

ACADEMIC QUALITY



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Getting Assessment Ready for 2023/24

Policies, Practice and Support

11 + 19 September 2022

TOPICS TO COVER

- Academic Integrity
- Key Dates – incl. Marcus/Alexandra
- Key Policy Changes
- Assessment Platforms
- Where to find things

Slide to be removed – just for reminder to editors

Use all information on <https://heriotwatt.sharepoint.com/sites/registry-academicquality/SitePages/hwu-getting-ready-ay.aspx>

Summary

Part One (15 mins)

- Key Assessment Information 2023/24

Assessment-
related
Changes for
2023/24

Transforming
Assessment/
Assessment for
Learning

Key Dates:
Submission,
Timetable
Results

Key
Information,
Resources
and Help

Part Two (up to 45 mins)

- Discussion and Questionsover to you (Padlet link in Chat)

Key Assessment Policy Information and 2023/24 Changes

- Categories: Coursework and In-Person Exams
- In-person exams: 2 or 3 hr; hand-written or online
- Coursework can be scheduled up to Week 14 (Schools; RAS, if less than 48 Hours; HWOnline Final Online Assessment)
- Transforming Assessment (incl. shift to 3-week diet in April 24)
- Approved Assessment Platforms
- Mitigating Circumstances: Groupwork and self-certification



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Quality Assurance | Academic Enhancement | Accreditation and Academic Improvement

Learning and Teaching Policy

Assessment: Summary of Key Policy Information

Key Policies related to Assessment

Summary The list below is not **exhaustive**, but contains a summary of key assessment policy-related information. Please see the [Learning and Teaching Policy Bank](#) for links to all assessment policies and procedures.

The University resources. **Please note that most of the documents below have already been updated; some updates are currently in progress; others are scheduled for update.**

This paper p including the [Transformin](#) 2022) and th

1. [Making Changes to Assessment: Approvals Process](#)
2. [Types of Assessment: Policy/Administrative Definitions](#)
3. [Scheduling and Submission of Coursework \(including late submission\)](#)
4. [Feedback on Coursework](#)
5. [Feedback on Exams and Access to Exam Scripts](#)
6. [External Examiners; Review of Assessment Tasks \(Coursework and Exams\) by External Examiners](#)

In the final s

Please not

Changes to Assessment Policies from 2023/24

The following revised policies and procedures are being introduced from 2023/24:

- [Use of Calculators in Exams](#)
- [Use of Dictionaries in Exams](#)
- [Mitigating Circumstances](#): updates for self-certification and group work
- [Approved Assessment Platforms](#)
- [Arrangements for Off-Campus Assessment 2023/24](#)
- [One-year contingency arrangements for April 24 and August 24 Diets](#)

All information regarding assessment format and weighting for AY23/24 must be accurately recorded in GCM by Week 0 of the September Semester (note: modified arrangements in place to support transition to shorter diets in 2024/5)

- [Assessment Types and Definitions](#):
 - Removal of Timed Online Coursework (TOCs) as an available assessment type
 - Coursework can be conducted in Canvas up to Week 14 and may be of any duration

Key Dates 2023/24

September Semester

- December Assessment
Diet info: **9 October**
- Exam papers sent to
Externals: **13 October**
- Review of December
Diet info: **24 October**

January Semester

May Semester

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Assessment 2023/24

Further Information

See *Key Resources* and *Who Can Help?* sections on the [Assessment Briefing Padlet](#)

Further Information: Links to Key Assessment Policies 2023/24

- 1) [Summary of Key Policy Information](#)
- 2) [Making Changes to Assessment](#)
- 3) [Types of Assessment and Definitions](#)
- 4) [Scheduling and Submission of Coursework \(incl. late submission\)](#)
- 5) [Feedback on Assessment \(Coursework and Exams\)](#)
- 6) [Review of Assessments \(Coursework and Exams\) by External Examiners](#)
- 7) [Off Campus Assessment Arrangements \(Online + Partners\)](#)
- 8) [School Roles and Responsibilities in Assessment](#)

MK Note: update links

- [Academic Integrity](#) (*new SharePoint and website coming soon*)
- [Mitigating Circumstances](#)
- [Guidance for Boards of Examiners](#) (Course Assessment, Progression, Award)
- [Moderation of Assessment](#)

Further Information: Registry and Academic Support

- [Learning and Teaching Policy Bank](#) (wide range of policies and procedures related to assessment)
- [RAS SharePoint](#), with an overview and links to each Division and key information:
 - [Summary of RAS Services](#), incl. areas related to exams, assessment, Boards of Examiners
 - [RAS A-Z of Services and Contacts](#), incl. contacts related to exams, external examining
 - [RAS Organisation Structures](#), each Division, with staffing lists
 - [RAS Key Dates](#), incl. assessment, exams
- [Getting to Grips with GCM](#), inputting and changing assessment information

The screenshot shows a SharePoint page for Heriot Watt University. The browser address bar displays 'heriotwatt.sharepoint.com/sites/registry'. The page header includes the university logo and navigation links: 'Registry and Academic Support HUB', 'About Us', 'Our Service Promise', and 'Coronavirus Advice Page'. The main content area is titled 'RAS Information Zone' and contains seven tiles:

- Summary of RAS Services**: A photo of three students.
- RAS-Services-Guide A-Z**: A signpost with arrows pointing to 'WHAT?', 'WHERE?', 'WHO?', 'WHEN?', and 'WHY?'. Below it is a notebook with colored pushpins.
- Key Dates**: A calendar icon.
- Academic calendar**: A calendar showing dates from 5 to 26.
- Guide to acronyms**: A photo of wooden blocks spelling 'ACRONYM'.
- Global RAS Organisation Structure**: A blue puzzle piece graphic.
- August 2023**: A light blue puzzle piece graphic.

Further Information: Learning and Teaching Academy

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Questions and Discussion