

Standing Committee on Assessment

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Category II

*08/15 Special examination arrangements

*08/16 Appointment of external examiners

*08/17 Examiners reports and pass lists

*08/18 Research student upgrading

Minutes of the meeting on 9 May 2008

08/21 Matters arising from the previous minutes

08/22 Oral report from the Chair

08/23 Academic appeal and academic complaints 2006/

08/24 Psychological assessment of students with dyslexia

08/25 Taught postgraduate external examiners' reports

08/26 Retired staff as PhD examiners

08/27 Treatment of marks following reassessment

08/28 Assessment rules governing modules taken outside the home
department

08/29 Mitigating circumstances

Category II

08/30 Policy on transfers from master programmes to MPhil/PhD

Reserved Business

Category II

- *08/35 Academic misconduct
- *08/36 Special examination arrangements
- *08/37 Appointment of external examiners
- *08/38 Examiners reports and pass lists
- *08/39 Research student upgrading

Minutes of the meeting on 13 June 2008

- 08/42 Matters arising from the previous minutes
- 08/43 Oral report from the chair
- 08/44 Online plagiarism module
- 08/45 Audio recording of research student's oral examinations
- 08/46 Fees for 2008/9 External Examiners, Examinations and Re-Examinations
- 08/47 Assessment issues arising from modularisation review
- 08/48 A more robust system for confirming student's identities in closed University examinations
- 08/49 Ownership of material submitted for assessment
- 08/50 Review priorities set in October 2007 meeting

Category II

- 08/51 Preparation of the Guide to Assessment for 2008/9
- 08/52 Availability of members

Reserved Business

- *08/55 Matters arising – none

*08/56 Oral report from the Chair

Category II

*08/57 Academic misconduct

*08/58 Special examination arrangements

*08/59 Appointment of external examiners

*08/60 Examiners reports and pass lists

*08/61 Research student upgrading

Minutes of the meeting on 10 October 2008

08/64 Matters arising from the minutes

08/65 Oral report from the Chair

08/66 Timeline

08/67 Committee Priorities in 2008/9

08/68 Academic misconduct annual report 2007/8

08/69 Recording of research students' oral examinations

08/70 Review of draft Guide to Marking

08/71 Reconsideration of the award of "Starred Firsts"

Category II

08/72 Copies of documents

08/73 Security of Examination Papers - from Computing Service's Systems
Security Advisor

Reserved Business

*08/76 Matters arising

*08/77 Chair's oral report

*08/78 Special Examination Arrangements

*08/79 Appointment of external examiners

*08/80 Examiners reports and pass lists

*08/81 Research student upgrades

Minutes of the meeting on 21 November 2008

08/85 Matters arising from the minutes

08/86 Oral report from the Chair

08/87 Statistical analysis of classification of degrees I - 2008 graduands deferred until January 2009

08/88 Annual report on invigilation

08/89 Undergraduate External Examiner Reports for 2007/8

08/90 Teleconferencing of Research Students Oral Examinations

08/91 The Role of External Examiners – changing marks for taught degree programmes

08/92 Fitness to Practice and Academic Misconduct

08/93 Calculation and application of penalties for academic misconduct

Reserved Business

*08/96 Matters arising – collation of UG marks in Economics

*08/97 Oral report

Category II

*08/98 Academic Misconduct

*08/99 Special examination arrangements

*08/100 Appointment of external examiners

*08/101 Examiners reports and pass lists

*08/102 Research Student Upgrading

Minutes of the meeting on 9 January 2009

09/03 Matters arising from the minutes

09/04 Oral report from the Chair

09/05 Statistical analysis of classification of degrees – deferred to a later meeting

09/06 Annual priority number 2

09/07 Annual priority number 7

09/08 Academic Misconduct Policies, Guidelines and Procedures 6.4.3

09/09 Postgraduate Research Experience Survey

09/10 Approving the results of modules taken for credit

09/11 Using previous students essays as feedback

09/12 Regulation 2.1(i)

