

Changes to Guide to Assessment, Standards, Feedback and Marking 2022/23 & considerations for Academic Year 22/23.

Dr Patrick Gallimore, Chair of SCA

Additions and amendments approved by SCA 2021/22

Please note these changes to the *Guide to Assessment, Standards, Feedback and Marking 2022/23* - the new Guide will be made available in September 1st 2022.

Please note: The Exceptional Circumstances Policy and Academic Misconduct Policy are no longer included in the main Guide to Assessment but as separate appendices to ensure version control of these policies.

1. Limited Timeframe Examination

Section 15.3 (p.47-48) has been updated, SCA is in favour of Limited Timeframe Examinations being used and these no longer require SCA approval. These shorter Limited Timeframe Online Examinations are better able to address concerns about standards of assessment, the negative impact on the mental health of students and the timetabling challenges than were 24-hour online examinations in most cases (although 24-hour online exams remain an option open to departments in appropriate circumstances).

Section 15.4 (p.48) has been updated to provide the Nominal timeframe, total timeframe and Extra-time allowance so that appropriate adjustments can be made for students on support plans.

2. Errors submitting assessments to the VLE

We have clarified what to do in the event of submission of assessments to the wrong place or submission of the wrong document in 14.3 Electronic Submissions of Assessments a) and e) (p.46-47). This is in response to appeals and queries related to what should happen in this case. In relation to this, we advise it is good practice to inform students of non-submission of an assessment when this is identified.

3. 25 Working Day Feedback

Please note the Twenty-five Day Feedback Rule is still in place for 22/23: Students should receive feedback within twenty-five working days. Working days exclude University closure days ('customary leave' days between Christmas and New Year and public holidays/statutory holidays.). We also ask that all feedback is released in a timely manner, which may require return in under 25 working days in some situations.

4. Academic Misconduct Policy and Exceptional Circumstances Policy - under review


The Academic Misconduct Policy and Exceptional Circumstances Policy are no longer included in the main Guide to Assessment but are included as a stand alone annex to avoid problems with version control and also so improve accessibility. These policies are currently under review to see if we can expedite the process as we have seen a significant increase in cases since the start of the pandemic - we will circulate the proposal for consultation separately. The new policy will be available online by the start of the new term.

5. Exceptional Circumstances Policy - Self-certification

From 2022/23, students may use self-certification for **a maximum of 3 assessments per academic year**- this will be automatically limited in the central e:Vision system.

1. Self-certification results in a **deferral or a 4 calendar-day extension** (depending on which of these options a department has specified as the self-certification outcome for that particular assessment). Departments may also specify that there are some assessments for which self-certification is not possible.
2. Once students have used all three opportunities, where a student does not wish to use one of their 3 self-certifications or wishes for a different outcome to that available for self certification for that assessment, they must make an evidence-based claim to the relevant ECA committee.
3. Students on SSPs should not use self-certification for occasional extensions that are covered by that SSP: they should rather apply in the usual way under the SSP. Students with SSPs may, however, use self-certification for circumstances not detailed in their SSP, for example if they have a short illness at the time of an assessment.
4. Note that this applies to the whole academic year from September to September and therefore resit assessments are part of this 3-assessment limit. Please also note that where multiple assessments are scheduled for submission on the same day, each assessment counts separately. Departments should take this into consideration when setting assessment deadlines. So that students can fairly and appropriately use the self-certification process, departments should also aim to ensure that all students on all programmes have clear and easy-to-access information about the number and deadlines of assessments on the academic year of their programme.

For full details of the change and rationale for doing so, please see the document below:

 [SCA Briefing Summer 2022 - Self-certification and Closed Examinations](#)

This change will be included in the Exceptional Circumstances Policy when it is published.

Any questions or comments: **SCA Secretary:** Stephen Gow, sca@york.ac.uk,

6. Change for 23/24: Limits on assessed work

SCA has consulted and approved a new policy on standardising word, page and time limits for assessments however we have opted to implement this policy in 2023/24 with Modularisation and Semesterisation. If departments wish to implement these policies sooner or prepare their documentation for next year, they may view the [approved draft policy here](#).

For the full information on Self-certification and examinations see the [SCA Summer Update](#).