

UNIVERSITY OF YORK

University Teaching Committee

STANDING COMMITTEE ON ASSESSMENT

Minutes of the meeting of the Standing Committee on Assessment held on Friday 16 December 2011 at 2.15 pm in HG17- Dawson Room, Heslington Hall

Present: Dr. Linda Perriton (*Chair*), Management
Prof. Victoria Gould, Mathematics
Dr. Adrian Lee, Centre for Lifelong Learning
Dr. Peter O'Brien, Chemistry
Dr. David Halliday, Electronics
Beatrice Akua-Sakiwaya, Academic Officer, GSA
Karin Diaconu, President, GSA
Graeme Osborne, YUSU Representative

In Attendance: Kate Dodd, Academic Registrar
Dr. Steve King, Computer Science (*incoming chair*)
Rosemary Royds, Directory, Registry Services
Dr. Jennifer Winter, Assistant Registrar: Student Progress
Kathryn Lucas, Special Cases Administrator

Apologies: Dr. Jim Watt, English
Dr. Geoff Cubitt, History
Cecilia Lowe, Project Leader: Learning Enhancement

CATEGORY I BUSINESS

M11-12/33 The committee **approved** the minutes of the meeting held on 11 November 2011 (previously circulated).

M11-12/34 **Matters arising from the minutes**

M11-12/23: Academic Misconduct

The paper the committee considered will be considered at the January Meeting of University Teaching Committee.

M11-12/25: Confirmation as a Formal Progression Point

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The committee noted that the proposed changes to Section 8 of the Code of Practice on Research Degree Programmes had gone out to Chairs of Graduate School Boards, and other relevant parties for consultation. The results of that consultation will return to the February meeting of SCA.

M11-12/35 Chair's Oral Report

The chair had nothing to report.

M11-12/36 Report from Student Representatives

The Committee **received** oral reports from the student representatives. The academic officer of the Graduate Students' Association reported that international students, particularly those on Masters programmes, appeared to be struggling with the transition to the UK academic environment, and questioned whether it might be possible to run mock exams to give them a sense of the exam procedures before they attempted high stakes summative assessment. It was agreed that the exam office would take this forward.

The president of the Graduate Students' Association reported that academic misconduct workload seemed to be increasing markedly.

(Action: Exams Office)

M11-12/37 Award Marks on PGT Transcripts

The Committee approved the inclusion of Award Marks on transcripts for students on taught postgraduate programmes. Concerns were expressed about the inclusion of original marks in the award mark where a resit had taken place. It was agreed that Guide section D.28.d should also apply to postgraduate programmes, so that original marks cannot result in stage failure where the resit attempt is successful.

Steve King raised a question about the nature of a 'stage' in taught postgraduate programmes. Since a stage is normally equivalent to a year of full-time study, there would appear to be no 'stages' in PGT programmes. The committee agreed that language distinguishing between the taught and research components of the Masters programme would be useful, particularly in light of the new progression requirements.

M11-12/38 Progression Boards for Post-graduate Taught Programmes

The Committee agreed to recommend to UTC procedures for PGT Progression Boards, with alterations made to note that only the 'required number' of credits need be achieved, and that the deadline is 6 weeks after the final assessment, not teaching.

M11-12/39 Guidance on Proofreading

The committee considered the draft of the Guidance on Proofreading, for inclusion in the Guide to Assessment, Standards, Marking and Feedback 2012/13.

The committee recognised the complexity of the issue, and was unsure that the current draft addressed all of the issues. Concerns were expressed over the ability of more wealthy students to purchase proofreading would discriminate against those who did not have the financial resources to pay for such a service. There was also a sense that having work proofread should be considered best practice, and was to be encouraged. Concerns were also expressed that what we were attempting to discourage was, in fact, collusion, so perhaps a paper on that might be more appropriate.

In the absence of the Project Leader: Learning Enhancement, and given the changes in the membership of the committee, it was felt that the committee did not have adequate information to make a decision about this draft. The committee requested that a history of the discussions surrounding the issue be brought back to the February meeting.

(Action: CL)

M11-12/40 Proposed Changes to Dyslexia Protocols

The committee approved the proposed changes to dyslexia protocols put forward by Student Support Services, with some minor changes. Concerns were expressed that a ten week temporary arrangement for students with an initial indicative diagnosis may not be sufficient. The committee agreed to the 10 week initial temporary arrangement, but will also allow a further five week extension to this arrangement with individual approval from the SCA. The committee also wished to make clear that a second positive result to a subsequent initial screening test would not restart the clock without an assessment of need.

(Action: JW to prepare paper for UTC)

M11-12/41 Electronics Resits

The committee considered a request from the Electronics department to drop the pass mark on its recent closed examination as a consideration for students who were affected by unduly cold conditions in Central Hall during the initial exam.

The committee did not agree to this proposal, but instead agreed that a blanket 'sit as if for the first time' should be made available to any student who felt that their work was affected. The department should be asked for this as an alternate proposal, which the committee agreed could be approved by chair's action.

JW to write to estates to insist that they turn on the heat by January 3rd in preparation for the January examinations.

CATEGORY II BUSINESS

M11-12/42 Date of the next meeting

The committee **noted** the date of the next meeting as Friday **10 February 2012** at 2.15 pm in Room HG21, Heslington Hall.