UNIVERSITY OF BATH

From: Kate Norris, Assistant Registrar (Academic Standards, Courses and Committees)
        Academic Registry

To: Circulation list (at end of this document)

M E M O R A N D U M   24 March 2021

IN-YEAR UPDATES TO THE QUALITY ASSURANCE CODE OF PRACTICE & RULE 2 – CONDUCT OF EXAMINATIONS

Dear Colleagues

1. A number of revisions to the Quality Assurance Code of Practice (QA CoP), have been approved by the Chair of the Education, Quality and Standards Committee (EQSC) for immediate implementation. The online version of the QA CoP is the primary source, and any previous paper or electronic copies held should be deleted or marked as obsolete.

2. In addition, Rule 2 – Conduct of Examinations has been updated to reflect the move to online examinations. Changes to Rule 2 are agreed by the Director of Academic Registry in consultation with the Chair of Boards of Studies and appropriate Professional Services.

3. Several factors have contributed to these amendments:

   - The implementation of a series of 'no-detriment' measures for the 2020/21 academic year.
   - The move to online exams for 2020/21, using Inspera.
   - The conclusion of the emergency measures implemented for assessments and Boards of Examiners during Semester 2 and the supplementary period, 2019/20. From 2020/21, the main QA CoP applies.

4. Details of the amendments to the following statements are provided in the Appendix:

   - QA16 Assessment, Marking and Feedback
   - QA28 Conduct of Examinations
   - QA48 Student Engagement with Quality Assurance and Enhancement
   - QA53 Examination and Assessment Offences
   - Rule 2 – Conduct of Examinations
   - Quality assurance during COVID-19 disruption Part 1: Arrangements for the delivery of assessment during COVID-19 disruption
   - Quality assurance during COVID-19 disruption Part 2: Arrangements for Boards of Examiners during COVID-19 disruption

5. **Please ensure that members of staff are aware of and use the updated statements and related forms.**

6. For queries regarding the changes that have been/will be made please contact Academic Registry. For queries regarding the content and implementation of QA statements please contact your Assistant Registrar in the first instance:

Faculty of Engineering & Design	Rachel Summers, R.Summers@bath.ac.uk Jo Hatt, sh65@bath.ac.uk
Faculty of Humanities & Social Sciences	Suzanne Jacobs, S.Jacobs@bath.ac.uk Rachel Acres, r.acres@bath.ac.uk
Faculty of Science	Marguerite Hallett, m.hallett@bath.ac.uk
School of Management	Kay Elliott, k.elliott@bath.ac.uk

Appendix - Amendments for immediate implementation

- This table details the incremental and generic amendments to the QA CoP and Rule 2, for immediate implementation.

- Details of previous updates are available online.

Statement	Updates
Rule 2 – Conduct of Examinations	Rule 2 has been updated to align with delivery of online examinations from semester 2, 2020/21.
QA16 Assessment, Marking and Feedback	Updates reflect the University's move to online exams, and several no-detriment measures agreed by Senate in November 2020 and January 2021.
	6 - Setting of Summative Assessment Tasks
	6.4 Clarification that the Examination Parameters for the conduct of remote, online examinations set using the University's Assessment Platform (normally Inspera), are set out in Rule 2 and communicated in advance of the examination period.
	8 - Extensions for Coursework
	Minor revisions made to improve clarity.
	9 - Examination Deferral
	New section to implement the no-detriment measure applied during the 2020/21 academic year.
	10 - Penalties for late or non-submission
	10.2 Improved clarity on timescales, and where extraordinary extensions may be permitted by the Associate Dean (Learning & Teaching).
QA28 Conduct of Examinations	With the move to online examinations, this statement has been suspended for semester 2 and the supplementary assessment period, 2020/21. Please instead refer to Rule 2 – Conduct of Examinations.
QA48 Student Engagement with Quality Assurance and Enhancement	1.8 reference to QA16 updated to align with latest updates.
QA53 Examination and Assessment Offences	Updated to provide additional clarity in relation to the handling of suspected assessment offences that involve more than one student (i.e., collusion), and that a 'viva voce' may be utilised as part of investigation of an alleged offence.

Statement	Updates
Rule 2 – Conduct of Examinations	Rule 2 has been updated to align with delivery of online examinations from semester 2, 2020/21.
	1 – Purpose and Scope 1.3 Additional clarity provided for examples of 'Cheating'. 6 - Procedures for Handling Alleged Offences: taught programmes and the taught elements of research programme Minor revisions to improve clarity. 6.4 Updated to include new provision that "evidence may include the outcome of a face to face (IT enhanced where necessary) oral presentation of learning by the student, similar to, but inapplicable as, an examination viva voce." 6.10 updated to provide additional clarity for HoD and DoS on communicating the outcome of an investigation to a student. Appendix 3: Assessment offences comprising more than one student New appendix provides procedural clarifications in support of section 6 and section 8 for where a suspected assessment offence involves more than one student (i.e., collusion). Appendix 4: Viva Voce for Suspected Academic Misconduct New appendix provides procedures and principles for the use of a viva voce during investigation of an alleged academic offence.
Quality assurance during COVID-19 disruption Part 1: Arrangements for the delivery of assessment during COVID-19 disruption	The statement supplemented the provision relating to the delivery of assessments as set out in QA28, QA16, QA35 and QA53. As the statement applied to semester 2 and the supplementary assessment period for the 2019/20 academic year, it has been retired.
Quality assurance during COVID-19 disruption Part 2: Arrangements for Boards of Examiners during COVID-19 disruption	This statement replaced provision relating to the delivery of Boards of Examiners as set out in QA12, QA16, QA35 and QA53. As the statement applied to semester 2 and the supplementary assessment, for the 2019/20 academic year, it has been retired.

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Please forward this information to any others to whom it may be of interest.