merit and diploma with distinction and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 19.1-19.5.

2. Decision Code – Award of Merit

The following Codes have been made available for postgraduate taught awards with merit.

34 Masters with merit
98 Postgraduate Diploma with merit
99 Graduate Diploma with merit

NB: For Boards already taken place, if 34 was used for PGDip, this is not an issue, administrators will take appropriate action.

3. Mitigating Circumstances
Exam Guideline Document 7

The guide to acceptable mitigating circumstances (Document 7) has been updated to reflect changes brought to the fore due to the impact of Covid-19, but also those requiring updating from previous versions.

(Schools DLTs and DoAQs have agreed a new MC Policy which will require formal approval via the University)
4. Appeals Against Examiners’ Recommendations of Award
Exam Guideline Document 10

From 1 May 2020, all academic appeals have been centralised and all academic appeals must now be sent to the Central HW Appeals mailbox. Updated guidance is available to reflect these changes.

5. Mitigating the impact of COVID-19 on Examinations and Assessments

Three key documents for supporting the Board of Examiners have been produced and are included within the suite of assessment and examination guidelines, as follows:

<table>
<thead>
<tr>
<th>Document B</th>
<th>Mitigating the Impact of COVID-19 on Examinations and Assessment: Guidance for Boards of Examiners in 2020/21</th>
<th>This is a summary of COVID-19 related information</th>
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</thead>
<tbody>
<tr>
<td>Document D</td>
<td>Mitigating the Impact of COVID-19 on Examinations and Assessment: Maintaining Academic Standards</td>
<td>These are guidelines for Boards of Examiners on implementing HWU’s Academic Safety Net (ie, Document C)</td>
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</tbody>
</table>

Additionally, a briefing for External Examiners has been produced which Academic Quality will share with all Chief/External Examiners:

Briefing for External Examiners on HWU’s Approach to Mitigating the Impact of COVID-19

6. Supporting the Process of Assessing and Examining Students

Your attention is brought to a number of other documents which, during academic session 2020/21 have either been produced, amended or highlighted as beneficial to academic staff for supporting the assessment and examination process. All documents are published on the Learning and Teaching Policy Bank, and are listed separately below:

Access to Scripts and Feedback on Examination Performance – Guidance

Academic Integrity
- Academic rigour in assessed work policy
- Contract cheating: a guide for students
- Course statement on contract cheating
- Guidance on academic integrity
- SoSS guidance for staff on detecting and reporting academic misconduct

Assessment 2020/21: Key Policy Information
- Assessment 2020/21: Summary of Key Policy Information
- Assessment 2020/21: Changes to Assessment
- Assessment 2020/21: Types of Assessment
- Assessment 2020/21: Take-Home Exams
- Assessment 2020/21: Assessment Scheduling
- Assessment 2020/21: Submission of Coursework Policy
- Assessment 2020/21: Feedback on Assessment
• Academic Safety Net 2020/21 (HWU’s approach to “No Detriment”) (this is Document C within the suite of Exam Guidelines, referenced above)