

## SCA update and Guide to Assessment 23/24 briefing note

Dr Patrick Gallimore, Chair of SCA

Please note these changes to the *Guide to Assessment, Standards, Feedback and Marking 2023/24*

### 1. New Format

The *Guide to Assessment, Standards, Marking and Feedback* has been divided into 4 separate PDFs:

1. **Rules for Progression and Award:** This includes rules for progression awards for all programmes (with exception of York Online Programmes). A description of the key changes is in [Appendix 1](#) of this briefing.
2. **Policy on Assessment, Examiners, Marking and Feedback:** This includes all policy on assessment. The following updates to assessment policy should be noted:
  - a. **4.1 Language of Assessment** - this has been updated to reflect the upcoming update of the Policy of Proofreading, Translation and Editing.
  - b. **4.8.4 Marking limits and tariff penalties for overlength work** - CBoEs had been informed about this expected change.
  - c. **4.12 Submission of assessment in Electronic Formats** has been updated in line with the latest changes to the VLE.
  - d. **4.13.1 Assessment contributing to an award** - OFS has requested institutions to keep assessment records for 5 years after the end of their programme. SCA and the University Records Manager will provide further guidance on this requirement.
  - e. **14.4 Marking and feedback of capstone projects & 19.5.2 Blind, double marking** have been updated to clarify the use of double, blind marking.
  - f. **20.2 Feedback Requirements** - Twenty-five day feedback will remain for 23/24 however we have stressed the need for timeliness of this feedback and also for CBoEs to ensure staff are aware of the requirements of marking to meet deadlines for Examination boards.

This also includes the following appendices:

- Appendix A: *Departmental Policy on Assessment* is **now section 4.19** (and renamed 'Guidance on school/departmental information about assessment processes and practices')
  - Appendix C: *Assessing individual contributions to group work* has been incorporated into **section 16** on Group Projects
  - Appendix D: *Definitions of Marking Processes* is now **section 19.4**
  - Appendix N: Independent study module (ISM): 'marginal fail' **now section 14.7**
3. **Additional Guidance on Assessment:** This comprises all guidance which used to be in Appendices E, F, G, H, I, J, K, L, O, Q and R.
  4. **Glossary of Terms and Acronyms:** Former Appendix B has been updated and included as a separate PDF.

## Why have we divided the Guide to Assessment up?

This is intended to separate rules, policy and guidance more clearly. The former appendices of the Guide to Assessment have now been either incorporated into the *Policy on Assessment, Examiners Marking and Feedback* or been added to the *Additional Guidance document*. We are making the *Rules* and *Policy* documents available now on the [Guide to Assessment webpage](#). The guidance and glossary will be made available in the coming weeks. The *Rules* and *Policy* documents are in draft form until 15th September, if you have any comments, queries or feedback about the information contained, please complete this Google Form (NOW CLOSED).

## 2. Artificial Intelligence, Assessment and Academic Misconduct Policy

SCA is carrying out a light touch review of the Academic Misconduct Policy and process - we hope to have the updated policy and procedure available as soon as possible. The SCA AI working group is meeting to quickly confirm the approach to the use of Generative Artificial Intelligence in assessment. It is expected a new offence related to the unauthorised use of AI or false authorship (incorporating commissioning) will be added to the policy. There will also be an update to the *Proofreading and Editing policy* to include translation tools and use of language enhancement applications (LEAs) such as Grammarly or AI integrated spelling and grammar checkers in MS word and Google Docs. The group is also considering ways of departments using Generative AI in a positive manner to improve assessment. The UTC working group on Generative AI has met and is considering broader principles of AI usage in teaching and learning.

## 3. Exceptional Circumstances Policy and Self-certification

The CBoEs, CBoSs, CECAs and relevant PSS staff should have received an update on the Exceptional Circumstances Policy for 23/24 and it is available on the [Guide to Assessment webpage](#). The updated ECA policy will be made available as soon as possible to reflect these changes.

