

# Standing Committee on Assessment

Minutes of the meeting held on Friday 12th September 2025 at 10.00am in V/C/109 and via Zoom online video conferencing.

## Attendance and apologies for absence:

### Members:

Prof. Steve King	CS (Sciences) (Chair)
Dr Alet Roux	Maths (Sciences) (Deputy Chair)
Dr Jasper Heinzen	History (Arts & Humanities)
Prof. Jill Webb	AD Social Sciences
Dr Daniel Morgan	Philosophy (Arts & Humanities)
Dr Jeremy Airey	Education (Social Sciences)
Sanjit Samaddar	ACT (Arts & Humanities)
Prof. Ruth Penfold-Mounce	Sociology (Social Sciences)
Dr Nigel Lowe	Chemistry (Sciences)

### In attendance :

Tom Richens	Deputy Head of Student Administration
Aya Haidar	YorkSU, Academic Officer
Dr Zara Burford	Online Programmes
Richard Andrew	YorkSU, Advice & Support Manager
Jess Penn	Deputy Head of Inclusive Education
Diane Atkinson	Student Services Manager, School for Business & Society
Daisy Bowen	Special Cases
Sarah Finch	Head of Faculty Operations - History, History of Art, Archaeology & Centre for Medieval Studies

### Apologies:

Dr Adrian Lee	Policy Manager, Academic Quality
Aimée Yeoman	SCA Secretary & Policy Officer
Dr Mathilde Péron	Economics (Social Sciences)
Dr Sue Faulds	Health Sciences (Sciences)
Prof. Paul Wakeling	Dean of YGRS
Dr Juliet James	YGRS
Jan Ball-Smith	Head of Student Success
Claire Wilkinson	Disability Services Manager
Assoc. Prof. Anna Sotiriadou	CITY College

# Standing Committee on Assessment

## **m25-26/1 Welcome and apologies for absence**

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

New committee members, Sanjit Samaddar, Nigel Lowe, Ruth Penfold-Mounce, Aya Haidar and Tom Richens were welcomed to the committee.

## **m25-26/2 Minutes of previous meeting**

Minutes of the previous meeting held on Friday 27th June 2025 were confirmed as correct.

## **m25-26/3 Matters arising from the previous minutes**

Members noted items listed on the Matters arising [log](#)

**ACTION: SK to review IDA log actions with AY to determine which 24/25 actions to carry forward or not.**

## **CLOSED**

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

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.

- **m24-25/108 Gen AI Pilot Project - Presentation (SCA 24-25/36)**, SCA Chair & Nadine Waehning to have a further discussion outside of the meeting to discuss next steps for the pilot project
- **m24-25/120 York Online Disruptions Affecting Assessment Policy 25-26**, ZB & CW to

# Standing Committee on Assessment

discuss wording surrounding SSPs outside of the meeting.

- **m24-25/122 Proposed plan for SCA Summer Review of Academic Misconduct**, EZ to discuss with SCA Secretary language proficiency in academic misconduct.
- **m24-25/129 Any other Business**, SCA Secretary to send call for interest email re. probationary module work.

## ONGOING

- **m24-25/99 SCA Priority Group - Academic Integrity Tutorial- Oral update**, A revised tutorial needs to be incorporated into programmes, linking to departmental contexts
- **m24-25/103 SCA Priority Group - Policy on Acceptable Assistance in Assessment - Oral update**, PW to review Appendix 10 of the PORD.
- **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.

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.

SCA is to strengthen policy on the content of marking criteria to encourage more standardised and consistent application across all schools and departments.

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.

- **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.

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.

- **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.
- **m24-25/121 Revised Policy on Acceptable Assistance in Assessment**, SCA Secretary to send briefing to BoEs re. this revised policy, post-UTC approval.

# Standing Committee on Assessment

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

- **m24-25/125 SCA Priority Group - FREPEAT - Oral update**, JA to contact SK and JW about incorporating FREPEAT data into the "no gaps" section of the Annual Programme Review (APR)
- **m24-25/126 SCA Priority Group - Exceptional Circumstances Policy- Oral update**, SCA to decide on the process and requirements for verification of circumstances, with input from Student Advisors.

## **m25-26/4 Chair's Report**

SCA **considered** the Chair's report.

- The Chair thanked Alet Roux who has agreed to be Deputy Chair of the SCA again.
- Training/induction sessions were recently held for Standing Academic Misconduct Panel (StAMP) members and External Examiners, alongside a Chair of Board of Examiners Forum being held where valuable feedback was received.
- A recent Senior Leaders Away Day, co-led by SCA Chair and Tom Banham, focused on making assessment more efficient and effective.
- Future away days are planned for the University Executive Board (UEB) and Council.
- NSS results were received in August with assessment and feedback results still not good. Moving forward, a new "module and evaluation" system will be introduced to gather earlier feedback from students about their concerns regarding assessment.
- CITY College has been approved to be a University Legal Entity. Its Undergraduate programmes must now be approved and are required to be four years long. Postgraduate Taught and Research degrees will begin in 2027. A request has been made for an academic SCA member to volunteer to join the Operations group next semester.

