



Exam Boards 2020

Attached is an exam board minute template that includes reference to issues arising from the Covid-19 pandemic and implementation of the No Detriment policy.

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 may find it more convenient to have a smaller than usual exam board given the recently introduced No Detriment policy and the fact that exam boards will be conducted remotely. The quorum, as defined in the Code of Assessment,¹ must be present.

Queries that arise in relation to exam board meetings should be directed through the [IT Helpdesk](#).

¹ 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 2020

In producing Examination Board minutes, all Schools 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 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 and the No Detriment policy (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 during semester 2, any teaching that could not be delivered e.g. fieldtrip, alternative arrangements put in place and how these were approved; reference may also be made to disruption associated with earlier industrial action.
- 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 – in relation to assessments taking place by 15 March
 - 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 in relation to students in discretionary zones: temporary application of automatic promotion of students with GPAs at .5 - .9 of the relevant borderline zone
- 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 zone.
 - 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 and August 2020

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

- Wherever possible, all scheduled teaching was delivered online after the closure of the campus.
- Assessments have been delivered online at the April/May diet and the same is planned for the August exam diet.
- There have been no exams for 1st and 2nd year students since 15 March 2020 except for those on programmes which are accredited by professional bodies where such assessments are required.
- Assessments have gone ahead for all other taught students – i.e., 3rd years completing Ordinary/Designated degrees; 3rd, 4th and (where relevant) 5th year Honours and Integrated Masters; and taught postgraduates.

The University has introduced a 'No Detriment' policy for assessment. Key features of this are:

- In the main, 1st and 2nd year students in non-professional programmes will automatically progress to the next year of study without further assessment.
- The suspension of 'Good Cause', meaning that students whose performance dips, or who miss assessments, will be presumed to have been adversely affected directly or indirectly by Covid-19 and will not therefore be required to submit individual claims that their assessment performance was impacted.
- The minimum volume of assessment required to have been completed for progression/award has been reduced temporarily from 75% to 65%.
- Where students have completed at least 65% of the relevant assessment volume (for graduating Honours students, this means in relation to the total of completed assessment for both 2018-19 and 2019-20) by 15 March, their performance in subsequent assessments will only affect their Grade Point Average (GPA) if they match or improve their pre-15 March performance.
- Where students by 15 March have not yet completed 65% of assessment, their final GPA will include subsequent results that are equal to or better than their previous performance and, where the 65% threshold is still not met, the best of the remaining assessments must be included until the 65% threshold is met.
- No reassessment opportunities have been offered to 1st and 2nd year students (except in relation to satisfaction of professional/accreditation requirements), while wider than usual reassessment opportunities will be available to 3rd, 4th and 5th year undergraduates and postgraduate students.
- 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 classification are suspended. All students with a GPA of .5 - .9 in a borderline zone will be 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 will not be promoted but individual cases may be referred to the Clerk of Senate where the exam board identifies a concern that the student is disadvantaged by this position.

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](#).