

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 2023/24

This paper summarises the proposed amendments to UPR AS12 and UPR AS13 for the 2023/24 academic year.

1. Coursework extensions for students with Study Needs Agreements

In the past, where a student has had a Study Needs Agreement (SNA) which allows for extra time to complete coursework, there has been differential practice. In some Schools or programmes, students are granted additional time to that specified in the SNA under UPR AS12, Appendix I, section 4.2, i.e. they may be granted an extension for up to a further seven days on top of what is specified in their SNA. In other Schools this is not the case. In some cases, students with SNAs were disadvantaged and did not receive additional time to their peers as staff granting extensions were quoting the UPR which stated a maximum of 7 days.

The University has concluded that the period of extra time specified in the SNA is appropriate for the disability, therefore, students with an SNA should not have up to an extra seven days under UPR AS12, Appendix I, section 4.2. All extensions granted under an SNA are done so in consultation with the relevant School and are discretionary. However, where students have an SNA it is because of a difference or disability which puts them at a disadvantage to those who do not. Students who are eligible for an SNA 'could' argue that by only being able to request the same extension period as all other students, they are not being offered reasonable adjustments for their disability. By offering an additional three days where possible (in line with the discretion that applies to all student requests for extensions e.g. practicality in the context of the operation of the module /course), the University is making reasonable adjustments to its practice. The following amendment has therefore been approved to UPR AS12, Appendix I, section 4.2:

4 Assessment of coursework

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 *or within the terms of a Study Needs Agreement*. They must provide an explanation in writing for requesting an extension specifying the number of days required, which may be for a maximum of seven (7) calendar days *or (10) calendar days for students with a Study Needs Agreement*;
- c For some assessments, applications for extensions may not be possible, or

2. Penalties for late submission of coursework following an extension

Clarification has been sought on the regulations applied to the situation where a student receives an extension to the submission of coursework and then submits later than the revised hand-in date. It has been agreed that in this situation the late penalty grade reduction

should be applied. The following amendment to UPR AS12, Appendix 1, Section 4.3 has been approved (N.B: UPR AS13 Appendix 1 has also been changed, for consistency):

4.3 Late submission of coursework

With exception of all online time-limited assessments, ~~unless there are accepted Exceptional Circumstances or an extension has been given:~~

- 1** For each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Levels **0, 4, 5, 6** submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 40. Where the numeric grade awarded for the assessment is less than 40, no lateness penalty will be applied. *When an extension is given, the revised hand-in date will become the deadline for coursework submission (see section 5.3.1 UPR AS 12).*
- 2** For each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Level **7** submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 50. Where the numeric grade awarded for the assessment is less than 50, no lateness penalty will be applied. *When an extension is given, the revised hand in date will become the deadline for coursework submission (see section 5.3.1 UPR AS 12).*
- 3** *Pass/fail assessments submitted after the published deadline will be awarded a grade of zero (0)*
- 4** Referred coursework submitted after the published deadline will be awarded a grade of zero (**0**).
- 5** Coursework (including deferred coursework) submitted later than five days (five working days in the case of hard copy submission) after the published deadline will be awarded a grade of zero (**0**). *When an extension is given, coursework submitted five days after the revised hand in date will be awarded a grade of zero (0).*

(Note for guidance:

For assessments requiring hard copy submission, working day refers to a weekday when the University is open for business, including vacation times)

3. Appeals process for students at Partner Institutions

In 2020/21, the University amended UPR AS13, Appendix I, to clarify that all formal appeals against the decision of examination boards should be made to the Dean of the appropriate School for investigation. However, following discussions with Schools, it is clear that the University can place confidence in the ability of some partners to undertake appeals investigations on its behalf. It is therefore proposed that, following approval by the Director of Academic Quality Assurance (or nominee), identified partners should be given delegated responsibility to undertake such investigations. The following amendment to UPR AS13, Appendix I (*Assessments and Examinations - Regulations for students (including requests for the review of examination decisions (appeals procedure)) (partner organisation-delivered provision)*) has been approved:

