Standing Committee on Assessment
Changes to Guide to Assessment for 2016-17: Autumn 2016

The Standing Committee on Assessment is the university committee primarily responsible for creating and maintaining University of York policy regarding all assessment methods. This briefing note is designed to update members of staff concerned with assessment on recent changes to policy, as well as to draw attention to issues which may have an impact on departmental practice.

The Guide to Assessment is available online at http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/

There are very few substantive changes this year, listed as follows:

New inclusions for 2016/17
- Assessment rules for the new Foundation Certificates and Pre-Masters programmes offered by the International Pathway College (see Guide FC, PM)
- The expectations on staff regarding support for students taking assessments during vacation time (see Guide 4.15)
- Guidance around security of work submitted for assessment (see Guide 14.13)
- Revised Academic Misconduct policy now included in the Guide

Clarifications in the 2016/7 Guide
- Clarification around electronic submission, including the use of time stamps when deciding late penalties, guidance that file uploads should begin at least 30 minutes prior to the deadline and clarity around formatting of files (see Guide 13.3)
- Details of the procedures of the Board of Examiners (already in use but included now for completeness)
- Clarification on how External Examiners can raise issues of serious concern relating to the Department (see Guide 18.5c)

Changes to policy for 2016/17
- Except where language proficiency is being assessed, or a special case is made, dictionaries will not be permitted in exams (see Guide 5.9b)
- The E-Learning Development Team (ELDT) has established a protocol for delivering online closed examinations using VLE Exam (see Guide 13.2)
- Compensation will operate down to 10% in the award year of an undergraduate programme (see Guide U1.3, U2.1, U2.2.3, U2.2.4)
- All first-year modules are now considered to be probationary for the purposes of Academic Misconduct, unless a case is made to UTC (see Guide 24.3.11)
- The Exceptional Circumstances affecting Assessment policy replaces the Mitigating Circumstances policy (see Guide 23)
- Students who have made a successful ECA claim for the August resit period but who have met the progression requirements will be allowed to progress and ‘sit as if for the first time’ during the following academic year in a maximum of 40 credits (see Guide 23.3 viii).

Should you decide to print copies of the guide either for departmental reference, or for your External Examiners, they can be bound for a reasonable charge by Campus Design and Print.

If you have any questions about the contents of this briefing, or have issues you would like to bring to the attention of the Committee, please contact one of the following:

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