

UNIVERSITY OF YORK

STANDING COMMITTEE ON ASSESSMENT

Minutes of the meeting held on Friday 28 October 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 Zara Burford	CMS
	Dr Daniel Baker	Psychology
	Debayan Dey	YUSU
	Dr Jasper Heinzen	History
	Zhang Teng	GSA

In attendance:

Dr Stephen Gow (Secretary)	Academic Integrity Coordinator
Claire Pinder (Minutes)	Academic Support Coordinator
Nic Streatfield	Student and Academic Services
Dr Jen Wotherspoon	Deputy Director SAAA

Apologies:

Prof. Kate Arnold	Dean of York Graduate Research School
Jan Ball-Smith	Apprenticeships and Inclusive Learning
Dr Daisy Bowen	Special Cases, Student Registry
Dr Kevin Caraher	SPSW
Prof. Christian Pillier	Philosophy
Eddie Cowling	International Pathway College
Dr Alet Roux	Mathematics
Dr Katherine Selby	Nat Sci/Env and Geography

m22-23/13 Welcome & Introductions

Nic Streatfield, Director of Student Life and Wellbeing, Student and Academic Services was welcomed to the meeting.

Apologies were received from Professor Kate Arnold, Jan Ball-Smith, Dr Daisy Bowen, Dr Kevin Caraher, Eddie Cowling, Katherine Selby and Dr Alet Roux.

m22-23/14 Minutes of previous meeting

The Committee approved the minutes of the meeting held **Friday 23rd September, 2022.**

m22-23/15 Matters arising from the previous minutes

- **10 September 2022 22-23/3 Professional Support Services Representation**
The Chair would liaise with DHoFOs and PSS colleagues with relation to any item of business/specific project which they could assist with.
- **10 September 2022 22-23/8 Degree Outcomes Statement**
The Degree Outcome Statement had been updated and submitted to UTC for approval before going online.
- **10 September 2022 22-23/9 Awards and Progression Rules**
It was noted that actions were ongoing and SCA will consider certain outstanding items in the agenda below and other items, including consideration of UG capstone modules and Integrated Masters progression criteria require consultation with Chairs of Boards of Examiners.
- **10 September 2022 22-23/11 Exceptional Circumstances Policy - simplified process pilot**
 - The Department of Education would soon process EC Claims for PGCE programme students under the new piloted process.
 - The Department of History noted that joint-honours students presented a challenge and required a process that would ensure a thorough, and joined-up approach to assessment of their EC claims.
 - The new EC Policy pilot had been expedited, Departments were requesting the opportunity to run the new process, and feedback from Departments would be sought in January 2023.

m22-23/16 Chair's Oral Report

- **Examinations update - closed exams and scheduling**
It was noted that rooms have been booked for November, to support mock exam opportunities for affected students. Departments had been requested to finalise their assessments by Monday 31 October 2022.
- **ECA Simplified process**
This had been discussed above in m22-23/15 Matters arising from the previous minutes, 10 September 2022 22-23/11 Exceptional Circumstances Policy - simplified process pilot.
- **SCA Terms of Reference aligned with UTC - Updated Membership, Quoracy and Voting rights see Cat II (SCA22-23/17)**
SCA Terms of Reference had been considered by UTC, and quoracy had been reviewed. It had been decided that student reps should be present when decisions are made, and that all attending members would have a voting right, with the exception of the Secretary, and Minute Secretary. SCA would adopt the same principles during the 2022/23 academic year. It was noted that SCA members could opt to abstain if required.
- **Grade conversions Tables see Cat II (SCA22-23/18)**
This was endorsed - it allowed alignment of marks with international teaching institutions.
- **SSPs and impact on assessments**
The SCA Chair had considered SSP approvals, and noted that the nature of SSPs had been changed over time- with regard to scale and complexity of need. It was noted that:
 - It was noted by SCA members, who have been approving individual assessment

arrangements for students on SSPs, that there was increasing pressure on the running of assessments. SCA noted that assessments could be more inclusive, and have a graduated approach with standardised approaches, to allow more time to individually assess complex cases.

- The SCA Chair had spoken to the Open Door Team, and the Disability Team.
- The Disability Team would provide further information.
- This would feed into the Assessment and Feedback Project.
- Policy regarding evidence for anxiety based SSP's would be clarified for any simplified policy from 2022/23 onwards.
- Nic Streatfield: Disability Support Manager would be involved in the body of work to produce standardised approaches to SSP's - with regard to scale and complexity of need.
- Assessment anxiety as a time management issue rather than a mental health issue could be explored as extensions and deferrals could potentially exacerbate issues.
- Although SSPs could be at odds with programme learning outcomes, which require public speaking, or teamwork, for example, it was noted that it is not legally possible to 'reasonably adjust' around all programme learning outcomes.

