



## Exam Boards 2021

Attached is an exam board minute template that includes reference to issues arising from the Covid-19 pandemic, including:

- Impact of Assessment Support Measures issued in session 2020-21; and
- where relevant, the application of the No Detriment policy in relation to results obtained during the period 16 March 2020 to 11 September 2020.

Across the University, practice varies as to the numbers normally present at an exam board. Where normal practice is for a large number of staff to attend, Schools/RIs may find it more convenient to have a smaller than usual exam board given that exam boards will continue to be conducted remotely. The quorum, as defined in the Code of Assessment,<sup>1</sup> must be present.

Queries that arise in relation to exam board meetings should be directed, via email, to [covid19opsgroup@glasgow.ac.uk](mailto:covid19opsgroup@glasgow.ac.uk).

---

<sup>1</sup> S. 16.66(a): ‘...the quorum shall comprise the Head of School or Research Institute (or their nominee), the Assessment Officer, an Internal Examiner and an External Examiner.’

## Template for Minutes of Board of Examiners' Meetings – May/June and August 2021

In producing Examination Board minutes, all Schools/RIs are asked to use the standard headings detailed below. Boards of Examiners are advised to adhere to the following:

- refer to individual students by registration number only to preserve anonymity during discussion and in the minutes;
- avoid including personal information other than as detailed in the template below (such as the final outcome for each student);
- ensure that the minutes attribute all decisions to the Board, rather than refer to individual examiners.

### *Data Protection*

Under Data Protection legislation universities are obliged to disclose to students, on request, extracts of any Examination Board minutes which refer to the student in question by any identifier from which the student could be identified e.g. registration number. In such disclosures, references to third parties by name, registration number or other identifiers must be removed from the minutes before they are made available to a data subject. Further information on responding to data requests is available from the Data Protection/Freedom of Information Office: <https://www.gla.ac.uk/myglasgow/dpfoioffice/>

### **Standard Headings for Examination Board Minutes**

- Full Title of Examination Board.
- Date of meeting.
- List of those present identifying the Convener, the internal examiners, the Assessment Officer, the external examiner(s) and the meeting clerk. Where an examiner is not present at the Board, the minute should acknowledge receipt of any written comments.

A note should be made that the exam board was conducted remotely. Any particular impacts of this should also be recorded, e.g. lack of access to any assessment materials such as handwritten scripts from the 2019-20 session that are held on the University campus.

- List of programmes and/or courses being examined.
- Refer to the general statement on the context of the Covid-19 pandemic, the No Detriment policy and Assessment Support Measures (see below, which should be appended to the minutes).

Note extraordinary measures in relation to the relevant programmes/courses including:

- Impacted teaching: issues relating to the move to on-line delivery for session 2020-21, any changes to course delivery such as labs, fieldtrips: alternative arrangements put in place and how these were approved (e.g. note if course changes in 2020-21 were approved under the blanket arrangements for temporary changes made in response to the Covid-19 pandemic).
- Alternative formats of assessment adopted due to the Covid-19 pandemic, e.g. on-line open exams, and any adjustments made to the mapping of percentage results to Schedule A grades.
- Good Cause claims 2020-21:
  - list of candidates considered
  - outcome of discussions on these cases.

- Explanation of calculations used in determining results or where percentage marking has been employed, a statement of the conversion scheme translating percentages to the Schedule A bands.
- Statement of amended requirements for award issued through the Assessment Support Measures 2020-21, e.g. waiver of requirement for D3 to be achieved in Honours dissertation, waiver of component requirements for the award of merit/distinction in PGT awards.
- Statement in relation to students in discretionary zones: temporary application of automatic promotion of students with GPAs at .5 - .9 of the relevant borderline zones.
- List of Results
  - this should cover the final outcome for each student and any decisions made relating to distinctions, merits, Honours degree classifications etc.  
Any special decisions approved or to be referred to the Clerk of Senate e.g. cases of irregular curriculum, cases of concern in relation to students with GPAs at .1 - .4 in the borderline zones.
  - record of who has authorised the final results lists (this does not require formal signature).

## **Summary of actions taken by the University of Glasgow to address the consequences of the Covid-19 pandemic for academic activity, particularly in relation to assessment – Exam Boards May/June 2021 and August 2021**

The University has adopted an approach that seeks to support students while maintaining academic standards, particularly in relation to marking and awards.

- Throughout 2020-21 almost all scheduled teaching was delivered online.
- Almost all assessments have been delivered online at the December 2020 diet and the April/May 2021 diet and the same is planned for the June 2021 and August 2021 exam diets.

The University introduced a 'No Detriment' policy for assessment scheduled in the period 16 March 2020 to 11 September 2020. Key features of this were:

- The suspension of 'Good Cause', which meant that students whose performance dipped, or who missed assessments, were presumed to have been adversely affected directly or indirectly by Covid-19 and were not therefore required to submit individual claims that their assessment performance was impacted.
- The minimum volume of assessment required to have been completed for progression/award was reduced temporarily from 75% to 65%.
- In light of the implementation of the No Detriment policy, published criteria for the operation of discretion in relation to the award of honours and PGT classifications were suspended. All students with a GPA of .5 - .9 in a borderline zone were promoted to the higher classification (subject to satisfaction of any other degree specific requirements). Students with a GPA of .1 - .4 in a borderline zone were not promoted but individual cases could be referred to the Clerk of Senate where the exam board identified a concern that the student was disadvantaged by this position.

For academic session 2020-21 the University issued Assessment Support Measures aimed at supporting students to complete the full range of scheduled assessments.

- The 'Good Cause' process has been in operation throughout the session, meaning that students who have missed assessments, or whose performance has been affected, due to adverse circumstances have been required to bring this to the University's attention through completion of a Good Cause claim. The normal requirements for supporting documentary evidence have, however, been relaxed.
- Where awards made in session 2020-21 include results obtained in 2019-20 (e.g. honours degrees, part-time PGT degrees), results achieved within the period that the No Detriment policy was in force will generally be disregarded where they fall below the level achieved by the student outwith that time.
- Under the Assessment Support Measures for 2020-21 some requirements for degree awards have been waived. For example, the requirement for a grade of at least D3 to be achieved in the honours dissertation. On PGT programmes, the requirements for award of merit/distinction have in some cases been amended, depending on the term of study.
- The amended rules for the application of discretion in the award of honours and PGT classifications introduced for awards made in 2019-20 remain in force for awards being made in 2020-21.

Further details of these changes and other detailed changes associated with assessment in the context of Covid-19 are available on the [Senate Office website](#).