Standing Committee on Assessment

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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**
Matters arising
*09/38 Retrospective award of postgraduate certificate to Philosophy students

Category II
*09/40 Special examinations arrangements
*09/42 Academic misconduct
*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(l)
  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


09/90 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 1 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
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