5 Appeals Procedure – undergraduate and taught postgraduate students (requests for the review of assessment decisions)

5.5 Formal procedure for the review of a decision by a Board of Examiners

5.5.1 *Section 5.5 describes the formal procedures for requests made in writing to the Dean of School at University of Hertfordshire. Formal procedures for requests dealt with by Partner Organisations must be published to all students, and if approved may vary from these procedures (see section 5.5.2).*

5.5.2 *All Requests for a formal review of a decision of a Board of Examiners under the provisions of the regulations in this section (5.5) ~~must be~~ are made in writing to the University of Hertfordshire, unless, the University has approved the Partner Organisation to deal with Dean of School requests under its own procedures.*

5.5.3 Irrespective of whether

4. Alignment with OfS ongoing condition of approval B4 (Assessment and Awards)

In 2021/22 OfS developed a revised approach to the regulation of Quality and Standards, to strengthen their own risk-based oversight. In 2022 they published a revised Condition B4 on Assessment and Awards, along with associated guidance. A subsequent review of the University's UPRs and processes against the revised Condition B4 by ASAC led to some recommendations, including:

- (i) the inclusion of OfS definitions such as 'assessed effectively' in the UPRs;
- (ii) additional requirements for staff reviewing work prior to being handed out to students.

Amendments have also been made to UPR AS12 to accommodate digital assessments which has changed the way in which some examinations and other assessments are conducted. The following amendments to UPR AS12 (Assessments and Examinations (undergraduate and taught postgraduate) and Conferments (University - delivered provision)) have been approved:

1 Introduction

1.1 ~~With the exception of examinations and assessments deferred or referred from the Academic Year 2021-2022,~~ The regulations, procedures and guidelines set out in this document (UPR AS12) will apply to all examinations and assessments conducted by the University on or after 1 September 2023.

1.2 This document should be read in conjunction with UPR AS11; UPR AS14; individual programme regulations; where applicable, the regulations of external validating bodies and UPR SA03/UPR SA02.

1.3 *Assessments at the University are categorised into coursework, examinations, tests (including Canvas quizzes, online invigilated tests and classroom-based tests) and practicals (including laboratory assessments, OSCEs and some presentations)*

1.4 *Assessment of students by examination is only permitted where examinations (i) are a PSRB requirement; or (ii) they are the best pedagogic approach for the discipline.*

1.5 *Students must be "assessed effectively" in accordance with the expectations of the Office for Students ongoing Condition of Registration B4. This means students must be assessed in a challenging and appropriately comprehensive way, consistent with the level of study. "Assessed effectively" includes a requirement that:*

- (i) Assessments are designed in a way that minimises the opportunities for academic misconduct and facilitates the detection of such misconduct where it does occur; and*

- (ii) *There is assessment of technical proficiency in the English language in a manner that appropriately reflects the level and content of the course.*

3 Definitions

For the purposes of this document the following definitions will apply:

i **'programme'**

a programme is a set of one or more awards which are *delivered administered* together. The essential feature is that each programme has only one set of programme regulations contained in a Programme Specification, even though there may be many awards (and their associated interim awards).

ii **'module'**

a module is defined as a self-contained amount of study with defined objectives, syllabus and assessment which measures knowledge/skill. Its minimum size will normally be **15** credits (which are equivalent to **7.5** European Credit Transfer System (ECTS) credit points) or integral multiples thereof. **15** credits are formally regarded as one twenty-fourth of the knowledge/skill gained by a student with a standard entry qualification during their study for *a Bachelor's Degree with Honours an honours degree* and one twelfth of that gained by a student following a taught Master's programme. Students enrol on a combination of modules which are specified in the Programme Specification. A module is also defined by its module identifier, its aims and intended learning outcomes, its level, its size (expressed in credit points) and other details captured in the Definitive Module Document (DMD).

iii **'examination'**

an assessment organised by the Examinations Office, including hosted external examinations. Examinations may be:

- a) *In-person handwritten with in-person invigilation (open book i.e. with permitted materials either physical or electronic resources);*
- b) *In-person handwritten with in-person invigilation (closed book);*
- c) *In-person digital with in-person invigilation (open book i.e with permitted materials either physical or electronic resources);*
- d) *In-person digital with in-person invigilation (closed book)*
- e) *online with live remote invigilation;*
- f) *online remote invigilation (reviewed i.e not live).*

iv **'remote examination or other assessment'**

in a space not timetabled or organised by the University. The space may be chosen by the student following the guidance provided by the University or a University approved third party invigilation service.

