

# ACADEMIC QUALITY

## Learning and Teaching Policy

### Assessment: Summary of Key Policy Information



## Summary

The University has in place a wide range of assessment-related policies, procedures and associated guidance and resources.

This paper provides a list of key policies and procedures which will be of use to Schools in all aspects of assessment, including the day-to-day management of assessment as well as implementing institutional developments such the [Transforming Assessment/Embedding Assessment for Learning](#) initiative (key principles approved by UCLT, 4 May 2022) and the transition to 2-week assessment diets from 2024/25 (as part of the [Structure of the Academic Year](#)).

In the final section, a summary is provided of revised assessment policy changes being introduced from 2023/24.

Please note that the separate guides to particular policies, which had been in place and updated annually for the during and immediately after the pandemic, have now been withdrawn and all the relevant information incorporated into the appropriate policies, procedures and guidance, all of which are available on the [Learning and Teaching Policy Bank](#).

## Key Policies related to Assessment

The list below is not exhaustive, but contains a summary of key assessment policy-related information. Please see the [Learning and Teaching Policy Bank](#) for links to all assessment policies and procedures.

**Please note that almost all of the documents below have already been updated; remaining updates are currently in progress and will be in place for the start of the academic year.**

1. [Making Changes to Assessment: Approvals Process](#)
2. [Types of Assessment: Policy/Administrative Definitions, incl. HW Assessment Platforms: Staff Guide](#)
3. [Scheduling and Submission of Coursework \(including late submission\)](#)
4. [Feedback on Coursework](#)
5. [Feedback on Exams and Access to Exam Scripts](#)
6. [External Examiners; Review of Assessment Tasks \(Coursework and Exams\) by External Examiners](#)
7. [Academic Decision-Making: Staff and Student Guides](#)
8. [Boards of Examiners: All Policies and Procedures](#)
9. [Heriot-Watt Assessment and Progression System \(HAPS\)](#)
10. [Assessment: School Roles and Responsibilities](#)
11. [Exams in Different Timezones](#)
12. [Academic Integrity: Students; Academic Integrity: Staff](#)
13. [Mitigating Circumstances \(Students and Staff\)](#)
14. [Moderation of Assessment](#)

One-page briefing papers for [Learning and Teaching](#); [Quality Assurance](#) (these are currently being updated for 2024/25).

## Learning and Teaching Academy: Resources and Support

The Learning and Teaching Academy provides a wide range of support for Schools in planning for and designing assessment, including assessment review and redesign. Teaching teams refreshing course and assessment design are encouraged to make use of these resources:

- [Getting Assessment Ready for 2024/25](#)
- [Curriculum and Assessment Design Toolkit: Assessment](#)
- [Assessment and Feedback](#)
- [LTA Support for Schools](#)

The LTA updates this information each academic year, providing a suite of resources and support for teaching teams in preparation of the start of the session. Check out the LTA SharePoint Hub for [current information](#). Further support and guidance are available from the LTA: [LTAcademy@hw.ac.uk](mailto:LTAcademy@hw.ac.uk)

The LTA is also leading the University's strategic *Transforming Assessment/Embedding Assessment for Learning* initiative. An overview, key principles and resources can be found [here](#).

## Changes to Assessment Policies from 2024/25

The following revised policies and procedures are being introduced from 2024/25:

- 1) [Mitigating Circumstances](#): updates for group mitigations; new MCs + TSS Group; MC Administrator in post;
- 2) [Approved Assessment Platforms](#);
- 3) No separate arrangements for Off-Campus Assessments; these are now fully aligned with the University's Policy on [Assessment Types and Definitions](#);
- 4) End of contingency arrangements for transition to revised [Structure of the Academic Year](#): all three Exams and Assessment Diets are 2-weeks in duration;
- 5) All information regarding assessment format and weighting must be accurately recorded in [GCM](#) and all [assessment and feedback details must be communicated to students](#) via VLE by Week 0 of each semester (see [Making Changes to Assessment](#));
- 6) [Assessment Types and Definitions](#):
  - Class Tests cannot be held in Exams and Assessment Diets (except if this is an approved reassessment);
  - Restatement of Final Online Assessments as a type of Coursework completed remotely as open book, time-limited, online and without invigilation;
  - Restatement of definition of Exams as in-person, invigilated, hand-written or digital, completed in a University approved venue;
  - Arrangements for managing Class Tests, Final Online Assessments and Exams, including GCM set up;
  - Provision for secure, closed book digital Exams;
  - Reassessment papers to be submitted at the same time as the original coursework or exam paper.
- 7) Updated [Procedures on Internal Review of Assessment and Internal and External Moderation](#) for coursework and examination;
- 8) New [Discipline sites on Canvas](#), including the Academic Integrity module
- 9) Statements on [Past Exam Papers and Solutions](#) and on [Legibility of Handwriting in Assessment](#).

For other policy and procedural changes and updates (in additions to those related to assessment), visit the [Get Set AY24-25 SharePoint](#).

## New Marks and Grades System from 2024/25

A key assessment-related development in 2024/25 will be the introduction of a [New System for Managing Marks and Grades](#) (replacing MOLI). Some of the benefits for teaching teams include:

- Replacement of the existing Excel document data entry and significantly reduced administrative burden for faculty and Academic Operations;
- Automation of marks transfer from Canvas, leading to a vast reduction or removal of marks re-keying.
- Automatic calculations for coursework rules such as best 2 out of 3 assessments.

[Visit the Get Set AY24-25 SharePoint site](#) for more information on the new Marks and Grades System.

## Academic Decision-Making

The four academic decision-making staff and student guides have been updated for AY 2024/25, providing overviews of the University's established processes, including summaries of roles of Boards of Examiners (Course Assessment, Progression, Award).

- [Academic Decision-Making: Summary of Approach \(for Staff\)](#)
- [Academic Decision-Making: Guidelines for Boards of Examiners on Maintaining Academic Standards \(for Staff\)](#)
- [Academic Decision-Making: Guide for Students on Three-Stage Approach](#)
- [Academic Decision-Making: Guide for Students on What happens after Exams?](#)

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