09/13 Regulation 5.5

09/14 Missed Biology assessments

09/15 Illegible examination scripts

Reserved Business

*09/17 Matters arising

*09/18 Chair's oral report

Category II

*09/19 Academic Misconduct

*09/20 Special examination arrangements

*09/21 Appointment of external examiners

*09/22 Examiners reports and pass lists

*09/23 Research student upgrading

Minutes of the meeting on 27 February 2009

09/26 Matters arising from the minutes

09/27 Oral report from the Chair

09/28 Students' appeals and complaints

09/29 Misconduct cases involving large numbers of internal examiners

09/30 Teaching committee review of effectiveness

09/31 Penalties for late submission of assessments

09/32 The role of External Examiners – results lists

09/33 The role of External Examiners – Commenting on draft examination papers

09/34 Notes of guidance on minor corrections for research degrees

09/35 E-thesis

Reserved Business

*09/38 Matters arising

*09/40 Retrospective award of postgraduate certificate to Philosophy students

Category II

*09/41 Academic misconduct

*09/42 Special examinations arrangements

*09/43 Appointment of external examiners

*09/44 Examiners reports and pass lists

*09/45 Research student upgrading

Minutes of the meeting on 1 May 2009

09/48 Matters arising from the minutes

09/49 Oral report from the Chair

09/50 Modularisation Issues

09/51 Taught postgraduate external examiners' reports 2007/8

09/52 Regulation 2.5(1)

Candidate's non attendance at oral examination

09/53 Procedure for dealing with students who fail to provide the requisite forms of identification for a University examination

Reserved Business

*09/56 Matters arising

*09/57 Chair's oral report

Category II

*09/58 Academic misconduct

*09/59 Special examinations arrangements

*09/60 Appointment of external examiners

*09/61 Examiners reports and pass lists

*09/62 Research student upgrading

Minutes of the meeting on 12 June 2009

09/65 Matters arising from the minutes

09/66 Chair's oral reports

09/67 Annual Priorities

09/68 Fee increases for 2009/10
Academic Misconduct issues

09/69 Modularisation issues

09/70 An induction programme for external examiners

09/71 The degree classifications awarded to students on combined
programmes of study – annual priority for 2009/10

09/72 Clarification of Section 2.3(d) in the Guide to Assessment

09/73 Disability issues

Reserved Business

09/76 Matters arising

Category II

*09/78 Academic misconduct

*09/79 Special examination arrangements

*09/80 Appointment of external examiner

*09/81 Examiners reports and pass lists

*09/82 Research student upgrading

Minutes of the meeting on 9 October 2009

Category I

09/85 Matters arising from the minutes

09/87 Timeline

09/88 Committee Priorities in 2009/10

09/89 Academic Misconduct Annual Report 2008/9.

09/90 Review of undergraduate External Examiners reports for 2008/9

09/91 The different ways degree classifications are determined for students on combined programmes of study

09/92 Results from UTC Annual Programme Review

09/93 Feedback to students on progressional examinations

09/94 Defining conflict of interest in the appointment of External Examiners

09/95 Assessment of MA/MSc programmes by research

Category II

10/99 Academic Misconduct

09/100 Special examination arrangements

09/101 Appointment of external examiners

09/101 Examiners reports and result lists

09/102 Research Students Upgrading

Minutes of the meeting on 20 November 2009

Category I

- 09/105 Matters arising from the minutes
- 09/107 To receive an oral report from student representatives
- 09-10/109 Annual report on invigilation
- 09/110 VLE and delivery of summative assessment
- 09/111 PGT modularisation – attendance of external examiners
- 09/112 Application of rules on suspension of studies and extension for research students

Category II

- 09/115 Academic Misconduct
- 09/116 Individual examination arrangements
- 09/117 Appointment of external examiners.
- 09/118 Examiners reports and result lists
- 09/119 Research Students Upgrading

Minutes of the meeting on 8 January 2010

Category I

- 09/122 Matters arising from the minutes
- 09/124 Academic Integrity Week 25 – 29 January.
- 09/126 Submission of thesis
- 09/127 Stickers denoting the disregarding errors of spelling and grammar

09/128 Annual Priority 2

09/129 Fitness to practice

09/130 Turnitin trial

Category II

09/133 Academic Misconduct

09/134 Individual Examination Arrangements

09/135 Appointment of external examiners

09/136 Examiners reports and result lists

09/137 Research Students Upgrading

Minutes of the meeting on 26 February 2010

Category I

09/140 Matters arising from the minutes

(ii) 09/10-109 iii Invigilation Issues

(iii) 09-10/111 PGT modularisation – attendance of external examiners

(iv) 09-10/124 SU proposal that a responsible person is present during exams to address queries.

