Standing Committee on Assessment

Minutes of the meeting held on Friday 27th June at 10.00am in SLB/204 and via Zoom online video conferencing.

Attendance and apologies for absence:

Present:	Dr Alet Roux	Mathematics (Sciences) (Deputy Chair)
	Dr Eytan Zweig	Language & Linguistic Science (Arts & Humanities)
	Dr Jeremy Airey	Education (Social Sciences)
	Fenella Johnson	York SU, Academic Officer
	Dr Daniel Morgan	Philosophy (Arts & Humanities)
	Assoc. Prof. Anna Sotiriadou	CITY College
	Dr Patrick Gallimore	Law (Social Sciences)
	Dr Mathilde Péron	Economics (Social Sciences)
In attendance :	Aimée Yeoman	SCA Secretary & Policy Officer
	Dr Zara Burford	York Online
	Richard Andrew	York SU, Advice & Support Manager
	Dr Adrian Lee	Policy Manager, Academic Quality & Development
	Jess Penn	Head of Inclusive Education
	Claire Wilkinson	Disability Services Manager
	Daisy Bowen	Special Cases
	Sarah Finch	Head of Faculty Operations - History, History of Art, Archaeology & Centre for Medieval Studies
Apologies:	Prof. Steve King	Computer Science (Sciences), APVC-TLS (Chair)
	Prof. Paul Wakeling	Dean of YGRS
	Dr Juliet James	YGRS
	Jan Ball-Smith	Head of Student Success
	Prof. Jill Webb	AD-TLS Social Sciences
	Jenny Matson	Deputy Head of Student Administration (Student Lifecycle)
	Dr Sue Faulds	Health Sciences (Sciences)
	Diane Atkinson	Student Services Manager, School for Business & Society

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m24-25/114 Welcome and apologies for absence

Committee members and those in attendance were welcomed and apologies noted.

SCA Deputy Chair noted that this was FJ's final SCA meeting before she ends her term of office as YorkSU Academic Officer. SCA Chair thanked FJ for her valuable contributions to the committee.

SCA Deputy Chair welcomed the incoming YorkSU Academic Officer, Aya Haidar, to SCA.

SCA Deputy Chair also noted that this is the last meeting for those whose membership term is coming to an end at the end of August (EZ, PG, JA, CP, DM), to thank them for their contributions. Further thanks was given to PG owing to his long service and previous leadership of SCA.

SCA Deputy Chair thanked those still with signing duties between now and the end of their membership.

m24-25/115 Declarations of Interest

N/A

m24-25/116 Minutes of previous meeting (SCA 24-25/37)

Minutes of the previous meeting held on Friday 2nd May were confirmed as correct.

m24-25/117 Matters arising from the previous minutes

Members noted items listed on the Matters Arising log

CLOSED

m24-25/39 Academic Misconduct from YorkSU Perspective, AR to lead work on StAMP guidance with other members of the committee (including an SU rep)

m24-25/52 Matters arising from the previous minutes, SCA Secretary to support the set-up of a StAMP guidance working group.

m24-25/75 Report from Students (Oral), SCA Secretary to build review of AM and StAMP processes into StAMP Summer project.

The above 3 actions have been completed, see Item 2.3 on this agenda.

m24-25/100 SCA Priority Group - FREPEAT- Oral update, DA to share with JA competitor HEI data on the offer of FREPEAT for UG2s.

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DA unable to access this data, therefore this action is closed.

m24-25/100 SCA Priority Group - FREPEAT- Oral update, JA to work with SCA Secretary on accessing student FREPEAT data

Completed, JA accessed FREPEAT data.

m24-25/103 SCA Priority Group - Policy on Acceptable Assistance in Assessment - Oral update, Acceptable Assistance in Assessment Priority group to update this policy to come to June SCA for consideration & approval.

Completed, Item 2.2 on this agenda.

m24-25/103 SCA Priority Group - Policy on Acceptable Assistance in Assessment - Oral update, SCA Secretary to look into ownership of out of date Google document which is currently linked on a uni webpage.

