# ASSESSMENT AND FEEDBACK PROCEDURES

<table>
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<tr>
<th>Version No.</th>
<th>Description</th>
<th>Author</th>
<th>Approval</th>
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<td>1.2</td>
<td>Assessment and Feedback Procedures</td>
<td>Assessment and Feedback Working Group</td>
<td>Senate September 2014</td>
<td>September 2014</td>
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**September 2014**  **Version 1.2**

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Introduction

i. This document provides guidelines on developing a consistent approach on assessments, including examinations and providing feedback to students. These guidelines form part of the University regulations.

2 Examination Arrangements

2.1 Undergraduate Examinations

i. There are two main diets of examinations in January and May/June and a resit diet in August. The timetable and arrangements for undergraduate examinations are organised by the Student Awards and Graduations Team after consultation with Examination Coordinators. Student Awards and Graduations aims to publish the examination timetable for the main diets in January and May/June eight weeks before the first examination, and for the resit diet in August, at least four weeks before the date of the first examination.

ii. Examination Coordinators in Departments/Schools should check the draft Faculty timetable in terms of the student experience of the examinations schedule for their particular students. Where Coordinators have a concern regarding this, they should liaise with staff in the Student Awards and Graduations Team to determine the potential for any revisions.

iii. The wide range of curriculum choice in the undergraduate programme can result in congestion in the examination timetable. Whilst every effort is made to ensure that students are not required to sit more than two examinations in a 30 hour period in some instances it is unavoidable. Where a student has a significant concern with the timetable, the student should contact the relevant departmental coordinator in the first instance. Following this, a further discussion with the Student Awards and Graduations Team may take place regarding any revision of the timetable that may be possible.

1.2 Postgraduate Examinations

The timetable and arrangements for postgraduate degree examinations are organised by the Programme Directors and Departments/Schools concerned.

1.3 Examinations Co-ordinators

Each Department/School or Programme Director appoints an Examinations Coordinator who is named in the relevant Programme Handbooks and whose responsibilities will normally include but may not be limited to:

- Co-ordinating undergraduate examinations for a Department/School or Programme in liaison with Student Awards and Graduations.
- Co-ordinating the preparation of examination papers within the Department/School or Programme (Note: each examination paper must state the date and time of the examination on the front page).
- Allocating appropriate invigilators for each examination and informing Student Awards and Graduations accordingly.
- Liaising with Programme Organiser/ Team within the Department/School or Programme about any arrangements to be made for students with disabilities
• Ensure that individual invigilators are fully aware of their responsibilities as set down in the Guidance Notes for Invigilators.
• Ensure that examination papers are set and delivered to Student Awards and Graduations on time and without errors.

1.4 Students with Disabilities
See the University Policy and Procedures for Management and Support for Undergraduate and Postgraduate Disabled Students at http://www.strath.ac.uk/staff/policies/academic/.

i. Departments/Schools shall consider the needs of disabled students in assessments and examinations at the programme design stage.

ii. The Examinations Coordinator and Class Teams are responsible for making the necessary arrangements for students with disabilities to undertake formal examinations, class tests, project work or continuous assessment except where a Department/School has a designated person to co-ordinate examination arrangements for disabled students. In which case, that individual is responsible.

iii. Assessment of the needs of disabled students is carried out by the Disability Service, where evidence of a student’s needs is held and discussed prior to recommendations being made to Departments/Schools about any necessary adjustments to assessments and examinations for disabled students. Departments/Schools are advised to discuss these adjustments with the disabled student concerned and the Disability Service if they feel that the adjustments can be improved on. Once agreed upon these adjustments will be mandatory. This ensures equity in treatment among students across the institution.

iv. Staff in the Disability Service are available to discuss individual students’ examination and assessment needs with colleagues in Departments/Schools who have responsibility for setting and administering assessments and examinations.

v. Examination Coordinators should make any necessary arrangements as early as possible. Where a student becomes disabled (for example as the result of an accident) or only approaches the Department/School or the Disability Service to request support late on in the academic year, Departments/Schools retain an obligation to make any recommended, reasonable adjustments. Of course what may be reasonable may be linked to the available time prior to the exam taking place, but ensuring the student is not disadvantaged remains essential.

