<div align="center">**STANDING COMMITTEE ON ASSESSMENT**</div>

Minutes of the meeting held on Friday 24th September 2021 at 2.00pm via Zoom online video conferencing due to Covid-19 lockdown.

Attendance and apologies for absence:

Present:

	Dr. Patrick Gallimore	York Law School (Interim Chair)
	Dr Daniel Baker	Psychology
	Dr Jim Buller	Politics
	Dr Kevin Caraher	SPSW
	Dr Patrick Gallimore	York Law School
	Dr Alet Roux	Mathematics
	Dr Katherine Selby	Natural Sciences/Environment and Geography
	Dr Nicoletta Asciuto	English
	Matt Johnstone	YUSU

In attendance:

	Laila Fish	Disability Services
	Zara Burford	Representing Online Programmes
	Dr Zoe Devlin	Acting Head of Online Partnerships
	Jen Wotherspooon	Deputy Director SAAA
	Dr Stephen Gow (Secretary)	Academic Integrity Coordinator
	Charlotte Chamberlain (Mins)	Academic Support Administrator
	Cecilia Lowe	Head of Learning Enhancement

Apologies:

	Ekansh Kapoor	GSA
	Dr Martin Cockett	Chair of Special Cases Committee
	Robert Simpson	Special Cases Manager
	Kate Arnold	Dean of York Graduate Research School

21-22/1 Welcome
Patrick Gallimore opened the meeting and **noted** that he would be acting as chair for the September meeting. Apologies were received and it was **confirmed** that efforts to appoint a new Chair were ongoing, it was also noted that new members, particularly from Arts and Humanities were needed.

21-22/2 Minutes of previous meeting
The Committee **approved** the minutes of the meeting held on 9th July 2021.

21-22/3 Matters Arising from the previous minutes

- **20-21/42 Chair's Report - Summary of Covid-19 Policy changes to SCA**
  Create a similar summary for 2020/21. Secretary to follow up with Special Cases Managers. **[OPEN]**

- **20-21/65 Update on SCA membership**
  The Chair reported on the progress of the new Chair and members of SCA. It was **noted** that the committee was short of members from the Arts and Humanities Faculty. **[OPEN]**

- **20-21/69 Information available to External Examiners and Exam Boards**
  It was **noted** that the Development of a guide for new Chairs of Boards of Examiners was underway. This would help to make CBoE aware of best practice and the types of analysis which can be carried out. **[OPEN]**

- **20-21/71 Guide to Assessment change: Friday deadlines**
  It was **noted** that even with the proposed changes, departments would still be able to choose not to set Friday deadlines if they wished. It was **agreed** that this caveat would be added to the proposal and updated in the Guide to Assessment. **[CLOSED]**

- **20-21/79 Chair's Report - ECA policy working group**
  It was **noted** that output of the working group was being reviewed by this meeting of the committee in Agenda Item 9. **[CLOSED]**

- **20-21/81 Degree Outcome Analysis**
  It was **reported** that Karen Payne (BIU) **agreed** to investigate data suggesting a drop in good degrees for science subjects at York and also produce updated figures removing Online Masters from PGT data. **[CLOSED]**

- **20-21/82 SCA Review of Priority Areas 2021/22**
  It was **agreed** that PGR assessment policy papers would be fed into the SCA as and when required, as opposed to being itemised as a priority area for 2021/222. The Secretary, GSA and YGRS are to **meet** to discuss this further. **[OPEN]**

- **20-21/84 Academic Misconduct overview of cases 2021 and clarification of hierarchy of penalties.**
  Secretary to **meet** with YOP to look at academic misconduct data for online programmes. **[OPEN]**

21-22/4 Chair's Report

Patrick Gallimore **reported** that the process of appointing a Chair was ongoing. It was **requested** that committee members continue to use the sca-chair@york.ac.uk email address for SCA matters, to ensure a consistent record for the committee.

21-22/5 Report from Students

The YUSU representative **reported** that they had been attending GSA Welcome Week events, including the information fair, whilst preparing for the undergraduate welcome. The YUSU representative **reported** that they had been dealing with non-standard pre-year events, including responding to the accomodation of students on the University of Hull campus.

21-22/6 Terms of reference and Membership

It was **requested** that references to Student Services be altered to SAAA, the 'Registrar for student progress' be removed and Jen Wotherspoon's job title be updated. It was also noted that now Learning Enhancement has joined the Library, Archives and Learning Support (LALS)

There was some discussion around the optics of the placement of the student representative in the ToR. It was **decided** that the Student Representatives should be listed further up the list, to ensure they are listed as full members of the committee.

