Undergraduate and Postgraduate Assessment Procedures, 2023

Key Points to Highlight

This document highlights for the Boards of Examiners anything that is new or significantly different since the previous distribution (2022). Please discard all previous sets of guidelines and use only those documents relevant to academic session 2022/2023 (accessible from the web).

1. Regulation A10: Authorities in Exceptional Circumstances

The Senate has approved Regulation A10: Authorities in Exceptional Circumstances and delegated to the Senate Committee for Interim Business and Effectiveness (SCIBE) responsibility to bring into effect the arrangements and conditions set out in the Regulation, and to determine the duration for which they should be applied. Regulation A10 provides a regulatory framework for the University to manage exceptional circumstances, and the SCIBE has approved the application of Regulation A10 in 2022/23, under its delegated authority from the Senate, to manage the impact of transitioning out of the COVID-19 pandemic and of industrial action.

The following documents are available to help Boards of Examiners manage these exceptional circumstances.

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2. Mitigating Circumstances

In relation to self-certification - although the Policy itself has not yet been revised, there is an amendment to Appendix 2 that states ‘Where it is not possible for a student to obtain evidence in support of their MC application, they may submit a statement explaining why it has not been possible’. Such MC applications will be passed by the triage team to the MC Committee to make a judgement. Self-certification has not been incorporated into the Policy for 2022/23 because the Learning and Teaching Academic Operations has agreed to a longer timeframe for review, due to the differing in-country permissions across the University's campus locations.

3. Policy on Award of Discretionary Credits

Revisions have been made to clarify the guidance and remove ambiguities. The document is now a Policy with embedded procedures.

4. New Decision Code (award)

A new decision code has been introduced:

100 Master with Merit - to be used if the award is being made by a Partner Institution.

5. Graduating Students (summer) – Deadline Date

**IMPORTANT** The 02 June 2023 deadline for submitting approved paperwork for graduating students (summer) must be met to ensure students are eligible to graduate in June 2023.

6. Continuing Students (summer) – Deadline Date
**IMPORTANT** The 23 June 2023 deadline for submitting approved paperwork for continuing students must be met to ensure reassessment procedures and provision of reassessment exam timetables meet the dates published to students.
7. Integrated Masters (from summer 2024)

In February 2019 the Senate approved the recommendation that all Undergraduate Integrated Masters degrees across all Schools should be classified according to the established Honours degree classification system. As a consequence, Undergraduate Integrated Masters would no longer be “classified” in terms of Merit or Distinction.

**It is important to note** that the changes should be implemented for new students who enrol in Year 1 of an Integrated Masters degree in 2019/20 (with the first graduates being in **summer 2024**).

Further clarity for applying these regulatory changes was requested and agreed by UCQS. Consequently, a footnote will be inserted into Regulation A7 Awards, to clarify that:

- Students who enrolled as direct entrants to Yr2 or above in 2019/20 are covered by the same award regulations as students who enrolled in Yr 1 in 2018/19. Additionally, the same principle applies to students who enrolled during or before 2018/19 and later embarked upon a period of temporary suspension of studies, namely that they are covered by the award regulations published at the time of their first enrolment.¹

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8. Supporting the Process of Assessing and Examining Students

As in the previous session, a number of documents are available for supporting academic staff with the assessment and examination process. All documents are published on the Learning and Teaching Policy Bank, and are listed separately below:

**Academic Integrity**
- Policy documents:
  - Student discipline policy and procedures
  - Academic rigour in assessed work policy
- Staff guides
  - Quick staff guide: Reporting Plagiarism and Collusion
  - Quick staff guide: Turnitin
  - Plagiarism and collusion, detection and reporting: a staff guide
  - Contract cheating detection and reporting: a staff guide
- Canvas resources for course leaders
  - Academic Integrity module in Canvas commons

**Assessment 2021/22: Key Policy Information**
- Assessment 2022/23: 1) Summary of Key Policy Information (post-pandemic)
- Assessment 2022/23: 2) Making Changes to Assessment
- Assessment 2022/23: 3) Types of Assessment and Definitions
- Assessment 2022/23: 4) In-Person Exams and Timed, Online Coursework (former Take Home Exams)
- Assessment 2022/23: 5) Coursework Scheduling
- Assessment 2022/23: 6) Submission of Coursework (including late submission policy)
- Assessment 2022/23: 7) Feedback on Assessment (Coursework and Exams)
- Assessment 2022/23: 8) Review of Assessments (Coursework and Exams) by External Examiners
- Assessment Policy 2022-23 Briefing for Staff (Sept 2022)
- Assessment: School Roles and Responsibilities

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¹ Exact wording for the Regulations has yet to be approved