STANDING COMMITTEE ON ASSESSMENT

Minutes of the meeting held on Friday 23 September 2022 at 2.00pm via Zoom online video conferencing.

Attendance and apologies for absence:

Present:

Dr Patrick Gallimore	York Law School (Chair)
Dr Jeremy Airey	Education
Dr Daniel Baker	Psychology
Dr Kevin Caraher	SPSW
Eddie Cowling	International Pathway College
Debayan Dey	YUSU
Dr Alet Roux	Mathematics
Dr Anna Sotiriadou,	Dep. VP TLS - City College
Zhang Teng	GSA
Dr Eytan Zweig	Language and Linguistic Science

In attendance:

Prof Michael Bentley	Physics
Dr Daisy Bowen	Special Cases, Student Registry
Jan Ball-Smith	Apprenticeships and Inclusive Learning
Dr Stephen Gow (Secretary)	Academic Integrity Coordinator
Claire Pinder (Minutes)	Academic Support Coordinator
Dr Jen Wotherspooon	Deputy Director SAAA

Apologies:

Prof. Kate Arnold	Dean of York Graduate Research School
Laila Fish	Disability Services
Dr Jasper Heinzen	History
Prof Christian Pillier	Philosophy
Dr Katherine Selby	Nat Sci/Environment and Geography
Nic Streatfield	Student and Academic Services

m22-23/1 Welcome

Apologies were received from Professor Kate Arnold, Eddie Cowling, Laila Fish, Dr Jasper Heinzen, Christian Pillier, Dr Katherine Selby and Nic Streatfield.

The following new committee members. and those in attendance were welcomed:

- Zhang Teng - VP Academic
- Dr Jeremy Airey - Chair of the Board of Examiners - Education
- Dr Anna Sotriadou - CITY College., Greece
- Dr Eddie Cowling - Assessment Lead, International Pathway College
- Dr Eytan Zweig - Chair of the Board of Examiners - Language and Linguistic Science - Arts and Humanities Faculty
- Dr Daisy Bowen - Manager of Special Cases.

m22-23/2 Minutes of previous meeting

The Committee **approved** the minutes of the meeting held on Friday 7 July 2022.

m22-23/3   Matters Arising from the previous minutes

- **7 July 2022 21-22/67 Chair's Oral Report**
  Department/ School Deputy Head of Faculty Operations (DHFO) and Student Services Manager (SSM) post-holders would be invited to attend the SCA Committee, following discussions to be commenced by the Chair of SCA.
  [ACTION: PG]

- **7 July 2022 21-22/69 Exceptional Circumstances Working Group**
  Student submission of assessed work to incorrect assessment folders, or to incorrect VLE pages, had led to stringent penalties. The full Guide to Assessment Policy briefing is in the Cat ll folder with a Chair's Action whereby boards within Departments/ Schools can check the documentation.

m22-23/4 Chair's Oral Report

The Chair **reported** that:

- They have spoken to Departments regarding the intention to move back to closed exams and requested that Departments/ Schools inform the SCA about support offered to students (such as mock exams) where exam format is changed. The SCA would contact Departments/ Schools shortly to request information about exam mode.

- The Digital First policy for assessment is yet to be fully articulated, and will be discussed by University Teaching Committee (UTC) before it can be implemented.

mSCA22-23/5 Report from Students

The GSA representative **reported** that there were no items to bring forward.

The YUSU representative **reported** that there were no items to bring forward.

m22-23/6 Committee Terms of Reference, Membership and Annual Cycle of Business

The Committee was asked to **consider** and **approve** the ToR, membership and annual cycle of business. It was noted that:

- SCA had reached out to PGR for suggestions about the way we link to the Graduate Research School.
- Matters relating to assessment are included in the remit.
- SCA Membership has been broadened to three Departments/ Schools per Faculty.

The Committee approved the ToR, membership and annual cycle of business.

[ACTION: Report to UTC PG/SG]

m22-23/7 SCA Priorities for 22/23

The Committee was asked to **consider** the priorities for the year and **suggest** further areas. These will be recommended to UTC and approved at a subsequent meeting. It was noted that:

- There were ten priorities/ action areas for committee members to assign themselves to depending on their preference/area of expertise.
- There would be intersections between SCA priority areas as outlined.
- Actions for 22/23 numbers 5 and 10 would be considered as one area henceforth, rather than two.
- All members would inform the Chair if they had any queries/ further suggestions.

[ACTION: Report priorities to UTC and create Master priorities sheet. SG/PG]

m22-23/8 Degree Outcomes Statement

The Committee was asked to note on the updated Degree Outcome Statement.

