

SUMMARY OF ACADEMIC POLICY DECISIONS – AUTUMN 2003

This information note refers to decisions made at the following meetings:

ASC – 19 November 2003

Senate – 10 December 2003

Minute numbers are given to indicate the source of the information set out below. Where extracts of minutes are included verbatim, this is indicated by speech marks.

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SECTION A – FOR ACTION BY HEADS OF DEPARTMENT AND CENTRES

1. External Examiners for Joint Honours Scheme (ASC.M.132/03)

'External Examiners of any scheme, whether joint or not, are entitled to see any of the work for the students on that scheme, should they so wish. However, provided that External Examiners had seen enough to satisfy themselves about the standards and procedures of the examination, it was not necessary for them to form judgements about all candidates. It was therefore unnecessary to send samples of work to all External Examiners of a joint scheme.'

2. Marking of Scripts by Graduate Teaching Assistants (ASC.M.147/03)

ASC agreed that the authority to give approval for the marking of second and third year undergraduate exam scripts by GTAs be delegated by the Pro-Vice-Chancellor (Academic Standards) to the relevant undergraduate Dean.

3. Marking of Illegible scripts (ASC.MM.148-149/03)

'Noted 'That students with poor handwriting should be identified in their first year and individual arrangements made if warranted on grounds of disability or medical condition.'

'Resolved

- (i) All scripts should be marked to the best of the marker's ability to decipher poor handwriting but special arrangements to transcribe illegible scripts should be discontinued.

- (ii) The need to write legibly and the consequences of failing to do so should be highlighted to students in relevant examination information.'

SECTION B – FOR INFORMATION

1. Extenuating Circumstances (S.M.222/03)

Inclusion of FAIL on transcripts

'Resolved

That when a Board of Examiners had decided to condone a failed component on the basis of extenuating circumstances, FAIL should not appear on the transcripts, but the transcript should not be annotated'

ASC.M.158/03 refers:

'Noted In March 2003, Senate resolved that when a Board of Examiners had decided to condone a failed component on the basis of extenuating circumstances, FAIL should not appear on the transcript, but that it should be annotated accordingly (S.M.40/03). Further consideration had subsequently been given to the issues involved when trying to implement this decision. The range of circumstances and of the consequent treatment by the Board of Examiners made it impossible to formulate standard wording which might be appropriate in all cases. In the light of the difficulties it presented, and the student view that it was not desirable, ASC wished Senate to reconsider the matter.'

2. Statement of Student Representatives' Rights and Responsibilities (ASC.M.114/03)

ASC approved a document entitled 'Statement of Student Representatives' Rights and Responsibilities', which is intended to be a companion to the 'Code of Practice for Student Representation in Departments'. The new 'Statement' is available at:

www.essex.ac.uk/quality/pages/StudentResponsibilitiesStatement.doc

3. New External Examiners Report Pro Forma (ASC.M.139/03)

ASC approved a new pro forma for External Examiners Reports, incorporating a new section for the collection of information which was to be published on-line, in accordance with new QAA/HEFCE requirements for Information on Quality and Standards.

[Undergraduate Pro Forma](#)
[Postgraduate Pro Forma](#)

4. Provision of scrap paper in examinations (ASC.M.142/03)

ASC agreed 'to discontinue the provision of scrap paper in examinations. Candidates to be instructed that rough work should be done in the answer book and crossed through if candidates did not wish it to be marked.'

5. Charges for Resubmission of Coursework (ASC.M.146/03)

ASC agreed 'that the current charges for resit examinations for undergraduate students be levied per course in future, to include the resubmission of coursework in addition to resit examinations.'

6. Periodic Review (ASC.MM.155-157/03)

(a) Approval of Template

ASC approved the new [Periodic Review template](#)

(b) Scheduling

ASC agreed that the Periodic Review schedule could be revised in individual cases where the department concerned believed that the administrative burden of managing multiple reviews was too great.

7. Code of Practice on Teaching by Graduate Students (ASC.MM.167-168/03)

The ASC Sub-Committee of Graduate Teaching Assistants had reviewed the current Code of Practice on Teaching by Graduate Students with a view to:

- (a) clarifying how the Code should be applied to Demonstrators;
- (b) reducing the requirement for departments;
- (c) general updating

ASC approved a revised [Code of Practice](#) for implementation in January 2004

8. New course/scheme proposal forms for Virtual Distance Learning courses and schemes (ASC.M.172/03) and (ASC.M.174/03)

ASC approved checklists for new courses and schemes to be delivered by Virtual Distance Learning (VDL)

www2.essex.ac.uk/academic/services/staff/cover.rtf

www2.essex.ac.uk/academic/services/staff/courseDL.rtf

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13 February 2004