1.5 Examinations Outwith the University

i. In exceptional cases, a student who is based on the Strathclyde campus may be allowed to take an examination off campus with the approval of the Head of Department/School.

ii. Following a request by a student to take an examination outwith the University, the Programme Director/ Administrator should consider the case put forward by the student to warrant permission to take the examination outwith the University. Students who have left the UK to return to their home country, and who would incur major costs if they had to travel to the UK for the re-sit of the exam only (and/or who might have problems in obtaining a visa in time for the re-sit), can be permitted to take the examination in their home country. Other circumstances which could be taken into account in deciding whether to permit a student to take an examination outwith the University might be
personal illness, illness in the immediate family or the death of a close family member. See Personal Circumstances and Academic Appeals Procedure.

iii. If the Department/School permits the student to take an examination outwith the University, a number of operational requirements have to be fulfilled to ensure compliance with the University’s quality assurance procedures and equity in treatment for all students:

   a. An appropriate venue for the exam needs to be identified; typically either at a local University or British Council office.

   b. Appropriate invigilation must be organised as for similar examinations held in the UK. Invigilation must be independent, i.e. friends or family cannot carry out invigilation.

   c. Where a single examination paper is used the examination must take place at exactly the same time as the UK equivalent even where this means that the student must sit the examination late at night or early in the morning.

   d. Arrangements must be in place for the safe and confidential transportation and storage of the examination paper and examination script.

   e. The candidate must bear any necessary costs associated with taking the examination outwith the University of Strathclyde (such as transportation of the script and costs associated with invigilation).

   f. The formal approval of the Head of Department/Head of School must be obtained.

iv. Once the request has been assessed and the necessary arrangements have been made, notification shall be sent to the Deputy Director of Student Experience and Enhancement Services.

2 Setting of Examination Papers

2.1 Formal Examinations

i. Class Organisers/Teams are responsible for preparing any formal examination paper(s) for their modules.

ii. The front page shall include clear statements about:

   - Any information/materials (if any) that may be taken into the examination room (authorised material); and
   - The use of calculators (if permitted) during the examination (authorised use).

iii. This information shall also be made known to the students prior to the examination.

iv. The master copy of the paper, once finalised, is sent to the Examinations Section of Student Business who will arrange for the appropriate number of copies to be printed.
v. Finalised papers shall be submitted to Student Awards and Graduations no later than two weeks prior to the University’s closure for the Christmas vacation for the January diet and no later than two weeks before the start of the May and August diets.

vi. At all stages of this process the contents of the draft examination paper are strictly confidential except that Departments/Schools should involve the External Examiner(s) for the programme in the process.

vii. Examinations Coordinators are finally responsible for the paper that is sent to Student Awards and Graduations and they should proof read papers thoroughly before sending them to Student Awards and Graduations. Student Awards and Graduations shall subsequently check the date and time of the examination, the number of pages and any special requirements against the Departmental/ School Checklist before sending the paper to print.

2.2 Assessment Outwith the Exam Diet

i. Class Organisers/ Team are also responsible for the organisation and arrangements to be made for any assessment outwith the exam diet.

ii. These arrangements include the preparation and printing of any examination paper(s) for class tests and this process must be kept confidential.

iii. Class Organisers should note any recommendations on Pegasus with respect to the needs of disabled students in setting assessments, class tests or project work, but should be aware that recommendations may not always appear on Pegasus in advance of the first piece of assessed work. Departmental/ School staff are responsible for informing students of the outcome of any assessment outwith the main exam diets. However, Departments/Schools should note that all final summative marks should be forwarded to Student Business for release to students.

3 Disruptions to Assessments

i. Students will not be disadvantaged in the event of a significant disruption to an assessment that is outside the control of students or staff.

ii. Where a student considers an assessment to have been significantly disrupted, staff may provide students with the opportunity to take a replacement assessment.

4 Marking of Examination Scripts

4.1 Internal Markers

The member or members of staff involved with each class are responsible for the marking of the examination scripts. In some instances there may be additional internal markers who will also mark the scripts.

4.2 External Markers

A sample of students’ work will be provided to the External Examiners.
4.3 Anonymous Marking Scheme

i. The University operates an anonymous marking scheme for exam scripts.

ii. Only once the marking of the examination script is complete for that class are the names of the students concerned revealed on the scripts.

iii. The Marks Coordinator is then responsible for calculating the composite mark obtained by each student for the class and for returning the marks to the Examinations Coordinator for transmission to Student Business by electronic transfer.