The committee **approved** the updated Degree Outcome Statement pending update of data once received.

m22-23/9 Awards and Progression Rules

The Committee was asked to **consider** and **approve** the nine recommendations for the Progression and Award Rules from 23/24 onwards. It was noted that:

- A body of work was required to model the impact of not using policy changes, to reply to a query to all Universities regarding getting back to pre-pandemic levels of grading from the Office for Students (OFS).

- **Recommendation 1**: That all the proposals to SCA in **SCA 21-22/34a**, which were provisionally agreed by SCA pending consultation, are approved without modification.
    1. Removing the limits on outright-failed credits for reassessment
    2. Modifications to reassessment limits for UGT
    3. Modifications to reassessment limits for PGT
    4. Reassessment rules for large (80-credit) CPMs in integrated masters (see recommendation 2)
    5. Compensation level in final year (removing the the 10% rule)
    6. Allowing reassessment to improved marks up to a cap.
    7. Rounding numbers in degree classification calculations
    8. Progression and Compensation in Masters PGT programmes
    9. Changes to Merit and Distinction Criteria for PGT Masters
    10. Special progression criteria for Integrated Masters

- **Recommendation 2:** That an updated version of proposal 4 is considered for approval. This relates to reassessment of ISMs (now CPMs) in integrated masters programmes and PGT programmes - **are approved.**

- **Recommendation 3:** That the proposed changes to the award and progression rules for the "non-standard" programmes, listed in section 5, **are approved.**

- **Recommendation 4**: That the award and progression rules for each type of programme be re-written in a simpler, more transparent format. **Drafts of the rules are provided to SCA so that they can be used/adapted for this purpose.**

- **Recommendation 5:** That SCA considers the impact of proposal 6 (the new policy on reassessments improving a module mark, up to a cap) on the current academic misconduct policy - **To be considered at October SCA.**

- **Recommendation 6:** That SCA considers whether the current rules on progression within integrated masters programmes (which are largely unchanged in the new proposals) remain appropriate. This issue has arisen following the consultation - **To be considered at December SCA after consultation.**

- **Recommendation 7**: That SCA considers the status of CPMs within bachelors programmes. Currently, there are no ISMs on Bachelor programmes, they are considered dissertations or projects and should be considered under regular reassessment and compensation rules. As these will now be considered Capstone project, there is a need to consider whether the special rules, only resubmitted and

reassessed if marginally failed, should apply - **To be considered at December SCA after consultation.**

- **Recommendation 8:** That SCA considers the group's report on the need for, and purpose of, exam boards, at the end of each semester, from 2023 onwards. The key issue is here is whether there is sufficient time for marking and feedback to be turned round in time for the currently proposed board and also whether a module board is necessary at the end of Semester 1 to help with the speed of progression and award decisions - **To be considered at December SCA**

- **Recommendation 9:** That there should be no special assessment rules for interdisciplinary teaching modules in the new modular system. This relates to the proposal by a UTC working group to de-risk interdisciplinary module assessment in the Awards rules - **To be considered at October SCA.**

[ACTION: share consultation document with YUSU/GSA SG]

[ACTION: SCA to consider unresolved items by December SCA PG/SG]

[ACTION: Determine who to lead project on Exceptional programmes rules PG]

m22-23/10 Academic Misconduct Policy and Procedure update
The Committee was asked to **consider** and **approve** the proposed Academic Misconduct Disciplinary procedure and changes to the initial decision and quoracy of StAMPs. It was noted that:
- Regulation 7 (Academic Misconduct) had been updated, with key changes in the appendix, which had been drawn up with the disciplinary team.
- There had been positive feedback to the update in consultation meetings.
- The committee **approved** the proposed Academic Misconduct Disciplinary procedure and changes to the initial decision and quoracy of StAMPs, for further referral to UTC.

[ACTION: Policy updated, UTC approval and training for staff PG/SG]

m22-23/11 Exceptional Circumstances Policy - simplified process pilot
The Committee was asked to **consider** and **endorse** the proposed pilot ECA procedure to allow straightforward decisions to be made in a more efficient manner.

The committee **endorsed** the proposed pilot ECA procedure to allow straightforward decisions to be made in a more efficient manner.

[ACTION: Policy updated, UTC approval and training for staff PG/SG]

CATEGORY II

m22-23/12: Date of the next meeting

The date of the next meeting was **noted** as Friday 28 October 2022 at 2pm via Zoom online video conferencing.