Completed.

ONGOING

m24-25/54 Report from Students, SCA Chair and Digital Education Team to discuss issues reported by York SU.

Previously, SCA Chair was awaiting a report from the Computer Science CBoE to inform discussions.
SK has now received this report from Computer Science and will discuss concerns further with the Digital Education team.

m24-25/60 Update to acceptable assistance in assessment policy (to incorporate PSRBs), SCA Chair to revise the definition of professional programme to cover all courses which have PSRB requirements, via Chair's action.

Ongoing.

m24-25/77 SCA Priority Group - Academic Integrity Tutorial- Oral update, EZ & YorkSU to work together to go through the various AITs & identify areas for change etc.

Ongoing.

m24-25/79 SCA Priority Group - Exceptional Circumstances Policy- Oral update, SCA Chair to discuss with JB-S about support for students with caring responsibilities on a wider level. York SU to be involved in discussions.

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Ongoing.

m24-25/84 UG External Examiners (EE) report, SCA Chair to speak to Claire Hughes about joining up with NSS steering group to reflect on the EE feedback around feedback to students.

Ongoing.

m24-25/84 UG External Examiners (EE) report, JW/SK to flag a more robust approach to actions that depts are taking to address issues, working via FLTGs.

Ongoing. JW queried how we could systematically feed this through into annual review process - JW and SK to continue discussion

m24-25/97 Report from Students (Oral), SCA Chair to discuss concerns raised by YorkSU re. scheduling of in person assessments clashing with Roses with the School of ACT for future years.

Ongoing.

m24-25/97 Report from Students (Oral), SCA Chair to discuss concerns raised re. international student withdrawals with the Academic Registrar.

Ongoing.

m24-25/99 SCA Priority Group - Academic Integrity Tutorial- Oral update, AIT priority group to look into a revised tutorial needs to be incorporated into programmes, linking to departmental contexts

Ongoing.

m24-25/100 SCA Priority Group - FREPEAT- Oral update, the FREPEAT priority group is to review the FREPEAT policy, with any proposals for changes to come to SCA for consideration & approval

Ongoing.

m24-25/103 SCA Priority Group - Policy on Acceptable Assistance in Assessment - Oral update, PW to review Appendix 10 of the PORD.

Ongoing, JJ to review this following approval of the acceptable assistance policy at June SCA.

m24-25/105 PGT External Examiners (EE) report (SCA 24-25/33), SCA is to issue guidance on the use of borderline or just below the pass threshold marks, particularly as an outcome of moderation and when resolving differences between first and second markers.

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Ongoing.

m24-25/105 PGT External Examiners (EE) report (SCA 24-25/33), JW and SCA Chair to review the need for revised policy/guidance on stepped marking and to consider the desirability of specifying a single institution-wide stepped scale or if departmental discretion should be retained.

Ongoing.

m24-25/105 PGT External Examiners (EE) report (SCA 24-25/33), SCA is to strengthen policy on the content of marking criteria to encourage more standardised and consistent application across all schools and departments.

Ongoing.

m24-25/105 PGT External Examiners (EE) report (SCA 24-25/33), SCA is to develop guidance on how markers can align marks with qualitative descriptors and incorporate comments into feedback which are aligned with mark bands.
Ongoing.

m24-25/105 PGT External Examiners (EE) report (SCA 24-25/33), SCA is to ask the UTC GenAI working group to prioritise developing proactive strategies to adapt assessment design in response to the emergence of AI tools, ensuring assessments evaluate students' genuine learning and skills.

Ongoing.

m24-25/105 PGT External Examiners (EE) report (SCA 24-25/33), SCA is to ask the SCA Priority group focusing on the Policy of Acceptable Assistance in Assessment to develop guidance for departments in identifying and addressing the use of AI in assessment.