4.4 Return of Marks to Student Business

i. A deadline for the return of marks to Student Business is set for each main diet of examinations and is printed in the Calendar of Dates.

ii. Marks must be returned to Student Business by electronic transfer.

4.5 Retention of Examination Scripts

Senate requires examination scripts on which decisions have been taken by the appropriate Board of Examiners be retained until after the end of the first semester of the following academic year.

5 Processing of Marks

5.1 Preparation of Undergraduate Marks Schedules

i. Once Student Business has received the marks, marks schedules are prepared for each programme.

ii. The Faculty Manager or nominee concerned makes an overall check of the schedule and issues copies to individual members of the Board of Examiners to enable Marks Coordinators to check marks and Advisers of Studies and Academic Counsellors to prepare any comments prior to consideration by any preliminary and main boards.

Marks schedules prepared by Student Business should normally be used for Honours Examination Boards.

5.2 Quality Assurance Committee

The Quality Assurance Committee scrutinises the pass rates for modules in all years except final honours years, when it looks at the distribution of degree classifications.

6 Boards of Examiners

6.1 General Boards of Examiners

i. The constitution and Procedure of Boards of Examiners for First Degrees is as set out in the Constitutional Regulations 1.10.
iii. The External Examiners for the programmes being considered are also members of the Board.

iv. The Dean or Vice-Dean of the Faculty appoints a Convener from the membership.

v. The Faculty Manager or nominee acts as secretary to the Boards.

vi. The Faculty Guidelines for Boards of Examiners detail the main types of decisions available for each year of each programme as summarised below:

<table>
<thead>
<tr>
<th>Pass/transfer to Honours/Integrated Masters</th>
<th>All assessments passed - proceed to next year of programme</th>
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<tbody>
<tr>
<td>Proceed</td>
<td>Normally resit diet only: performance in assessments sufficient to proceed to next year of programme: may have to resit failed Examinations or repeat modules or compensate with alternative modules at some stage</td>
</tr>
<tr>
<td>Award</td>
<td>Examples are Pass Degree or General Degree</td>
</tr>
<tr>
<td>Resit</td>
<td>June diet only: must resit outstanding Examinations before progress decision is made</td>
</tr>
<tr>
<td>Transfer to a specified alternative programme</td>
<td>Normally resit diet only: insufficient credits or remaining opportunities to resit/repeat modules to proceed to the next year of the programme for which originally registered but may transfer to a specified alternative programme, usually a general or pass degree: may also have to resit/repeat some failed modules</td>
</tr>
<tr>
<td>Suspend</td>
<td>Normally resit diet only: must resit outstanding examinations in the next session with a view to progressing to the next year of the programme in the following session; may be combined with a transfer decision</td>
</tr>
<tr>
<td>Reattend</td>
<td>Allowed on medical or other compassionate grounds to repeat the year</td>
</tr>
<tr>
<td>Withdraw</td>
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</table>

vii. There may additionally be one off decisions in exceptional circumstances.

viii. The Faculty Manager or nominee is responsible for ensuring that all decisions of the Board of Examiners are properly recorded and that the schedule is signed by the Convener and the External Examiner at the end of the meeting. Once all decisions have been entered into the system, Student Business will produce a post board schedule (for all degree programmes) for checking by Faculties.

ix. Student Business will inform candidates of their results. For candidates with special conditions attached to the outcome of their results, the Faculty Manager will communicate this information to them via Student Business.
6.2 **Honours Boards of Examiners**

i. The Honours Boards of Examiners usually meet once per year and comprise the Professors, Heads of Departments/Schools and such other academic staff involved in the provision of the degree programme as the Board of Study may nominate.

ii. An active involvement is expected from the External Examiners in the business of the Board is expected. The External Examiner(s) for the degree programme in question may sit on the Board or provide their input in alternative ways.

iii. The Head of Department/Head of School involved or nominee convenes the Honours Board. If more than one Department/School is involved the Board decides which Head of Department/School will convene the Board and any other Head of Department/School involved is entitled to be a member of the Board.

iv. Honours schedules of marks are normally prepared by Student Business.