ACTION: Chair of SCA, Secretary, and JW to meet to discuss matters arising from CAP

m22-23/17 Report from Students

The YUSU representative noted that:

- Some students have concerns about closed book exams. It was noted that this had been discussed in m22-23/ Chairs Oral Report, Examinations update - closed exams and scheduling.
- Departments could further promote academic skills support offered by the Writing Centre.
- Industrial Action seemed likely, and students would potentially be impacted, especially international students if graduation is affected. It was noted that the University would endeavour to mitigate the effects of any industrial action upon students.

ACTION: Chair of SCA to discuss promotion of the Writing Centre with CBoE/CBoS.

The GSA representative noted that students had been asking about the impact of 24 hour exams upon academic integrity. Steps to mitigate any impact upon academic integrity included:

- 24 hour exams had been reviewed in 2021/22, and were under ongoing review by Departments.
- Careful selection of assessment questions by Departments.
- Assessments could be run through Turnitin plagiarism detection software.

ACTION: SG to meet with The GSA representative to discuss concerns

m22-23/18 PGT External Examiners Report

The Committee was asked to **consider** the report and suggest any further action. It was noted that:

- The PGT External Examiner Report noted broad themes and areas of best practice/ recommendation.
- Concerns regarding the impact of 24 hour exams had been noted, it would be useful to

determine if those concerns related to academic integrity, or the impact of 24 hour exams on student mental health.

- External Examiners had commented on English proficiency with Duolingo. It was noted that Departments had been satisfied with Duolingo, but further conversations in Departments could be useful to take on board any concerns raised.

ACTION - Secretary and Chair to consider how to disseminate issues raised in the report to departments and Chairs of Boards of Examiners

m22-23/19 SCA Priorities for 22/23

The Committee was asked to **consider** and **approve** details of the SCA priorities for 22/23. It was noted that:

- Changing rules in the Guide to Assessment would impact SCA priorities.
- Due to assessments being concluded at the end of semester 1 - SCA should consider whether module boards may be required rather than a scrutiny panel.
- Under semesterisation, progression could potentially be at risk if students do not know the outcome of their taught modules before their dissertation module commences. It was noted that dissertation marks could be considered as part of an exit/overall award to mitigate against this risk.
- Departments would continue to hold exam boards at the end of the academic year.
- The University may implement the appointment of an institutional external examiner.
- Priority number 8 would be provisional based upon the scope of work conducted by Jan Ball-Smith as part of assessment process review- to avoid duplication.

ACTION: Secretary to update the right hand column on the document.

ACTION: Chair to consult with DHoFOs regarding SCA priorities for 22/23.

m22-23/20 Lower Exit Awards Awards and Progression Rules - M&S (Draft)

The Committee was asked to **consider** the proposed draft wording on Exit Awards for Specialist Programmes and note any comments or concerns. The proposal concerned the rules for the exit route for Specialist PG programmes which have pre-requisite modules and what alternative exit awards would be available if students did not meet prerequisite criteria but did achieve enough credits for a general award.

It was noted that:

- The specialist Diploma should be based on passing one of the specialist modules - as it is with the Certificate the Capstone should not be a specialist module requirement.
- Some programmes need to distinguish between the Lower Exit Awards available
- SCA endorsed the Chair to consult faculties and approve by Chair's action, item to be brought back as a CAT II item.

ACTION: Faculty ADs to be consulted on proposal.

m22-23/21 Academic Misconduct Penalties - M&S

The Committee was asked to **consider** and **approve** the proposal that from 23/24, mark caps will apply to the first sit and students may use reassessment to improve marks up to a compensatable

cap mark. It was noted that:

- This would benefit a small number of students, and would not impact others. It would not make a noticeable impact upon data.
- The Committee approved this proposal.

ACTION: Secretary to add approval to UTC consideration of Award and Progression rules.

m22-23/22 Interdisciplinary Modules - M&S

The Committee was asked to **consider** and **approve** the proposal that IDT assessments are not de-risked in the Award and Progression rules but that any risk was achieved through programme and assessment design. It was noted that:

- This proposal would allow the IDT assessments to be treated in the same way that LFA modules were treated, if needs be.
- The Committee **approved** this proposal

ACTION: Secretary to add approval to UTC consideration of Award and Progression rules.

CATEGORY II

Note: approval of Category II business will be assumed unless a member indicates that they wish to bring forward an item to Category I business.

m22-23/23 SCA amended ToR Reference and membership

This has been amended in line with UTC Terms of Reference.

m22-23/24 Grade conversion tables for 2023_24 and new proposals (Global Programmes)

These have been approved by Chairs Action - unless members wish to make any comment

m22-23/25 Date of the next meeting

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

RESERVED BUSINESS

m22-23/26 Individual Examination Arrangements

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

m22-23/27 Appointment of External Examiners

It was **noted** the appointment (or extension to appointment) of external examiners (UG and PGT), approved on behalf of the Committee since its last meeting.

m22-23/28 Results Lists

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