## Additional consideration for Chairs of Boards of Examiners

### 4. Semester 1 Scrutiny of UG assessments

Examination Boards should ensure that internal scrutiny of assessments to review provisional marks is carried out before they are released to students in Semester 1. This will differ between departments with some relying on internal moderation of assessments and others holding a formal scrutiny panel with CBoE and relevant administrators reviewing all module marks prior to release. If an Exam Board wishes to trial holding a Module Board for Semester 1 marks in week 4 or 5 of Semester 2 this can be discussed with SCA as there may be benefits. SCA will consult Boards on a proposal for Semester 1 Module Boards will be held for all programmes in 2024/25.

### 5. Semester 2 Module board for PGT

Due to the removal of the progression board for PGT students between taught and capstone project modules (CPM - formerly ISM), CBoEs and programme teams more generally will need to consider how this may impact students when progressing to CPMs, especially if they have failed a significant number of taught modules. While schools/departments will not be able to prevent students from starting a CPM, they should consider how they will advise students who can be identified as struggling and at risk of failure at the end of Semester 2.

SCA will consult CBoEs on the Examination Board process for 23/24 and provide further guidance.

## Appendix 1 - Key changes to Rules on Progression and Award due to M&S

- A. **Resit marks capped at pass mark (40UG/50PGT)** for degree classification & removal of criteria for rounded credit weighted mean of 40 for compensation criteria.
- B. **Removing the limits on outright-failed credits for reassessment, and;**
  - a. **Modifications to reassessment limits for UGT:** Students will be entitled to reassessments in a stage as long as they have failed no more than 60 credits for stages 2, 3, 4 and no more than 80 credits for stage 1.
  - b. **Modifications to reassessment limits for PGT:** Students will be entitled to reassessments in the taught stage of the programme as long as they have failed no more than 60 credits.
- C. **Compensation in final (graduating) year of UG programmes: removal of the 10% compensation rule for final year students:** Final year students will now be eligible for compensation for failure of modules on the same basis as students in other years.
- D. **Changes to Merit and Distinction Criteria for PGT Masters:** The criterion relating to failed modules has been removed from criteria for merits and distinctions.
- E. **Use of unrounded award marks in degree classification calculations:** Change to eligibility for borderline consideration due to sector guidance.
- F. **UG Capstone Module (CPM formerly ISM) Reassessment and Compensation:** Capstones to be coded two ways in SITS:
  - a. Undergraduate capstone modules will be included in standard progression and award calculations (i.e. eligible for compensation and reassessment subject to the overall number of credits passed in other modules)
  - b. Where PSRB requirements do not permit compensation, Undergraduate Capstone Modules to be treated the same as PGT and Integrated Masters Capstones (see G below) in that they are non-compensatable and only reassessable for a marginal fail (30-39 for UG) with students expected to revise and resubmit.
- G. **Reassessment rules for large (80-credit) Capstone Project Modules in integrated masters and PGT programmes:** Reassessment of marginal fails if there are no other failed modules with students expected to revise and resubmit. Reassessment is for credit only.
- H. **Academic Misconduct Penalties apply to first attempt only:** Where a student fails a module due to an academic misconduct marks cap and therefore has to resit, they will be entitled to the mark of the resit in line with change B above.
- I. **Interdisciplinary Disciplinary Module assessment risk** should be minimised through proper module and assessment design, not by modification of assessment rules.
- J. **Exit Awards for Specialist PGT Programmes:** Programme documentation may note more than one named lower exit award for PGCert or PGDip to be obtained by students. Named Specialist exit awards with specific criteria dependant on the completion of specific modules are permitted but must be accompanied an option for an exit award based on any 60/120 credits that are part of the programme.
- K. **Progression pass mark for Integrated Masters:** This will remain the same as the previous rules with a credit weighted average of at least 55 in stage 2 and a credit weighted average over all modules in stages 2 and 3 (taken together) of at least 50.