

### Assessment: Summary of Key Policy Information



QUALITY ASSURANCE



ACADEMIC ENHANCEMENT



ACCREDITATION AND ACADEMIC PARTNERSHIPS

## Summary

The University has in place a wide range of assessment-related policies, procedures and associated guidance and resources.

This paper provides a list of key policies and procedures which will be of use to Schools in all aspects of assessment, including the day-to-day management of assessment as well as implementing institutional developments such the [Transforming Assessment/Embedding Assessment for Learning](#) initiative (key principles approved by UCLT, 4 May 2022) and the transition to shorter assessment diets in 2024/25 (as part of the [Structure of the Academic Year](#)).

In the final section, a summary is provided of revised assessment policy changes being introduced from 2023/24.

Please note that the various guides to particular policies, which had been in place and updated annually for the previous three academic years, have now been withdrawn and all the relevant information incorporated into the appropriate policies, procedures and guidance, all of which are available on the [Learning and Teaching Policy Bank](#).

## Key Policies related to Assessment

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.

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

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](#)
7. [Academic Decision-Making: Staff and Student Guides](#)
8. [Boards of Examiners: All Policies and Procedures](#)
9. [Heriot-Watt Assessment and Progression System \(HAPS\)](#)
10. [Assessment: School Roles and Responsibilities](#)
11. [HW Assessment Platforms: Staff Guide](#)
12. [Exams in Different Timezones](#)
13. [Academic Integrity](#)
14. [Mitigating Circumstances](#)
15. [Moderation of Assessment](#)
16. [Mitigating the Impact of Industrial Action on Assessment, Progression and Award](#)

One-page briefing papers for [Learning and Teaching](#); [Quality Assurance](#) (due for update prior to QESR in April 2024).

## Learning and Teaching Academy: Resources and Support

The Learning and Teaching Academy provides a wide range of support for Schools in planning for and designing assessment, including assessment review and redesign. Teaching teams refreshing course and assessment design are encouraged to make use of these resources:

- [Getting Assessment Ready for 2023/24](#)
- [Curriculum and Assessment Design Toolkit: Assessment](#)
- [Assessment and Feedback](#)
- [LTA Support for Schools](#)

The LTA updates this information each academic year, providing a suite of resources and support for teaching teams in preparation of the start of the session. Check out the LTA SharePoint Hub for [current information](#). Further support and guidance are available from the LTA: [LTAcademy@hw.ac.uk](mailto:LTAcademy@hw.ac.uk)

The LTA is also leading the University's strategic *Transforming Assessment/Embedding Assessment for Learning* initiative. An overview, key principles and resources can be found [here](#).

## 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. Coursework which is scheduled in the Exams/Assessment Diet and is less than 48 hours duration will be timetabled by RAS to avoid clashes with in-person exams. All other coursework is scheduled by the Course Leader.
  - Assessments called "HW Online Final Online Assessments" (replacing TOCs) have been introduced for HW Online courses only; all other forms of assessment (except in-person invigilated exams) referred to as "coursework", including that provided online in Exam Diets for on-campus students.

## Academic Decision-Making

As per the above assessment policies, the academic year-specific versions of the four academic decision-making staff and student guides have been withdrawn and the enclosed replacements have been introduced from AY 2023/24.

- [Academic Decision-Making: Summary of Approach \(for Staff\)](#)
- [Academic Decision-Making: Guidelines for Boards of Examiners on Maintaining Academic Standards \(for Staff\)](#)
- [Academic Decision-Making: Guide for Students on Three-Stage Approach](#)
- [Academic Decision-Making: Guide for Students on What happens after Exams?](#)