



Senate

Paper Title	Chair's actions
Outcome requested	Senate is asked to note the detail of Chair's actions taken since the last meeting of Senate not covered as separate agenda items.
Points for Senate members to note and further information	There have been two Chair's actions since Senate's last meeting on the 10 December 2020: <ol style="list-style-type: none">1. The Appointment of two student casework Chairs.2. Approval of the Covid Mitigating Measures Policy 2021.
Questions for Senate to consider	n/a
Regulatory/statutory reference points	n/a
Strategy and risk	n/a
Reporting/consideration route for the paper	n/a
Authors	n/a
Sponsor	n/a

Chair's action

Appointment of Student Casework Chairs

Summary

Chair's action was taken to confirm the appointment of additional officers to consider cases related to academic misconduct and appeals, and to allow the nominees to take on cases immediately, to reduce the backlog of cases. Appointments were approved as follows:

Deputy Chair of the Appeal Panel

- Dr Kristin Braun
- Dr Lesley Howell

Deputy Chair of the Academic Misconduct Panel

- Dr Lesley Howell

Covid Mitigating Measures Policy 2021 (taught programmes)

Summary

Chair's action was taken to approve the measures that Queen Mary has taken and will take to ensure the fair assessment of students in 2020-21, in light of the ongoing pandemic and the additional national lockdown. These measures were co-developed by QMSU and Queen Mary in a series of meetings in January 2021 (the 'Covid Mitigation Measures Task and Finish Group'), co-chaired by the QMSU Vice-President (Science and Engineering) and the Deputy Vice-Principal (Education – Strategic Projects)). They were subsequently approved by the Education Quality and Standards Board and approved by Chair's action on behalf of Senate. The full details and cover note are included here for Senate members' information.

The measures to support extensions for unfunded PhD students in light of the pandemic are included on the agenda (item 8) for Senate's consideration and approval.



Senate

Paper title	Covid Mitigating Measures Policy 2021
Outcome requested	The Senate is asked to note the policy.
Points to note and further information	<p>This policy concerns measures that Queen Mary has taken and will take to ensure the fair assessment of students in 2020-21, in light of the ongoing pandemic and the additional national lockdown. These were co-developed by QMSU and Queen Mary in a series of meetings in January 2021 (the ‘Covid Mitigation Measures Task and Finish Group’), co-chaired by the QMSU Vice-President (Science and Engineering) and the Deputy Vice-Principal (Education – Strategic Projects)). They were subsequently approved by the Education Quality and Standards Board.</p> <p>The measures are somewhat different to those used in 2019-20, partly in recognition of the particular circumstances of this time, and partly due to the considerable changes to programme, module, and assessment design that colleagues undertook in advance of the 2020-21 year and which addressed certain issues, as content and assessment had been designed to allow remote delivery and assessment.</p> <p>The Group will continue to develop additional measures for specific areas, for example focusing on clinical programmes in Medicine and Dentistry.</p>
Questions to consider	n/a
Regulatory/statutory reference points	<p>The proposals were developed in line with regulatory and advisory documentation from – in particular – the Office for Students and the Quality Assurance Agency, which each published new guidance in January 2021. These documents are linked here. In particular, we must assure that the mitigations are appropriate to ensure continued compliance with the B (quality and standards) conditions of registration for the OfS.</p>
Strategy and risk	<p>Aligns with strategic aims on Education and the Student Experience.</p> <p>Failure to comply with the OfS conditions of registration (notably the B conditions as above) would present a serious institutional risk, and Queen Mary must be satisfied that its policy is aligned with sector expectations.</p>
Reporting/consideration route for the paper	<p>Developed by the Covid Mitigating Measures Task and Finish Group. Approved by the Senior Executive Team.</p>

	Presented at the Directors of Education Forum and the Programme Directors Forum. Approved by the Education Quality and Standards Board. Senate to note in March 2021.
Author	Covid Mitigating Measures Task and Finish Group
Sponsor	Professor Stephanie Marshall, Vice-Principal (Education)

Our Queen Mary Covid Mitigating Measures Policy

The measures set out below are the recommendations arising from discussions between QMSU and Queen Mary, via the Covid Mitigating Measures task and finish group. These measures apply in the **2020-21 academic year only**.

