Getting Ready for Next Academic Year

Key Assessment Policies 2022/23

5 and 6 September 2022
Summary

Part One (30 mins)
• Background
• Key Assessment Policy Information 2022/23 (post-pandemic)

Part Two (30 mins)
• Discussion and Questions
Background: Pandemic-Related Changes to Assessment Policy

Learning and Teaching Academic Year Group
- Since Feb 2020
- Chaired by Deputy Principal (E+SL)
- 70+ members
- All locations, modes

Assessment Policies
- Take Home Exams
- Academic Safety Net
- Mitigating Circumstances
- Suspension of policies (eg timezones, updating PAMS/GCM)

Senate Committee for Interim Business and Effectiveness (SCIBE)
Background: 2022/23 Assessment

2022/23 Assessment Planning Assumptions
Approved by SCIBE, 7 June 2022 (subset of 2022/23 Planning Assumptions, approved 7 April 2022)

Assessment
- Reflects institutional position as we move out of the pandemic
- Captures the policies and procedures we wish to retain
- Reintroduces paused arrangements

Developed and agreed by LTAYG and UCLT
Some repetition, but these are designed as stand-alone guides.
Making and Approving Changes to Assessment

• Reintroduction of pre-pandemic process:
  – Changes to be approved by School Studies Committee;
  – Changes to be updated on GCM (nb pause on updating course assessment details in GCM from 25 Aug.; RAS will update GCM based on info from Schools);

• Support and Guidance from the LTA;

• Guidance on communicating assessment information to students (methods, rubric, expectations, academic integrity, submission methods and deadlines, feedback – date, type, method of availability)

Types of Assessment and Definitions

- **Administrative and policy definitions (see next section):**
  - Coursework: includes timed, online coursework (former take home exams), managed by RAS and held in Weeks 13+; other coursework: Schools;
  - Exams: in-person, invigilated, in approved University venue (held in Exam and Assessment Diets)

- **Balance of assessment, incl. formative assessment and formative feedback**

- **Guidance on communicating assessment types to students**, particularly changes from previous years (eg discontinuation of take-home exams; in-person exams’)

- **Volume of assessment**
In-Person Exams and Timed, Online Coursework held in Exams and Assessment Diets

- **Timed, Online Coursework:**
  - 2- or 3-hours (plus 1 hr upload/download); separate timezones if academic misconduct is a concern;
  - 24- or 48-hours window (3 or 4 hours to complete); same paper across all locations;
  - “open book” format; designed as coursework;
  - Arranged by RAS;
  - Late Submission Policy does not apply (0 F unless accepted MCs)

- **Exams**
  - 2 or 3 hours; timetabled by RAS; in-person, invigilated, in an approved University venue (hand written or online); closed or open book;
  - Timezones policy reinstated: separate paper or single start time

- **Advice and Guidance**
Coursework Scheduling

• **Restatement of Existing Policy:**
  - Co-ordinate assessment deadlines across courses;
  - Overall schedule for semester;
  - On Canvas: submission dates, date of feedback;
  - Professionalism of students in submitting by deadline;
  - Submission during local core hours at each campus (e.g., 12 noon) and on weekdays

• **Exams and Assessment Diets:** potential for bunching/clashing: coursework set by Schools; timed, online coursework; in-person exams

• **Advice and Guidance**
  - Student Representative Bodies
  - Volume of Assessment
  - Communicating deadlines and expectations to students
Submission of Coursework (incl. late submission)

- **Policy:**
  - Excludes class-based tests, web tests, presentations or other time-limited activities; now also excludes timed, online coursework (former take-home exams);
  - Weeks 1-12: up to five working days; 30% penalty;
  - Weeks 13+ (Exam + Assessment Diets): at least six working days before end of diet; 30% penalty
  - After these periods, 0 F;
  - Time of day of submission (eg 12 noon);
  - Professionalism of students in meeting deadlines

- **Timed Assignments:**
  - Student misses timed coursework and no MC: ABS
  - Submission is prevented/delayed: MC submitted
  - Late submission without accepted MC: 0 F


**Feedback on Assessment (Coursework + Exams)**

- **Policy: Coursework**
  - Reinstatement of three-working weeks for feedback on both formative and summative (credit-rated) assessments;
  - Exemptions:
    - timed, online coursework (formerly known as “take home exams” during the pandemic);
    - final summative coursework, including credit-bearing assessment consisting of a single piece of summative coursework;
    - large-scale projects and dissertations.
  - Communication to students on form, date and use of feedback and on exemptions;

- **Policy: In-Person Exams**
  - Part of policy on access to exam scripts;
  - Feedback to be provided on all exams except final diet graduating UG + PGT;
  - Suggested approaches, incl. whole cohort feedback;
  - LTA guidance
Review of Assessments (Coursework + Exams) by External Examiners

• University policy on internal and external moderation
  - Review of assessments before issued to students;
  - Review of assessments after completed by students

• External Examiners:
  - Qualifying courses;
  - Criteria: “appropriate and sufficient” selection of assessment components for Externals to review before the Award Board;
  - Externals can comment on design of tasks at any time during the academic year

• RAS procedures for providing Externals with assessments to review: currently being developed
Further Information: Links to Key Assessment Policies 2022/23

1) Summary of Key Policy Information (post-pandemic)
2) Making Changes to Assessment
3) Types of Assessment and Definitions
4) In-Person Exams and Timed, Online Coursework (former Take Home Exams)
5) Coursework Scheduling
6) Submission of Coursework (including late submission policy)
7) Feedback on Assessment (Coursework and Exams)
8) Review of Assessments (Coursework and Exams) by External Examiners

- HAPS Scheme
- Mitigating Circumstances (scroll down to Mitigating Circumstances section)
- Guidance for Boards of Examiners (Course Assessment, Progression, Award
- Academic Integrity (scroll down to Academic Integrity section)
Further Information

• Registry and Academic Support

  • [Learning and Teaching Policy Bank](#) (wide range of policies and procedures related to assessment)
  
  • [RAS SharePoint](#), with an overview and links to each Division;
  
  • [Global RAS A-Z and Contacts](#)
  
  • [RAS Structures](#)

  • [Getting to Grips with GCM](#)
Further Information: Learning and Teaching Academy

School-based workshops

**Written guidance** e.g.

- Exam alternatives
- Designing authentic assessments
- Helping students understand assessment expectations
- Streamlining feedback
- Helping students to use feedback

Other support later in the semester, including:

- L&T Symposium in Week 5
- Curriculum & assessment design toolkit


And just get in touch! [alex.buckley@hw.ac.uk](mailto:alex.buckley@hw.ac.uk)
Questions and Discussion