

**Amendments to (i) UPR AS12 (Assessments and Examinations (U/G and Taught P/G) and Conferments (University-delivered provision)) and (ii) UPR AS13 (the equivalent of UPR AS12 for collaborative programmes) for 2022/23**

This paper summarises the proposed amendments to UPR AS12 and UPR AS13 for the 2022/23 academic year.

### **1. Coursework Extensions**

The University has decided that details of the operation of coursework extensions should be set out in the UPRs and supported by guidance on the CAQA website. Currently, there is very little in the UPRs about the operation of coursework extensions although ASAC has in the past agreed principles around coursework extensions. However, it is clear that not all teaching staff are aware of the principles, let alone students. The following amendments to UPR AS12, Appendix I, section 4 have been approved:

#### **4 Assessment of coursework**

##### **4.1 *Students* are:**

- a responsible for familiarising themselves with any submission deadlines or penalties and any other requirements associated with the coursework;
- b expected to contact their module lecturers if they are unclear about anything concerning the coursework assessment requirements;
- c required to submit all work for assessment by the deadline that has been stipulated unless an extension of time has been granted, in writing, by the appropriate member of the academic staff *via the process identified in their programme information (see 4.2 below)*;
- d responsible for familiarising themselves with the penalties that may be imposed as a result of their having submitted their coursework after the published deadline.

##### **4.2 *Coursework Extensions***

- a *A coursework extension is permission to hand in an assessment after the published hand-in date without either incurring a penalty or waiting to re-take an alternative assessment as a referred or deferred student;*
- b *Coursework extensions are not automatic, permission must be granted. Students must request a coursework extension from the person(s) or via the process identified in their programme information. They must provide an explanation in writing for requesting an extension specifying the number of days required, which may be for up to a maximum of seven (7) calendar days;*
- c *For some assessments, applications for extensions may not be possible, or not possible for the maximum of 7 calendar days, because of the nature of the assessment or its position in the assessment calendar. In such cases this will be made clear to students in the assessment brief / module information.*
- d *Whilst an extension can be requested any time up until the coursework deadline, it is reasonable to expect that it may take up to two (2) working days after receipt of the request to confirm whether or not the request has been accepted;*
- e *For students who have been granted an extension, coursework will be returned to them together with feedback no later than four (4) calendar weeks after the expiry of the maximum extension period available for the particular module, regardless of the period of extension granted or when the work is actually submitted.*

## **2. Permitted grounds for a request for the review of an assessment decision**

This amendment makes the grounds of appeal easier for students to understand. The previous wording was not written in plain English and resulted in many students appealing on all three of the current grounds supported by unstructured text. This then made it difficult to investigate the appeal. No material change to the grounds for appeal is intended, but simply a clearer explanation of the grounds on which a student may appeal. They will be used in the template appeal form completed by students and will enable investigators to understand more easily the basis of a student's appeal. The general principle set down in 5.3.1 will also be included in the template appeal form. There will be detailed guidance on Ask Herts which includes examples of what type of situation will fall into each of the grounds below. In addition, the appeal template completed by students will be amended to provide guidance/examples on each of the grounds below. The following amendments to UPR AS12, Appendix I, section 5 have been approved:

### **5.3 General principles *for a request for the review of an assessment decision***

- 5.3.1 Whilst *students* may raise queries about the results of an assessment, the University will not *consider* queries which consist solely of a challenge to the academic judgement of Examiners in assessing the merits of a *student's* work.
- 5.3.2 A Short Course/Module or Programme Board of Examiners (see sections 5.6.1 and 5.6.2) acts under authority delegated to it by the Academic Board and the decision of the Board of Examiners on a referred appeal is final, other than in exceptional circumstances where the Academic Board may decide to exercise its powers in accordance with the provisions of section B5, UPR AS14<sup>2</sup> (see section 5.8 of this document also).
- 5.3.3 With limited exceptions, all *investigation* materials considered by the Dean of School (or nominee) or the Vice-Chancellor under this policy will be provided to the *student*.

### **5.4 Permitted grounds for a request for the review of an assessment decision**

- 5.4.1 *Subject to the general principles set out in section 5.3 above*, the grounds on which *students* are permitted to lodge a request for the review of *an assessment* decision are *where evidence exists* that:
- a the assessment procedures were not followed properly;*
  - b there has been an administrative error that would affect the outcome of the assessment decision;*
  - c the examinations or other assessments were not conducted in accordance with the approved programme regulations;*
  - d University and/or programme-specific regulations on progression and awards were not complied with;*
  - e relevant information, including information that has already been provided by the student, was overlooked;*
  - f there is new evidence that would affect the outcome of the decision that the student was unable, for good reason, to provide earlier in the process;*
  - g there is a reasonable perception of bias during the process.*
- 5.4.2 *Students should note that:*
- i the University will respond only to those matters that fall within the permitted grounds for the request of a review set out above; and*
  - ii with the exception of appeals from Exceptional Circumstances claims, the powers of the Dean of School and the Vice-Chancellor are limited to the referral of a case back to a Short Course/Module or Programme Board of Examiners for reconsideration, where they are satisfied that this is a justifiable course of action.*

5.4.3 *Students considering an appeal are advised to consult the information and guidance available on Ask Herts.*