

Guidance document: Assessment Boards/Assessment Sub Boards

The College has introduced an amended process to enable the ratification of results and awards during the spread of the coronavirus.

Emergency Regulations

The College has approved the use of the Emergency Regulations, G4.10 and G4.13. In terms of Boards and quoracy, this is covered in G4.13.

G4.13 In the event that the Assessment Sub-Board and/or the Assessment Board is inquorate, the Head of Faculty, in consultation with the Chair or Deputy Chair of the Assessment Board, may allow progression, ratify results and/or ratify awards.

Assessment Sub/Module Board Meetings

The College has agreed that all Assessment Sub Board/Module Board Meetings scheduled for the remainder of 2019/20 will be held virtually, this will be reviewed in September. It is expected that the virtual meeting will be held using Skype/Teams type application. Exceptionally, if this is not feasible then an alternative method may be used.

Timeline

- Undergraduate boards will take place during the week of 20th to 24th July 2020. It is recommended that the pre-board window for production of recommendations (progression, awards etc) is between Monday 6th July 2020 and Friday 17th July 2020. Undergraduate marks will therefore need to be input into SITS no later than Wednesday 1st July 2020.
- Postgraduate boards should be scheduled with care and in consultation with Registry Services to avoid the risk of boards taking place within a compressed period of time. These will need to be scheduled and approved by the Faculty Education Managers and the Associate Director (Registry Services) by the end of May. Postgraduate marks will therefore need to be input into SITS by Wednesday 1st July 2020 to ensure that those students who have failed to meet the requirements to pass the module can be reassessed in period 3.

Ratification

To enable the expedited release of results and awards and to reduce the burden on Academic and Professional Services staff, it has been agreed by the College that all responsibility for ratifying results and awards will be devolved from Faculty Assessment Boards to Assessment Sub/Module Boards. No further regulatory changes are required as there is already provision within the regulations for the Assessment Sub Boards to ratify awards and approve progression. During this period, this change in practice will negate the need to hold any scheduled Faculty Assessment Board meetings during this period.

Release of results

Following the Assessment Sub Board meeting held to ratify results and awards, the release of results and awards to students will be co-ordinated by either Registry Services or the Education Support Teams in the Institute of Psychiatry Psychology and Neuroscience and the Florence Nightingale Faculty of Nursing, Midwifery and Palliative Care. This will be done in consultation with Boards and Awards.

Monitoring

If the Emergency powers are used this must be formally recorded in the Assessment/Module Board minutes.

Assessment Sub Board Chairs will be required to keep a COVID-19 response log for submission to the Boards and Awards team. This log will then be reported to the Academic Standards Sub-Committee.

Appeals

Following the release of results, students will have 15 working days to submit a Stage One Appeal. Executive Assessment Board meetings will take place virtually (including via email for straightforward cases) and the decisions will be reported back to the Student Conduct and Appeals Office within 30 days of the release of results.