



Senate

Paper title	Assessment Handbook 2022-23
Outcome requested	The Senate is asked to approve the Handbook, following the endorsement of the Education Quality and Standards Board.
Points to note and further information	<p>The Assessment Handbook supplements the Academic Regulations and codifies Queen Mary's policies and arrangements for assessment processes.</p> <p>Changes from the previous iteration are minimal, and generally confined to updating dates and terminology to reflect current usage.</p> <p>Members should note that the operational elements of the Assessment Handbook (and of section 3 of the Academic Regulations) pay a great of attention to arrangements for in-person invigilated examinations. This content would benefit from review, but Queen Mary cannot make those policy changes now, while assessment reviews are underway. It is recommended that a full review of Queen Mary's operational assessment policies (those affecting the practicalities of delivering assessment) be reviewed by the EQSB Assessment Sub-board, once established, with the aim of completing a full review of the Handbook.</p> <p>There are two additions to the Handbook this year, both reflecting existing practices rather than making changes:</p> <p>A new clause formally recognises the fact that in exceptional circumstances Queen Mary may need to introduce reasonable alternative arrangements for the management of assessment processes (as was done in the first year of the pandemic), and that those alternative arrangements still need to pay due regard to academic quality and standards and to the requirements of relevant external regulatory bodies.</p> <p><i>1.6 In a situation where external factors mean that Queen Mary cannot, for operational reasons, deliver the provisions of the Assessment Handbook exactly as written it may approve reasonable temporary alternative measures provided that those are compliant with the regulator's conditions of registration and are designed to protect the student experience and to maintain academic quality and standards.</i></p> <p>And the section on external examiner fee payment has been updated to reflect current HR guidance, including requirements on right to work checks:</p> <p><i>8.30 External examiner fees are paid on receipt of their annual report. One off payments will be requested by ARCS who will then process the fee payment.</i></p> <p><i>8.31 SEBs are advised to prepare one-off payment forms following the SEB to ensure prompt processing of fee payments on receipt of reports.</i></p>

	<p>8.32 SEBs are required to carry out right to work checks in the first year of an external's appointment. Details of right to work checks can be found on the HR webpages - https://hr.qmul.ac.uk/workqm/righttowork/. SEBs are strongly advised to carry out a remote right to work check before any work is undertaken to ensure compliance. Copies are then taken when the external examiner visits Queen Mary and these verified copies are passed on to ARCS.</p>
Questions to consider	<p>Is the Senate satisfied with the changes outlined above? In more general terms, is the Senate satisfied that the policy is clear, and covers all relevant points?</p> <p>Should a full review of the Handbook be undertaken, led by the Assessment Sub-board? Is it realistic to undertake and conclude that work in 2022-23? (to take effect from 2023-24).</p>
Regulatory/statutory reference points	<p>"The Senate delegates authority for the consideration of achievement, progression, awards, and other related matters for taught programmes to the Subject and Degree Examination Boards. More details are available in the Assessment Handbook, which is approved by the Senate."</p> <p style="text-align: right;">Academic Regulations 2021-22 (1.8)</p> <p>UK Quality Code for Higher Education: Assessment OfS B conditions of registration.</p>
Strategy and risk	<p>No specific risks – although there are links to the OfS Conditions of Registration, only minor changes are proposed to what is an existing set of policies that are known to be compliant with the Conditions.</p> <p>Aligns with 'Education and the Student Experience' in the 2030 Strategy.</p>
Reporting/consideration route for the paper	<p>Considered and endorsed by the EQSB. Senate to approve.</p>
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