v **'remote invigilation'**

invigilation that of a digital examination or other assessment that is not in-person.

vi **'examination paper'**

examination questions in physical or electronic format.

vii **'examination script'**

completed examination answers on official examination stationery (including, but not limited to, answer books, continuation sheets and graph paper) as supplied by the Associate Director (Academic Services) or *completed examination answers in digital format equivalent electronic versions*.

viii **'examination room'**

the physical space or online environment in which an examination takes place.

ix **'coursework'**

for the purposes of these regulations, coursework will include, but is not limited to, all essays, *problem-based questions, reports assignment*, tests, projects, dissertations, practical work, performance, placement or field trip reports, designs, theses, artefacts, presentations, student-led seminars and exhibitions.

x **'digital examination or test'**

an examination with questions in an electronic format that takes place with the student using a computer to answer the questions in an online environment.

~~xi **'Associate Director':**~~

~~the Associate Director (Academic Services).~~

xi **'Head Director of Student Administration**

the *Director* of Student Administration or an individual within the Student Administration Service who has been nominated by the *Director* of Student Administration to be responsible for administrative tasks relating to the assessment of students.

xii **'Invigilator'**

This term is used in the singular throughout this document and refers, as appropriate, to circumstances where University regulations require that only one Invigilator need be present at an examination (that Invigilator is, therefore, the Invigilator in Charge). It is also used in circumstances where the regulations require that more than one Invigilator is present at an examination and that the Associate Director (*Academic Services*) designates one of these Invigilators as the 'Invigilator in Charge'.

'Invigilator' includes a person conducting live remote or reviewed invigilation.

xiii **'Invigilator in Charge'**

This term is used

4 Institutional Roles and Responsibilities

4.1 Deans of School will ensure that:

- i *assessment of student work is conducted effectively in accordance with the expectations of the Office for Students Ongoing Condition of Registration B4 (see further section 1.5)*

- ii. Programme ~~Handbooks information is are~~ prepared for each programme and that ~~it is they are~~ updated annually;
- iii with the exception of coursework set in the first four (4) weeks

5 Regulations and Procedures relating to the setting, review, submission, marking and moderation of examinations and assessments

5.1 Setting and review of assessments

(see also section 7.2: 'Setting and moderation of examination papers')

5.1.1. *Students must be "assessed effectively" in accordance with the expectations of the Office for Students Ongoing Condition of Registration B4. This means assessed in a challenging and appropriately comprehensive way, consistent with the level of study. "Assessed effectively" includes a requirement that:*

- (i) *assessments are designed in a way that minimises the opportunities for academic misconduct and facilitates the detection of such misconduct where it does occur; and*
- (ii) *there is assessment of technical proficiency in the English language in a manner that appropriately reflects the level and content of the course.*

5.1.2 All *assessment* tasks (including *those by* examination ~~papers~~) should not normally be identical in detail on successive occasions that a module runs, nor at first and second (referred/deferred) sitting of a module. While the nature of an assignment task and the learning outcomes assessed can be the same, this requirement will reduce the possibility of academic misconduct by students utilising work produced by other students in earlier years. However, an identically worded coursework task may be used where the assessment is based on an individual student's experience since this will produce a unique response. Likewise, it may be appropriate to use an identically worded coursework task at a second (referred/deferred) sitting in order to assess progress in achievement of learning outcomes based upon feedback provided on the first attempt.

5.1.3 All summative assessment (coursework as well as examinations) should be reviewed by an academic colleague prior to being handed out to students. This activity may be achieved within a module team or may be assigned to an appropriate individual, for example, an internal moderator. The review process should ensure that:

- (i) the learning outcomes are addressed; and
- (ii) *the assessment is designed in a way that minimises the opportunities for academic misconduct; and*
- (iii) *the assessment task and grading criteria are consistent with the level of study; and*
- (iv) *that different grading criteria are in place for students studying at different levels undertaking the same assessment.*
- (v) the total assessment load is ~~satisfactory~~ *appropriate*.