1. Regulatory

1.1 Borderline classification zone of consideration **expanded from 1% to 1.5% for 2020-21 finalists**.

2. Assessment design and delivery

2.1 Schools and institutes **are reviewing and where necessary aligning assessments** to ensure they are suitable for delivery in a remote format, and that assessment is **streamlined** to address overassessment.

2.2 Schools and institutes are asked to **reconsider their deadlines** where appropriate, without bunching assessment deadlines. In some instances, it is not possible to change deadlines, and where this is the case, your school/institute will explain why.

2.2.1 Students who **cannot meet the deadline can submit a self-certified extension request**.

2.2.2 Where a student does not submit by the deadline (original or extended), the **late work penalty** will apply as usual to be fair to students who do submit on time. The penalty **can be waived where the student provides valid E.C.s**. Your school/institute will be able to advise the deadline for submitting an E.C.

3. Extenuating circumstances (E.C.)

The **fit to sit policy will apply in the usual way** (if a student submits an assessment that assessment will count, except in rare cases where a student can show that they were unable to determine their fitness to sit). However, the E.C. policy has now been adapted (see below).

Please note **E.C.s** cannot be used to give additional marks or recognise a student's potential (as with all institutions); they **are primarily a deferral mechanism**, until a point where a student is in a position to undertake the assessment.

3.1 Self-certification will be expanded. There will now be **no limit** on the number of occasions on which a student can submit an **E.C. claim** for consideration **without evidence** (N.B., this is not the same as automatic approval).

3.1.1. Students will **need to submit a claim** to be considered. This will **help** with engagement and **to identify and address concerns**.

3.2 The **definition of an extenuating circumstance has been temporarily expanded** to recognise the effects of the pandemic on students' ability to engage in assessment. Typically, an E.C. relates to a circumstance which is both 'unforeseen *and* beyond a student's control'. This year, **students will also be able to submit an E.C. claim for circumstances outside their control arising from the long-term effects of the pandemic**.

3.3 We have updated the categories of E.C.'s to **ensure that sufficient account** is taken of **caring responsibilities, suitable study environments**, and **access** to the necessary **hardware/software** so that these will now be accepted as E.C.'s. Issues that have always been accepted as valid reasons for extenuating circumstances, such as domestic violence, but are (sadly) particularly likely to occur at this time, will continue to be accepted.

4. Examination Boards

4.1 School/institute-level Subject Examination Boards should **take patterns of student achievement** into consideration and compare results against those of previous pre-covid cohorts (and of the same cohort on other modules) to look for modules that seem out of line. If there is a variation that cannot be adequately accounted for and can be attributed to an assessment issue linked to the pandemic, **restorative measures such as scaling may be presented to the Faculty-level Degree Examination Board for consideration.**

4.2. The **calendar for examination boards** will be reviewed to **open up as much time as possible for potential coursework extensions**, whilst ensuring progression and award decisions are made in a timely way, and sufficient notice for students to prepare for any resits.

In addition to the above, please remember that most programmes of study do not require a student to pass every module outright in order to qualify for the award. Instead, we allow a degree of **compensation** – so long as a student passes enough modules in total and has a high enough weighted average mark, failing (or not passing) some modules will not prevent achievement of the intended award. **For most bachelor's programmes, 45 credits can be failed (or not passed) across the three-year degree, with no more than 30 of those in any one developmental year.** There are some exceptions – notably LLB, MBBS, BDS and accredited programmes where there are strict professional requirements – and there are certain specified modules on most programmes that must always be passed outright – **please contact your School/Institute for exact details of how this applies to your individual programme of study.**

Please also note, some of the measures outlined above are not directly transferrable for some clinically and externally regulated courses, such as BDS and MBBS, but work is ongoing to ensure students studying such courses have Covid-mitigations too. We will consider how mitigation measures can be implemented for these courses, such as BDS, LLB and MBBS, in order for students on these courses to also be protected and fairly assessed.

This document outlines Covid-mitigation measures that have been agreed to date. We will continue to monitor the impact of the pandemic to ensure students are fairly assessed.