09/142 Oral report from student representatives

09/143 Complaints and appeals

09/144 Academic Misconduct

09/145 Review of the University's External Examiner Process

09/146 Application of academic misconduct penalty for a module taken at another university

09/147 Early submission of PhD, MPhil and EngD theses for examination

Category II

- 09/151 Academic misconduct
- 09/152 Individual examination arrangements
- 09/153 Appointment of external examiners
- 09/154 Examiners reports and result lists
- 09/155 Research students upgrading

Minutes of the meeting on 30 April 2010

- 09/157 Matters arising from the minutes
- 09/159 Oral report from student representatives
- 09/160 HESA non-completion rules
- 09/161 Non-attendance at University examinations and submission and approval of mitigating circumstances
- 09/162 Requests from campus-based students to take examinations at remote locations
- 09/163 Taught postgraduate external examiner's reports 2008/09
- 09/164 Not penalizing international students for language errors in assessment
- 09/165 Thesis Advisory Panel members serving as internal examiners

Minutes of the meeting on 11 June 2010

Category I Business

- 09/175 Classifying joint degrees
- 09/176 Presence of responsible persons in examinations
- 09/177 Thesis advisory panel members as internal examiners

- 09/177 Thesis advisory panel members as internal examiners
- 09/179 Chair's oral report
- 09/181 Review of annual priorities for 2009/10
- 09/182 Guidance on proof-reading students' assessed work
- 09/183 Use of translation software in assessments
- 09/184 Attendance of external examiners at Boards of Examiners
- 09/185 Guidance on marginal fails for independent study modules
- 09/186 The Guide to Assessment 2010/11
- 09/187 Academic Misconduct Working Party
- 09/188 Proposals on the future of the Board for Graduate Schools

Category I Business

- 09/190 Departing members

Reserved business

- *09/191 Reserved minutes from 30 April 2010
- *09/192 Report on academic misconduct
- *09/193 Individual examination arrangements
- *09/194 Appointment of external examiners
- *09/195 Examiners' reports and results lists
- *09/196 Research student upgrading

Minutes of the meeting on 8 October 2010

Category I Business

10/3 Matters arising from the previous minutes

10/5 Student Representatives' Oral Reports

10/6 Committee's Terms of Reference

Membership

Purpose of the Committee

Term of Reference 1

Term of Reference 4

Term of Reference 7

Term of Reference 8

Term of Reference 9

Term of Reference 10

Term of Reference 12

10/7 Timeline

10/8 Committee Priorities in 2010/11

10/9 Academic Misconduct Annual Report 2009/10

10/10 Review of undergraduate External Examiners' Reports for 2009/10

10/11 Review of external examining

10/12 Clarifying the Reassessment Regulations D17-D25 and E1-E5

Category II (Business)

10/13 Security of Examination Papers

10/14 Copies of documentation

Category II

10/18 Special examination arrangements

- 10/19 Appointment of external examiners
- 10/20 Examiners report and result lists.

Minutes of the meeting on 19 November 2010

Category I

- 10/22 Matters arising from the minutes
- 10/24 Student Representatives' Oral Reports
- 10/25 Statistical analysis of classification of degrees
- 10/26 Annual report on invigilation
- 10/27 Combined degrees template
- 10/28 Review of rule of assessment D15
- 10/29 Special Cases Committee hearings – a tabled paper

Category II

- 10/33 Special examination arrangements
- 10/34 Appointment of external examiners
- 10/35 Examiner's reports and result index

Minutes of the meeting on Friday 14 January 2011

Category I Business

- 10/37 Matters arising from the minutes
- 10/38 Chair's Oral Report
- 10/39 Student Representatives' Oral Reports
- 10/40 Templates for the classification of combined degrees

10-/41 Review of Rules for Assessment, Progression and Award D13 and D14

Category II Business

10/42 Appointment of internal examiners for 2010/11 (Chair's action)
including HYMS internal examiners

10/43 Remuneration paid to external examiners

Category II Reserved Business

*10/47 Special examination arrangements

*10/48 Appointment of external examiners

*10/49 Examiners reports and result lists

Minutes of the meeting on February 25th 2011