Ongoing.

m24-25/106 Academic Misconduct Data Analysis Report 2023/24 (SCA 24-25/34), SCA is to further investigate overseas student academic misconduct data for the academic year 2024/25 as a priority for the next report, in order to identify degrees/departments that are of concern, to identify potential areas for targeted intervention and support, and to examine the influence of factors such as curriculum design, assessment methods, and the level of academic support provided within these programmes.

Ongoing.

m24-25/106 Academic Misconduct Data Analysis Report 2023/24 (SCA 24-25/34), SCA priority group on the Academic Integrity Tutorial (AIT) to consider how more structured interventions could be put into place for students who commit second/third offences for any type of misconduct.

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Ongoing.

m24-25/106 Academic Misconduct Data Analysis Report 2023/24 (SCA 24-25/34), SCA Chair is to discuss academic misconduct with CBoEs in each identified department with zero cases/those with the highest number of cases.

Ongoing.

m24-25/106 Academic Misconduct Data Analysis Report 2023/24 (SCA 24-25/34), SCA is to carry out work over the summer period on a StAMP Review Project and within this, SCA is to further develop and promote guidance surrounding the different types of misconduct to raise understanding of the differences.

Ongoing, built into Item 2.3 plan.

m24-25/106 Academic Misconduct Data Analysis Report 2023/24 (SCA 24-25/34), for the 24-25 data analysis of academic misconduct, SCA is to closely monitor the number of cases that are unsubstantiated at the end of investigations against the previous years' data, as a result of the update to the initial 'case to answer' process.

Ongoing.

m24-25/106 Academic Misconduct Data Analysis Report 2023/24 (SCA 24-25/34), SCA is to ask the Academic Quality Team and the Exams & Graduation team to work together during the summer to review the data recording system to identify data recording issues and also areas of data which would be beneficial to record in the future, such as demographic data, protected characteristics data, enrolment/tariff data etc.

Ongoing.

m24-25/107 A Review of Unlimited Self-Certification for Targeted Groups (SCA 24-25/35), JWo, JP, AL & CW to discuss inclusion of disabled students and Abrahart considerations further outside the meeting.

Ongoing.

m24-25/108 Gen AI Pilot Project - Presentation (SCA 24-25/36), SCA Chair & NW to have a further discussion outside of the meeting to discuss next steps for the pilot project

Ongoing.

NO LONGER NEEDED

N/A

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m24-25/118 Chair's Report (Oral)

SCA **considered** the Chair's oral report. It was noted that:

- SCA Chair had been offering advice to colleagues post the recent CAP period, with SCA Deputy Chair noting that the period had gone relatively smoothly.
- An upcoming CBoE forum has been provisionally planned with the hold date of 2nd Sept 25, 2-4pm.
- Extensive work is still ongoing in A&F Policy work (see m24-25/128)
- AI assessment framework pilots are going ahead with 2-3 departments per faculty trialling this. This pilot concerns students being told how much AI is allowed to be used in their work.

m24-25/119 Report from Students (Oral)

York SU **noted** that:

- There had been no overtly negative feedback reported by students regarding the recent CAP period.
- The incoming YorkSU Academic Officer, Aya Haidar, gave a brief overview of her priorities for her upcoming term of office:
    - To standardise dissertation support with a clear timeline, early topic selection, fair supervisor allocation, and consistent deadlines across departments.
    - To improve assessment timetabling by involving departments, preventing deadline clashes, and ensuring deadlines are released earlier.
    - To strengthen academic representation with better structure, reduced workload, practical training, and greater transparency in key policy decisions

m24-25/120 York Online Disruptions Affecting Assessment Policy 25-26 ([SCA 24-25/38](#) & [SCA 24-25/39](#))

The Committee **noted** the report:

The Committee noted that standard provision policy on exceptional circumstances was historically used for York Online students, but York Online realised that changes needed to be made to better support students under online provision. The Committee noted that this proposed policy builds on the existing Fit to Submit Policy alongside retaining principles of the EC Policy.

The Committee noted that this proposed policy needs to be restructured and re-formatted before going live.

