

## Examination Board Working Group Meeting

Wednesday 2<sup>nd</sup> April 2009

D2 Richmond Building

### Meeting Notes

Present: C Toft (Chair), A Carass, N Lindsey, V Illingworth, E Cosgrove, P Brier, R Grundy, J Gibb, C Beedham, L Carpenter, B Hilditch, N Iqbal, V Shaw, J Philby, N Hils, R O'Shea, T Wright, K Scott, S Hall, C Edwards, P Martin, J Hirst, P Wilson, A Wilson, M Mooney, J Beaumont

In attendance: D McGlade

Apols: T Squire-Watt, A Hughes

#### 1. **Statement of Intent**

The document was presented and explained.

#### 2. **Key Dates**

Action: Supplementary Assessment dates to be updated, all dates to be re-checked and document re-circulated. **(TSW)**

#### 3. **Changes to Regulations**

The Supplementary Assessment period has been moved forward by one week to allow more time to hold Boards of Examiners and Assessment Committees and enrolment/re-enrolment.

Students who do not complete a stage must be given an appropriate exit award. This will be automated in future but will continue to be a manual process until then.

Students eligible for the Ordinary award but permitted Supplementary Assessment for Honours can either graduate with their peers or graduate if and when they successfully complete their re-sits, but not both.

Action: Guidance to be sought from SAS regarding the possible award of interim award certificates for Foundation Year Engineering Students. **(CT)**

Schools were reminded of the change to the carry forward mark that had been effective since September 2007 and which was still working its way through the cohorts. Ele Cosgrove had prepared a crib sheet which had been checked by ASSU.

Action: Ele Cosgrove's crib sheet to be circulated **(CT)**

#### 4. **ASSU Issues**

Jenny Beaumont (ASSU) appealed for early notice of BoE dates. Schools were asked to let ASSU have their dates by no later than the end of April, and to remember to inform ASSU of any subsequent date changes.

Andrea Wilson reminded Schools that they should be sending all their Pass Lists to the DVC Academic for Senate sign-off after BoEs were completed. Some Schools were not aware of this new practice.

Action: Guidance for pass lists to be re-circulated. **(CT)**

#### 5. **Non-Completions and Compliance**

HESA returns are now based on student stage completion status, mapped against their module completion. HEFCE rules state that a student who fails to complete any module within the year of instance is to be returned as a non-completion for all activity in that year. There are two issues which have come to light as a result of this. The first is that of students who fail to attempt assessments without good cause and this is being looked at separately.

The second is that, as HESA results are returned from SAINT, it is crucial that student records on SAINT are fully completed by the stated deadlines otherwise there is a risk of a HEFCE claw back of the funding for the whole year for any students with incomplete records.

All student results therefore need to be processed and completed in SAINT by the appropriate deadline, which has been set at 10<sup>th</sup> July. This will also enable the supplementary examination timetable to be run. For the few courses that cannot yet use SAINT for processing of course results, module results must still be fully completed by the same deadline.

## 6. Breaches and Appeals

Information on new regulations governing breaches and appeals will be appearing on the ASSU website soon.

The outcome of a breach of assessment investigation can be that the student needs to undertake supplementary assessment and that the mark will be capped at zero. At present we do not have the resources to build this into the SAINT mark schemes and therefore these students must be dealt with manually outside of the system before their final results are re-entered back into SAINT.

Action: Guidance to be circulated. **(TSW)**

## 7. New Examination Board Reporting

A demonstration of the new Board of Examiners report was given. The report will be generated via the web and the advantages include:

- no licensing issues as there were with Business Objects (BOB);
- easier to access (from a web browser on any PC/laptop on campus)
- easier to use than BOB;
- column headers can be displayed vertically;
- the report is designed to display on screen, helping to meet Ecoversity targets.

One of the main disadvantages is that the printed report is not ideal due to the design being intended as a web/projected-on-screen report. The report does not repeat headers on each page and breaks the page inappropriately. This can be partially addressed by printing a version which allows the user to select "modules per student".

Some users believed that an on screen report being projected at a BoE would not be acceptable in their Schools. It was reported that a mock board chaired by Professor Geoff Layer would be held in the following week in order to test out the viability of an on screen report.

A query was raised as to whether or not there would be a report for Foundation Years?

Action: Information regarding an Exam Board report for the Foundation Year to be circulated. **(CT)**

8. **SAINT support and out of hours support**

The SAINT Support and Development Team will be making themselves available out of office hours during the Examination Board period.

However, due to members of the SAINT Team often working out of hours last year when no users were logged into SAINT, users are asked if they can keep the SAINT Team informed when they think they will need out of hours support. In the meantime a draft would be drawn up based on the exam board schedule.

Action: A list of out of hours availability to be circulated for comment **(TSW)**.

9. **PIT Codes**

New PIT Codes will be introduced to take account of new regulations.

There was a request for the wording of the recommendations to be made clearer for students.

A meeting will be called to discuss PIT Codes further. **(TSW)**

10. **Any Other Business**

It was clarified that Programme/Course Chairs cannot chair the Board of Examiners meeting for their courses.

11. **Date of Next Meeting**

A wash up meeting will be arranged for September.