





Getting Assessment Ready for 2023/24 Policies, Practice and Support

11 + 19 September 2022

TOPICS TO COVER

- Academic Integrity
- Key Dates incl. Marcus/Alexandra
- Key Policy Changes
- Assessment Platforms
- Where to find things

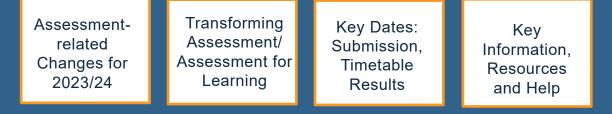
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Use all information on https://heriotwatt.sharepoint.com/sites/registry-academicquality/SitePages/hwu-getting-ready-ay.aspx

Summary

Part One (15 mins)

• Key Assessment Information 2023/24



Part Two (up to 45 mins)

• Discussion and Questionsover to you (Padlet link in Chat)

Key Assessment Policy Information and 2023/24 Changes

- Categories: Coursework and In-Person Exams
- In-person exams: 2 or 3 hr; hand-written or online
- Coursework can be scheduled up to Week 14 (Schools; RAS, if less than 48 Hours; HWOnline Final Online Assessment)
- Transforming Assessment (incl. shift to 3-week diet in April 24)
- Approved Assessment Platforms
- Mitigating Circumstances: Groupwork and selfcertification

ACADEMIC QUALITY



Learning and Teaching Policy

Assessment: Summary of Key Policy Information

The list below is not exhaustive, but conta

The list below is not <u>exhaustive</u>, <u>but</u> contains a summary of key assessment policy-related information. Please see the <u>Learning and Teaching Policy Bank</u> for links to all assessment policies and procedures.

The University resources. Please note that most of the documents below have already been updated; some updates are currently in progress; others are scheduled for update.

 This paper p
 1.
 Making Changes to Assessment: Approvals Process

 including the
 2.
 Types of Assessment: Policy/Administrative Definitions

 Transformin
 3.
 Scheduling and Submission of Coursework (including late submission)

 2022) and th
 4.
 Feedback on Coursework

 In the final s
 5.
 Feedback on Exams and Access to Exam Scripts

 Please not
 6.
 External Examiners: Review of Assessment Tasks (Coursework and Exams) by External Examiners

Changes to Assessment Policies from 2023/24

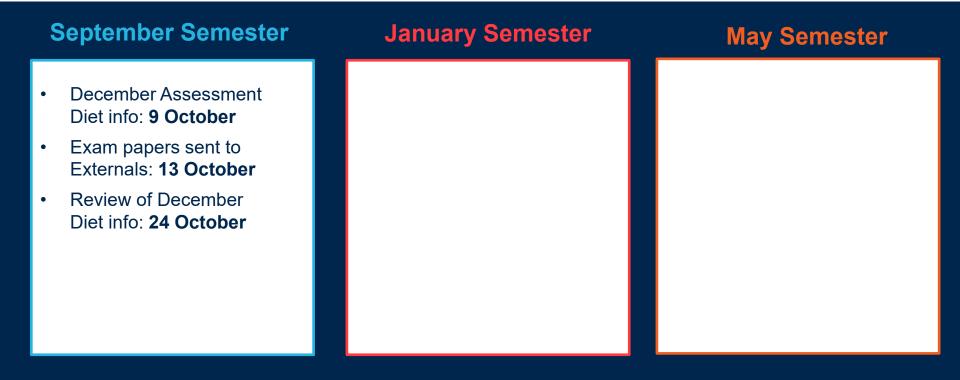
The following revised policies and procedures are being introduced from 2023/24:

Use of Calculators in Exams

Summarv

- Use of Dictionaries in Exams
- <u>Mitigating Circumstances</u>: updates for self-certification and group work
- Approved Assessment Platforms
- Arrangements for Off-Campus Assessment 2023/24
- One-year contingency arrangements for April 24 and August 24 Diets
 All information regarding assessment format and weighting for AY23/24 must be accurately recorded in GCM by Week 0 of the September Semester (note: modified arrangements in place to support transition to shorter diets in 2024/5)
- Assessment Types and Definitions:
 - Removal of Timed Online Coursework (TOCs) as an available assessment type
 - Coursework can be conducted in Canvas up to Week 14 and may be of any duration

Key Dates 2023/24





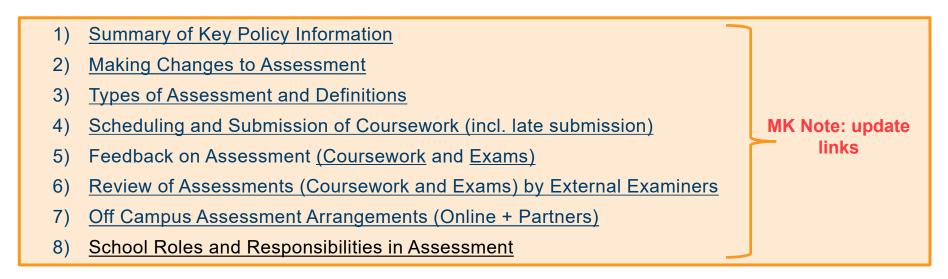




Assessment 2023/24 Further Information

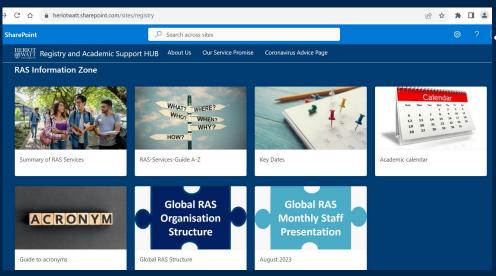
See Key Resources and Who Can Help? sections on the Assessment Briefing Padlet

Further Information: Links to Key Assessment Policies 2023/24



- <u>Academic Integrity</u> (new SharePoint and website coming soon)
- <u>Mitigating Circumstances</u>
- Guidance for Boards of Examiners (Course Assessment, Progression, Award)
- Moderation of Assessment

Further Information: Registry and Academic Support



- <u>Learning and Teaching Policy Bank</u> (wide range of policies and procedures related to assessment)
- <u>RAS SharePoint</u>, with an overview and links to each Division and key information
 - <u>Summary of RAS Services</u>, incl. areas related to exams, assessment, Boards of Examiners
 - <u>RAS A-Z of Services and Contacts</u>, incl. contacts related to exams, external examining
 - <u>RAS Organisation Structures</u>, each Division, with staffing lists
 - <u>RAS Key Dates</u>, incl. assessment, exams
- <u>Getting to Grips with GCM</u>, inputting and changing assessment information

Further Information: Learning and Teaching Academy

LTAcademy@hw.ac.uk







Assessment 2023/24 Questions and Discussion