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The Committee noted that the proposed new policy no longer offers deferrals or 'sit as if for the first time' assessments (SAIFFTs) as adjustments for project proposals.

It was also noted that in place of deferrals or SAIFFTs on the project proposal modules, the policy offers students a more flexible set of deadline extensions, as follows:
- Where a student submits a claim before the assignment deadline, the available adjustment is a flat two-week extension. No explanation or evidence will be required. (No change from current policy.)
- Where a student submits a claim after the assignment deadline, they will be offered a choice between a late penalty waiver and a variable-length deadline extension. Students may choose an extension length of between two and eight weeks. Claims must demonstrate that the disruption was unforeseen (and therefore couldn't be planned around) and provide supporting evidence.

The Committee noted that York Online had consulted various stakeholders regarding this revised policy, with the York Online Support Team and academic representatives from the School for Business and Society and the Department of Computer Science agreeing that this policy change is likely to reduce the number of students progressing onto the CPM without a project proposal, and is therefore more pedagogically appropriate for this type of assessment

The Committee noted that a section had been added to the policy on Disability, which aligns with policy on SSPs/reasonable adjustments.

The Committee noted that the policy still refers to outdated processes and that to mitigate this, student disruption officer roles have been proposed so that the process is streamlined within departments.

The Committee asked for clarification on whether evidence would be required for all CPM extension claims and it was confirmed that students would need to provide a reasonable explanation, providing student circumstances do not fall under circumstances where evidence is not necessary.

The Committee discussed how it would be beneficial for the policy to include a section on the rationale behind why York Online provision has a different policy to that of standard provision. It was noted that if a student on a standard provision course found this policy, then they may question why it is more flexible than the policy that applies to them (standard provision receive 2 week extension and this policy has a range of 2-8 weeks).

The Committee noted that some students cannot inform the relevant people in advance of disruptions (i.e. they have a disease that suddenly flares-up). It was noted that the number of students affected by this is low.

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The Committee discussed whether there is a definition of contemporary evidence to clarify what type of/ recency of evidence would be necessary under the policy. It was noted that SSPs are often accepted as retrospective evidence.

ACTION: ZB & CW to discuss wording surrounding SSPs outside of the meeting

The Committee noted that the Policy on Specific Aspects of Reasonable Adjustments in Assessment will be considered by the UTC July meeting, therefore this policy can be cross-referenced to this for wording/definitions and links made explicitly clear.

The Committee **approved** this policy pending changes suggested, which are to be approved via Chair's action.

The Committee fully **approved** the CPM section of the policy.

m24-25/121 Revised Policy on Acceptable Assistance in Assessment (SCA 24-25/40, SCA 24-25/41 & SCA 24-25/43)

The Committee **noted** the report:

The Committee noted that this policy draws boundaries between acceptable use of AI in assessment and false authorship under academic misconduct.

The Committee noted that this policy, pending approval, will be reported to the UTC July meeting for information.

The Committee noted the following edits:
- Sections 7 / 8 have been clarified to distinguish practices that are acceptable/unacceptable on proofreading and editing, and then separately on the generation of content and ideas.
- The end of Section 7 has been revised re. language enhancement tools.
- Section 4 (was 3) revised on departmental assistance, allowing departments to make decisions on the extent of acceptable assistance in their pedagogies.
- Application to PGRs on taught modules has been added alongside a pointer to PoRD for PGR policy.
- Re-ordering of Sections 3/4/5.
- Section 11 (was 10) has been revised re. clarification of acknowledgement advice

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The Committee discussed how this revised policy could be best communicated to students and departments. It was suggested that an email briefing to BoEs alongside mention at BoEs meetings would be most appropriate. It was also suggested that it could link into the AIT.

ACTION: SCA Secretary to send briefing to BoEs re. this revised policy, post-UTC approval.

The Committee noted that it is important for professional and non-standard provision to be considered in this policy

ACTION: SCA Chair to edit the policy to incorporate professional and non-standard provision.