v. The Board will consider the performance of candidates in accordance with the degree regulations and with Faculty Guidelines for the Board of Examiners and will decide on the award or otherwise of the degree. The External Examiners are normally called upon to provide their input to this decision-making process.

vi. The Board should satisfy itself that appropriate adjustments were made prior to the Board for any disabled students and that the impact of their impairment has been taken into consideration and special circumstances taken into account.

vii. The Board of Examiners decides on an appropriate award and Honours classification based on each candidate's overall performance and the appropriate programme regulations, as follows:

- First Class Degree
- Upper Second Class Degree
- Lower Second Class Degree
- Third Class Degree
- Exit award e.g. Pass Degree if appropriate

viii. Once decisions are reached, the final schedule of marks is signed by the Convener of the Board and by any External Examiner(s) in attendance.

ix. The Faculty Manager or nominee is responsible for ensuring that all decisions of the Board of Examiners are properly recorded and that the schedule is signed by the Convener and the External Examiner at the end of the meeting. Student Business will inform the students of the results. Departments/Schools should not communicate classification and final marks to students.

6.3 **Postgraduate Taught Programmes**

i. The Board of Examiners for a Postgraduate Taught programme is appointed by Senate on the recommendation of the Board of Study and comprises no fewer than four persons for each such programme including academic staff responsible for the conduct of the programme and an External Examiner.
ii. The Board of Examiners may require candidates to present themselves for oral examination (or alternative form of assessment deemed appropriate for a disabled student). They may subject candidates to additional examination or permit candidates to resit examinations, where this is allowed by the regulations.

iii. The Convener and any External Examiners in attendance sign the final schedule of marks.

iv. Postgraduate taught awards are awarded by Boards of Examiners.

7 Publication of Results

7.1 Undergraduate Results: June and August

i. On receipt of signed Post Board Schedules, Student Business coordinates the release of results to students on Pegasus.

ii. Departments/Schools should not release marks to students as Pegasus is the agreed source.

7.2 Undergraduate Marks: January

i. As the Boards of Examiners do not meet in January, Student Business communicates only unapproved marks on Pegasus to individual students who have taken January examinations.

ii. Students are advised that these marks will not be ratified until the Board of Examiners meets in June.

7.3 Postgraduate Results

i. On receipt of signed Post Board schedules, Student Business coordinates the release of results to students on Pegasus.

8 Appeals

For the Appeals Policy please see the Academic Policies and Procedures web page [http://www.strath.ac.uk/staff/policies/academic/](http://www.strath.ac.uk/staff/policies/academic/).

9. External Examiners

See the Policy and Procedures for External Examiners of Taught Programmes and the Policy and Procedures for Examiners of Research Degrees at [http://www.strath.ac.uk/staff/policies/academic/](http://www.strath.ac.uk/staff/policies/academic/).

10 Additional Monitoring

10.1 Student Progress and Examinations Monitoring
i. The Quality Assurance Committee (QAC) is convened by the Associate Deputy Principal for Education and monitors pass rates after each examination diet for all undergraduate modules.

ii. At its February meeting QAC also considers the composite reports on the findings of External Examiners produced by the Faculties and overall retention rates on programmes.

iii. The Committee may itself take action if necessary or may report particular issues to Senate or the Education Strategy Committee.

iv. QAC also conducts an annual survey of the progress of postgraduate taught students and, again, will initiate action and/or report to Senate or the Education Strategy Committee as required.

11 Academic Dishonesty

See Guidance on Dealing with Instances of Possible Academic Dishonesty by Students at [http://www.strath.ac.uk/staff/policies/academic/](http://www.strath.ac.uk/staff/policies/academic/)

12 Queries

In case of any queries relating to this guidance please contact educationenhancement@strath.ac.uk. For specific queries in relation to meeting appropriate needs of students please see the contact list provided in appendix 1.
Appendix 1

For specific queries in relation to meeting appropriate needs of students please contact:

**Disability Service**
Email: disabilityservice@strath.ac.uk
Phone: 0141 548 3402

**Chaplaincy**
Email: chaplaincy@strath.ac.uk
Phone: 0141 548 4144

**Equality and Diversity**
Email: equalopportunities@strath.ac.uk
Phone: 0141 548 2811