5.1.4 Where a single element of coursework counts for **30%** or more

6 Regulations and Procedures relating to the invigilation of examinations and **other** assessments

6.1 General regulations

6.1.1 Scope

These general regulations apply to all examinations and **other** assessments **requiring invigilation**. Where responsibility for invigilation has been assumed by a School, the regulations in section 6.3 also apply.

6.1.2 Ratio of Invigilators to students **for examinations**

- i One (1) Invigilator is required for each room in which up to **a maximum of 25 35** students are to sit an examination.
- ii Where more than **25 35** students are to be examined in a room, an additional Invigilator must be present for each additional **25 35** students (or part thereof).
- iii In cases where extra time is granted to students with disabilities or additional needs, the examination will take place in a separate examination room and will be invigilated by a member of the University's Panel of Invigilators (see section 6.2.1).
- iv In cases where invigilation responsibilities have been outsourced to a third-party e.g a remote invigilation service provider, the ratio will be pre-approved as part of a service level agreement.*

6.1.3 Role and responsibilities of Invigilators (see Appendix III, UPR AS12¹)

All Invigilators, whether members of the University's Panel of Invigilators or members of the University's staff, will ensure that the University's regulations for the invigilation of examinations and **other** assessments are observed at all times.

6.2 The University's Panel of Invigilators

For all in-person examinations the Associate Director (*Academic Services*):

- i will appoint Invigilators;
- ii is responsible for the training and, as appropriate, the payment of members of the Panel of Invigilators and for the maintenance of records concerning the Panel;
- iii will provide members of the Panel of Invigilators with detailed notes of guidance together with relevant extracts from the regulations set out in this document (UPR AS12).

For approved third-party service providers e.g remote invigilation services, invigilators will be appointed in collaboration with representatives from Library and Computing Services and/or the Learning and Teaching Innovation Centre. Payment for services will be the responsibility of the relevant School.

6.3 **Where responsibility for invigilation has been assumed by a School** ~~**Invigilation of examinations and assessments supervised by the Schools**~~

~~General regulations~~

- i Assessments to be invigilated by the Schools *include in-person digital assessments, remote digital assessments, practical assessments examinations, including laboratory-based assessments examinations* and such other *non-laboratory assessments examinations* as the relevant Board of Examiners decides, will be invigilated by the School responsible for the module.
- ii The Dean of School:
 - a is responsible for ensuring that these *assessments examinations* are conducted in a manner consistent with the requirements of the regulations set out in this document (UPR AS12);
 - b will ensure that members of their staff are available and have full information concerning the *assessments examination(s)* which they are to invigilate.
 - c *will ensure that assessments are scheduled in a way that does not adversely impact the examination timetable.*
 - d *will, for in-person digital assessments, ensure a suitable environment and computer equipment is booked and that technical support is available.*
 - e *will, for remote digital assessments, take steps to ensure that the student understands that:*
 - *they are responsible for undertaking the assessment in a suitable environment with appropriate computer equipment in accordance with School or any remote invigilation service provider guidance; and*
 - *in the event of a technical issue occurring, they should follow the School guidance on reporting technical issues and/or seeking technical support from the remote invigilation service provider.*

iii *Electrical and/or computer breakdown*

In the event of an electrical or computer breakdown, during an in-person digital assessment, the Invigilator will consult the Associate Dean for Academic Quality Assurance and/or module leader to determine the course of action to be taken and will notify the students accordingly. Where the assessment is taking place remotely, the student should follow school guidance on reporting technical issues, including electrical and/or computer breakdown. The Associate Dean for Academic Quality Assurance and/or module leader should determine the course of action.

6.4 Examinations ~~involving the where~~ use of a computers *is permitted* for students with a Study Needs Agreement in place

a *Invigilation*

For Semester A and B examinations and the main referred/deferred examination periods, the Associate Director (*Academic Services*) will be responsible for arranging the invigilation of examinations involving the use of computers.

- b Regardless of whether invigilation is the responsibility of the Associate Director (*Academic Services*) or a School, the officers responsible will ensure that suitable technical support is available in the Examination Room.