[ACTIONS: SG to update ToR and membership]

21-22/7 Annual Cycle of Business

The Annual cycle of business was discussed and **approved** by the Committee.
It was **noted** that exam error reports may not be produced this year, or be given in a different format. It was noted that a method for identifying and reporting occurrences of errors in online exams would be required going forward. It was **requested** that this be made a priority area for 2021-2

[ACTIONS: SG]

21-22/8 SCA Review of Priority Areas 2021/2

It was **noted** that the effects of the pandemic may provide time constraints or other limitations on the ability of the committee to complete priorities. It was **suggested** that the committee seeks to rationalise or reduce the list of priorities.

Agreed changes to the list of priorities are as follows:

- The 'Review of page/word limits for assessed work and penalties for breaches' priority is close to completion. This is now to be brought to an upcoming meeting.
- The 'Guidance for staff on occasional extensions and alternative forms of assessment for students with individual arrangements' priority is to be rolled into the 'Review of

ECA policy', as it was reported that an umbrella policy covering both would be required.

- The 'Academic Misconduct: online assessments and use of translation software' priority is to be rolled into the wider 'Academic Misconduct' priority.
- The 'Participation in group work' priority is to be shelved for an academic year. It was noted that the academic who had been leading this workstream had left the committee. It was also noted that a clear steer was required for the direction of the project, and whether the required outcome is a set of principles or direct guidance.
- The 'Progression at Risk' priority is to be rolled into the 'Review of Progression and Award Rules' priority.
- 'Examination issues' for online exams is to be added as a priority for 2021-2

Other key points noted were:
- The 'Review of page/word limits for assessed work and penalties for breaches' priority is close to completion. This is now to be brought to the November meeting.
- The 'Development of tools and guidance for exam boards' priority. DB is drafting guidance, and this will be an agenda item at an upcoming meeting.
- The 'Award gap' priority will require input from SAAA's inclusive learning and teaching project, which is currently being recruited to.

[ACTION: DB/SG]

21-22/9 ECA Policy proposal 2021/2
The committee **approved** the paper proposing paper student self-certification in specific types of assessment. It was **noted** that the high numbers (>30,000) of claims in the 2020/21 academic year placed an unsustainable administrative burden on academic and professional services colleagues. It was **noted** that some level of self-certification is recommended in the OIA good practice guidance.

Key points about the policy:
- The usual **Exceptional Circumstances affecting Assessment** policy will apply, with **evidentiary requirements restored unless not reasonably possible to produce them.**
- **Pandemic related adjustments** to take account of unexpectedly challenging domestic circumstances, unreliable internet/technology and other Covid related impacts (e.g. mental health, long-covid)
- **A self-certification policy,** to cover short-term disruption to assessments, which allows students to **defer exams** (and other exam-type short-turnaround/unseen assessments) and to **obtain short extensions** to open coursework assignments - of up to 4 days. This would be handled outside of the ECA process completely, and without any evidentiary requirement.
- **Process to be in place by November:** The committee **noted** that the process was not yet in place and has to be developed by November when the majority of assessments will start to be submitted. It was **noted** that departments do have deadlines before this date which must be taken into account.

In the course of discussion the following points were raised:

- **Length of extensions**: it was **noted** that up to 4 days extension would be allowable, to fit with current policy on late penalties.
- **Impact of deferrals on students and staff:** It was suggested that the deferral of exams to a later CAP will require monitoring, as this increases staff burden during peak and holiday periods. There were also concerns raised about student welfare if they are using the EC process too much and not getting the appropriate support
- **Students asking for EC to be considered and then submitting:** In some cases it was reported that students would apply for ECs and still submit on time or the examination - this resulted in confusion and the work being marked twice and also may spoil a paper if the paper is then used for a resit.
- **Self-certification after examination has commenced:** Concerns were raised about students being unable to submit an ECA claim after an examination has commenced - especially in the case of 24 hr examinations. It was agreed that the impact of this will be monitored and taken into account in the ECA review.
- **Unreliable internet/technology:** The committee agreed that students with unreliable internet/technology could apply through the ECA process - however this would need be monitored especially in the case of self-certification.

It was **noted** that Section 2.1.2 will require YUSU/GSA input on a communications plan to students prior to the winter CAP, to ensure that students are aware of how to act when encountering internet issues. It was also **noted** that departments should revisit their assessment descriptors, as the term 'practical' (ruled out of ECA by this paper) is used to cover a wide variety of practice, some of which may be best covered by the ECA umbrella.

York Online Programmes were **approved** as an exception to this policy, as CAP and assessment are non-standard. It was reported that a separate policy on YOP EC and SSC is being developed with the pro-VC T&L.

[ACTION: JW/SG]

21-2/10 Date of the next meeting
The Committee **noted** the date of the next meeting as 29th October 2021 at 2pm via Zoom online video conferencing.