The Committee **approved** this policy.

m24-25/122 Proposed plan for SCA Summer Review of Academic Misconduct ([SCA 24-25/42](#))

The Committee **noted** the report:

The Committee noted that over the past academic year, SCA has received significant feedback indicating that current academic misconduct processes, including StAMP panels, PGR, and disciplinary actions, need improvement. The objective of this planned review is to ensure all processes are: efficient; compliant with policy; inclusive; and well-understood by all stakeholders.

The Committee noted that the SCA Secretary will be leading on this project over the summer and noted that insight would be needed from various SCA members to support the work.

The Committee noted that the plan is ambitious for the timeframe given and therefore tasks within the plan need to be prioritised on their urgency to be completed by the new academic year.

ACTION: EZ to discuss with SCA Secretary language proficiency in academic misconduct.

The Committee **endorsed** this project plan.

m24-25/123 SCA Priority Group - Academic Integrity Tutorial (AIT)- Oral update

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The Committee **noted** the report:

The Priority Group noted that in their last meeting, they came to the general agreement that the AIT should be coupled with departmental training on integrity and student expectations.

The Priority Group suggested that students completing the AIT should be directed to acceptable assistance resources (e.g., writing centre) to address insecurity regarding the quality of their work as a cause of misconduct (via AI use for example).

The Priority Group also noted that beyond PSS staff, student supervisors should be informed if students do not complete the AIT after reminders (DISCO has added an academic integrity tab to supervisor dashboards to prompt this).

The Priority Group addressed an ongoing action, noting that RA, EZ and the incoming YorkSU Academic Officer will meet to discuss student/student officer feedback on the AIT, with date tbc.

The Committee noted that the AIT is still a progression requirement, but enforcement of this is dependent on a tutorial update. It was noted that changes might not be implemented until 2026/27 due to resourcing.

m24-25/124 SCA Priority Group - Condonation - Oral update

The Committee **noted** the report:

The Priority Group noted that since their last update to SCA, they have reviewed other institutions' policies on condonation, noting varied institutional interpretations. UCL's policy was identified as similar to UoY's rules, which the Committee noted as being stricter than that of benchmarked institutions.

The Priority Group considered the value and feasibility of condonation within the University's assessment rules, discussing whether allowing students to "condone" one or more modules within a compensatable fail range would add value.

The Priority Group added that this is unlikely to significantly alter existing progression rules, however they need to further consider practical system implications.

The Committee discussed the potential for such an approach to lead to potential grade inflation, which would require justification to the OfS.

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The Priority Group noted that they had explored the concept of excluding 20 credits with the lowest mark from degree calculations. The Committee questioned whether this applied to any optional modules or whether it would be limited to core modules. It was noted that some final year's lack core modules.

The Priority Group noted that discussion surrounding condonation is currently limited to UG programmes.

m24-25/125 SCA Priority Group - FREPEAT - Oral update

The Committee **noted** the report:

The Priority Group expressed concerns regarding the provision of quality advice and guidance to students at and after the FREPEAT offer point and also with EDI considerations within the FREPEAT offer.

The Priority Group recommended to SCA that:

- FREPEAT should continue.
- Guidance for students offered FREPEAT should be provided directly to students with the offer, via departments, with Boards of Studies determining provision methods.
- Guidance and support for personal supervisors of FREPEAT students should be provided to ensure optimal supervision; this could be integrated into the Personal Supervision Project.
- Academic departments should review and reflect on FREPEAT usage with their students, considering UG1 failure rates, eventual outcomes for FREPEAT students, and its contribution to reducing awarding gaps. This could be part of Annual Programme Review and aligned with award gap reviews.

The Priority Group suggested that the possibility of expanding FREPEAT to UG2 should be part of a broader review of student support and reasons for student non-success.

ACTION: JA to contact SK and JW about incorporating FREPEAT data into the "no gaps" section of the Annual Programme Review (APR).

The Committed noted a loophole in the FREPEAT offer that allows students to fail their first year, transfer programmes, fail again, and then take an offer of FREPEAT. This is on the Special Cases Team's radar.