**ACTION: Members to let SK know if they are interested in joining the CITY Operations Group next semester.**

## **m25-26/5 Report from Students**

York SU **noted** that:

- The two main priorities for the academic officer this year are improving assessment and timetabling, specifically addressing the issue of bunching of assessments and reviewing how Capstone Project modules (CPMs) are run across different departments to ensure students receive equitable support.
- The academic officer noted that a few first-year students in various departments failed to progress to their second year because they were not informed they could repeat the first year. SCA noted that this issue should be addressed through a manual calculation and communication process after all module results are finalised.
- Coursework Deadline Policy: A report to the Academic Officer highlighted that all first, second, and third-year students have coursework due on the same day in a particular department. This practice was criticised as being "staff-centric" and will be reviewed to find a solution.

# Standing Committee on Assessment

**ACTION: SK and AH to find out as much information as they can about why coursework is handed in on the same day across first, second and third years and to work on it together.**

## **m25-26/6 SCA Terms of reference and membership 25-26**

The Committee **considered** and **approved** the ToRs and membership.

- There were no changes made to the ToR, however membership has now been updated to include the Chair and 3 members from each faculty. Previously the Chair was counted within faculty representation numbers. This increased number of academics acts as mitigation for any cover needed for study/research leave.
- 5 new committee members this year, across academics, Professional Services and YorkSU.

**ACTION: SK to look to appoint a representative for Postgraduates, to be approved by UEC.**

## **m25-26/7 SCA Annual Cycle of Business 25-26**

The Committee **considered** and **approved** the SCA Annual Cycle of Business.

**ACTION: Academic Misconduct Report is to be brought to SCA in November.**

## **m25-26/8 SCA Priorities (Oral Update)**

The Committee **considered** and **approved** the proposed SCA Priorities, listed on these [slides](#)

**ACTION: SK to take to UEC for comment**

## **m25-26/9 Assessment & Feedback project - significant policy changes for 25-26**

The Committee **noted**:

- Discussions are ongoing regarding the appropriate action to be taken when a student breaks policy however gains no advantage from doing so.
- Following on from feedback received at the recent CBoE forum, a message is to be sent to departments acknowledging the plan to consider working towards single marking (however not until 26/27).
- Based on feedback, two markers will be allowed to look at capstone project module assessments this year.
- Webpages for the Assessment & Feedback Project's policies for 25-26 have been successfully launched.
- A briefing note with summary changes will be sent out to staff. YorkSU and YorkOnline are working on writing student guides to these new policies.

**ACTION: JP noted that the reasonable adjustments policy has changed its name and therefore needs updating**

# Standing Committee on Assessment

**AH to make sure the student guide to the Assessment & Feedback project that she is drafting is updated to reflect this. AH to compile a mini presentation for reps to use.**

**ZB to use PGT guide as a template and write a student guide for online students. ZB & SK to discuss further.**

## **m25-26/10 Policy on Citation and Referencing Practice**

The Committee **considered** and **approved**.

- SCA questioned how this policy might work alongside collaborative provision (e.g. HYMS) and whether there should be an awareness of the implications for combined programmes.

**ACTION: DB to take SCA's endorsement forward to UEC**

## **m25-26/11 Any Other Business**

SCA Chair asked the committee whether anyone remembered a previous pilot project where presentations were marked by a single marker instead of two. It was noted that a previous member of SCA may know information about this.

**ACTION: SK to follow up with Eytan Zweig.**

SCA Chair referenced the Academic Misconduct Policy and highlighted that currently probationary offences are only for plagiarism/collusion. SCA Chair asked the committee whether False Authorship (in particular GenAI use) should be included.

The Committee was supportive of this as it catches students committing misconduct at an early stage during their programme, which can serve as a learning opportunity so they do not commit academic misconduct again.

**ACTION: SCA Chair to change policy to align with this.**

The Committee also noted that moving forward there should be a more systematic approach to keeping records of probationary cases.

## **CATEGORY II**

The Committee noted the following Cat II paper:

### **m25-26/12 Finalised draft of the Disruptions affecting Assessment policy 2025/26 ([SCA 24-25/6](#))**

Approved by Chair's action.

# Standing Committee on Assessment

## **m25-26/13 Date of the next meeting**

The date of the next meeting was **noted** as Friday 17th October 2025 at 10:00am via Zoom online video conferencing, and in person in tbc.

## **RESERVED BUSINESS**

### **m25-26/14 Individual Examination Arrangements**

It was **noted** that individual examination arrangements for students have been approved on behalf of the Committee since its last meeting.

### **m25-26/15 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.

### **m25-26/16 Results Lists**

Notification was **received** of recommendations for the award of degrees approved on behalf of the Committee since its last meeting.

To note, all of the following have been approved by Chair's action since the previous meeting.