- c Invigilators will ensure that students are aware that they must print and save their work in accordance with the provisions of *UPR AS12, Appendix III, section 2*¹.
- d ~~ELECTRICAL AND/OR COMPUTER BREAKDOWN~~ *Electrical and/or computer breakdown.*

In the event of an electrical or computer breakdown, the Invigilator will consult the Associate Director (*Academic Services*), where the Associate Director (*Academic Services*) is responsible for the invigilation of the examination, or the Module Leader/Internal Examiner, where the ~~assessment examination~~ is taking place in the School, to determine the course of action to be taken and will notify the students accordingly.

7 Regulations and Procedures relating to examinations supervised by the Associate Director (*Academic Services*)

7.1 Scheduling of examinations (including referred/deferred examinations)

- 7.1.1 Where an examination paper is to be used for more than one examination, all of those examinations, regardless of where they are to be held, will be conducted at the same time.

In the case of remote digital assessments:

- (a) *Where students are studying across multiple time zones, the assessment start time should ensure that students are not completing assessments during unsociable hours. Where it is not possible to determine an appropriate fixed start time, either because time zones do not allow for this, or because of limitations imposed by remote invigilation service providers, a window of opportunity as detailed in (b) below may be permitted.*
- (b) *Where a window of opportunity is permitted, different versions of the same assessment should be presented to students. For example, through the random selection of questions from a bank, the use of varied case studies and/or the shuffling of questions and distractors. Feedback and scores should not be made available for viewing until after all students have completed the assessment.*

- 7.1.2 The Associate Director (*Academic Services*) is responsible ...

7.1.4 Off-campus ~~formal~~ examinations for *Home* programmes

- i Home programmes (i.e. non-collaborative programmes, delivered by University of Hertfordshire staff) where students are not required to attend the University campus on any occasion for any reason are collectively referred to as off-campus delivered programmes (for example, distance learning programmes, University-delivered elements of Joint and Dual Awards and Fly-In Faculty arrangements).
- ii Where students registered on programmes delivered off-campus sit a formal examination away from the University campus, all University policies and regulations must be adhered to.
- iii If students registered on off-campus delivered programmes are not sitting a paper at the same time as campus-based students, a different examination paper must be set for these students (see section 7.1.1).

- iv If overseas-based students registered on off-campus delivered programmes are permitted by the Exams and Awards Office to sit a formal examination overseas, they must sit the examination:
 - a at an academic institution with which the University of Hertfordshire has agreed an arrangement for the examination sitting(s) after an approach has been made to that institution by the student or the student's School or
 - b at the British Council or
 - c (in the case of a cohort of students only), on premises under the supervision of a member of University staff who will be responsible for receiving the examination paper, invigilating the examination and sending the completed examination scripts for marking or
 - d at an approved University academic support partner (see section D2, UPR AS17) or
 - e *at a location of the students choosing, that also meets the environmental requirements of the University approved remote invigilation service. This applies only where a remote digital exam is an option.*

- v If UK-based students on off-campus delivered programmes are permitted by the Exams and Awards Office to sit a formal examination other than on the University Campus, they must sit the examination:
 - a at an academic institution with which the University of Hertfordshire has agreed an arrangement for the examination sitting(s) after an approach has been made to that institution by the student or the student's School or
 - b (in the case of a cohort of students only) on premises under the supervision of a member of University staff who will be responsible for receiving the examination paper, invigilating the examination and sending the completed examination scripts for marking or
 - c at an approved University academic support partner (see section D2, UPR AS17) *or*
 - d *at a location of the students choosing, that meets the environmental requirements of the University approved remote invigilation service. This applies only where a remote digital exam is an option.*

Sections 7.1.4, iv and 7.1.4, v, will not apply where a professional or statutory-regulatory body requires an examination to be sat at a professional body-registered examination centre.

- vi All formal examination papers *not to be undertaken digitally* should be sent out by *recorded delivery post* or the University's file exchange server to the member of staff responsible for the administration of the examination taking place off the University Campus.

- vii ~~For the purpose of the above sub-sections, a formal examination means one which is administered through the Exams and Awards Office and is defined as such in the Definitive Module Document (DMD).~~