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m24-25/126 SCA Priority Group - Exceptional Circumstances Policy- Oral update

The Committee **noted** the report:

The Priority Group noted that there is no consistent method for identifying students with caring responsibilities. Whilst self-declaration is part of enrolment, Student Advisors do not use this for unlimited self-certification letters as the information is unverified.

The Priority Group noted that some categories (a-g) in the EC Policy are understood to be verified, and some, but not all, circumstances related to caring responsibilities are verifiable.

The Priority Group noted that students with caring responsibilities should not be treated differently from other students listed in categories a-g. However, they highlighted significant concerns regarding the lack of consistent verification and identification for these students.

The Committee discussed that there needs to be a clearer understanding of which students with caring responsibilities should be offered an adjustment.

The Committee discussed that SCA needs to decide on the process and requirements for verification of circumstances, with potential input from Student Advisors being welcomed in this work.

> **ACTION: SCA to decide on the process and requirements for verification of circumstances, with input from Student Advisors.**

m24-25/127 SCA Priority Group - Progression at Risk (PaR)- Oral update

The Committee **noted** the report:

The Priority Group noted that since their last update to SCA, they had reached the consensus that implementing a PaR mechanism is not advisable for the institution due to significant risks to both students and the institution.

The Priority Group noted that from a student perspective, PaR introduces considerable uncertainty for students, impacting finances, accommodation, and overall wellbeing.

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The Priority Group noted that from an institutional perspective, the model would require additional assessment points and reassessment opportunities within tight timeframes post-progression decisions, placing a considerable burden on academic and administrative staff.

The Priority Group noted that a benchmarking exercise against other UK HEIs showed that PaR is not widely adopted.

The Priority Group noted that even when PaR was explored for programmes with PSRB requirements (e.g., BSc Nursing), the group concluded that risks to student outcomes, wellbeing, and institutional processes outweigh any potential benefits.

The Priority Group noted that SF is exploring alternatives to reduce the need for students to take Leave of Absence (LOA) due to incomplete assessments, including reviewing the assessment schedule and implementing proactive student support. These aim to offer a more supportive and flexible framework without a formal PaR model.

The Committee discussed the need for emergency PaR provision, where cases could be referred to the SCA Chair for approval. SCA is to consider this.

The Committee discussed the current policy's scope, noting that study abroad and nursing students are the only ones allowed to use PaR. A question was raised on how this policy applies to students on industry placements. SCA is to consider this.

m24-25/128 A&F project update (Oral)

The Committee **noted** the report:

The Committee noted that several policy documents will be presented to UTC in July. These documents have already been shared with SCA members for comment.

The Committee noted that work is ongoing to develop the new policies webpage.

The Committee noted that a number of other policies are currently under review and will continue to be reviewed throughout the summer period.

m24-25/129 Any other Business

The Committee noted that there had been a number of cases which YorkSU had referred to SCA regarding students being investigated for academic misconduct on probationary modules.

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The Committee considered the advice that needs to be developed beyond the current wording that 'probationary modules are to be dealt with outside the normal processes', without any indication of what this means.

The Committee noted that the SCA Secretary will send a call for interest email after this meeting, so that SCA members can join a group working on this over the summer.

ACTION: SCA Secretary to send call for interest email.

CATEGORY II

m23-24/130 Date of the next meeting

The date of the next meeting tbc for next academic year.

RESERVED BUSINESS

m24-25/131 Tracked Changes Version of Policy on Acceptable Assistance in Assessment (SCA 24-25/43)

m24-25/132 Individual Examination Arrangements
It was **noted** that individual examination arrangements for students have been approved on behalf of the Committee since its last meeting.

m24-25/133 Appointment of External Examiners
It was **noted** that various new appointments (or extension to appointments) of external examiners (UG and PGT) have been approved on behalf of the Committee since its last meeting.

m24-25/134 Results Lists
Notification was **received** of recommendations for the award of degrees approved on behalf of the Committee since its last meeting.

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