

Short Courses

External Relations

Short Courses Extraordinary Assessment Policy, June-August 2020

Introduction and principles

1. In drafting the Short Courses Extraordinary Assessment Policy, we have given due consideration to the University's No Detriment Policy. While this Policy seeks to follow the principles of the University's No Detriment Policy, the Short Courses Policy differs in a number of respects.
2. The Policy aims to provide a 'safety net' to ensure that students whose performance has been impacted, or who cannot sit an assessment, are supported and will not be penalised because of the Covid-19 pandemic situation. The Policy also aims to ensure that all our students are treated fairly and equitably when the Short Courses Board of Examiners considers students' academic performance.
3. In cases where no further assessments will be taking place in the current academic year (for example, Access courses exams), elements of the Policy will be applied in the grading of courses.
4. In line with the University's 'No Detriment' policy, the minimum amount of assessment that students are required to submit for each of their course(s) has been reduced from 75% to 65%.
5. In the case of Access students and other Short Courses students (whose exams were suspended), the 65% threshold requirement will apply to the revised weightings for courses. For example, for the Access Philosophy course, to meet the 65% threshold, students will be required to have submitted two essays (weighted at 50% each, totalling 100%). For the Access Chemistry course, students will be required to have submitted a minimum of three tests/lab reports (weighted at 25% each, totalling 75%).
6. Suspension of Good Cause Regulations:
 - i. This is in recognition of the wide array of impacts likely to have been experienced by students during the Covid-19 pandemic (from 15 March 2020 onwards). The University has therefore suspended its procedures for Good Cause, meaning that students will not need to submit any Good Cause claim or evidence (this applies to any circumstances including those not related to Covid-19).
 - ii. The normal Good Cause procedure will apply for any assessments submitted, or due for submission, up to 15 March 2020.
 - iii. Students who believe that adverse circumstances have affected any assessments up to 15 March 2020, but have not submitted a Good Cause claim, should contact Short Courses directly by email, as soon as possible, to explain their situation. The named first point of contact for students is the Advice and Guidance Manager (irene.vezza@glasgow.ac.uk) who will pass students' requests

- to the relevant Subject Co-ordinator, who will in turn liaise with the tutor in question. The deadline for students to contact the Advice and Guidance Manager will be **Monday 25 May 2020**. Short Courses will consider students' circumstances with a view to applying the principles of the Good Cause procedures, as in place prior to 15 March 2020. The University's 'No Detriment' policy states that these cases should be looked on sympathetically.
- iv. Students should note that requests for coursework extensions (that do not relate to Good Cause) should continue to be submitted to the relevant course tutor. Requests for extensions relating to post- 15 March 2020 should be granted, but tutors need to be mindful of the deadline for submission of grades spreadsheets to the Quality Officer (4 and 18 May 2020), and therefore the deadlines for students should be set accordingly, to allow tutors time for marking.
9. Grades will be published on My Campus as soon as possible after the June exam board.
10. Further assessment opportunities following the April/May assessment diet:
- i. The Policy allows fresh assessment opportunities, if the original diet (for example, Access exams) has been compromised. This applies, even if a student has achieved an overall course grade considered to be at or above the 'threshold' grade (D3).
 - ii. Therefore, if on receiving their grades (in June), a student believes that their overall performance has been impacted after 15 March 2020 by the Covid-19 pandemic (for example, the cancellation of Access exams), they will be offered a fresh assessment opportunity, in time for the August 2020 diet. These students will have the opportunity to submit one or more fresh coursework assessments, in order to try to improve their academic performance (for example, to improve their alphanumeric grade to an A or B grade). This fresh assessment opportunity will be counted as a first diet assessment.
 - iii. In the case of Access arts/social sciences subjects, this will take the form of one essay (or equivalent), worth 50% of the assessment weighting. In each case, a student will be offered the opportunity to submit a fresh coursework item for the assessment in which they performed least well. For example, if a student achieved a grade B for assessment 1 and a grade D for assessment 2, they will be offered the opportunity to submit a new piece of coursework for assessment 2.
 - iv. In the case of Access sciences/mathematics courses, this will take the form of two class tests (or equivalent), worth 25% each (totalling 50% of the assessment weighting). In each case, a student will be offered the opportunity to submit fresh coursework items for the assessments in which they performed least well. For example, if a student achieved a grade B for class test 1, a grade A for class test 2, a grade A for class test 3 and a grade D for class test 4, they will be offered the opportunity to submit new pieces of coursework for class tests 1 and 4.
 - v. In all cases, the assessment items will be new topics/questions, to be determined by the course tutor.

- vi. Where students choose to submit one or more fresh coursework assessments, the Board of Examiners will accept the highest/best assessment grade in each coursework item, whether it is the original attempt or a first diet resit.

How students' grades will be calculated, and opportunities for re-assessment

11. Students' grades on any individual course will be calculated as follows:

- i. Where students have completed 65% + of the coursework assessments, AND they have achieved a D3 grade or above, they will receive initially (post June 2020 exam board) that alphanumeric grade (for example, A1, B2, C3). In the case of students who believe that their exam performance might have improved on that grade, they will be offered the opportunity to resubmit one or more of their coursework assessment items, in order to improve on their academic performance (in time for the August 2020 exam board).
- ii. Where students have completed 65% + of the coursework assessments, BUT they have achieved less than a D3 grade, they will receive initially the grade CA ('Credit Awarded') (post June 2020 exam board). 'Credit Awarded' means that the student will be awarded credit for the course, but also indicates that there is insufficient evidence of achievement to enable an academic decision to be made on a grade. In the case of students who believe that their exam performance might have improved on that grade, they will be offered the opportunity to resubmit one or more of their coursework assessment items, in order to improve on their academic performance (in time for the August 2020 exam board).

12. Good Cause:

- a. All Good Cause claims already in the system prior to 15 March 2020 will be processed as normal.
- b. Where students submitted a Good Cause claim prior to 15 March 2020 and, for whatever reason, they continue to be unable to submit the relevant coursework assessment item

OR

Where students were unable to submit a Good Cause claim relating to prior 15 March 2020 but have now contacted Short Courses regarding their circumstances for that period.

In BOTH cases, students will receive the initial grade of 'MV' (Good Cause accepted) and they will be offered the opportunity to resubmit one or more of the relevant coursework assessment items, in order to improve on their academic performance (in time for the August 2020 exam board).

- ##### 13. In all cases where students are to be offered the opportunity to submit fresh coursework items, the Short Courses Quality Officer will write (by email) to these students, shortly after the 4 June Board of Examiners' meeting, confirming the fresh

assessment opportunities that they are being offered. Students will be asked to confirm to the Quality Officer their intention to submit new coursework items, and arrangements will be made to confirm the new assessment tasks. The submission deadline for all new assessment items will be no later than **24 July 2020**.

14. In the cases of students who have NOT completed a minimum of 65% of the coursework assessments, there are two options:

- i. Where students have submitted a Good Cause claim relating to before 15 March 2020, they will receive a 'Credit Awarded' (CA) grade. 'Credit Awarded' means that the student will be awarded credit for the course, but also indicates that there is insufficient evidence of achievement to enable an academic decision to be made on a grade.
- ii. Where students have not submitted a Good Cause claim relating to before 15 March 2020, they will receive the grade 'Credit Refused' (CR).