

## Doughty, Charlotte

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**From:** O'Brien, Maggie  
**Sent:** 29 November 2023 13:57  
**To:** LAW FULL-TIME STAFF; LAW SESSIONAL STAFF  
**Cc:** Doughty, Charlotte; Skeates, Andrew; Kirk, Becca  
**Subject:** DUG Update - 27 November 2023

**Categories:** Law - Student Email Archive

Dear Colleague

I hope you are having a great Term One with only a week to go. There are a few items I thought it would be useful to remind you of as we near the end of term.

### Items for Action

#### 1. REFERENCES

Many Law Firms are now recruiting for internships and training contracts, so the number of reference requests is likely to increase. I have reminded Undergraduate Students they must ask permission from members of Academic staff before giving their name as a referee. At the same time, students are entitled to ask their Personal Tutor to provide a reference, and Personal Tutors are obliged to provide one.

If we are asked direct questions about a student's attendance or engagement, we should be positive without misrepresenting the student's performance. You can access information on attendance and assessments on Tabula but if you need more information, contact Seminar Tutors to add substance to your comments on each student's performance in class. There are University guidelines on how to approach student references – [link here](#). In short, be kind but be honest.

#### 2. REASONABLE ADJUSTMENTS

Disability assessments are now being sent through after some delays at the beginning of term. Where reasonable adjustments relate to Assessments in terms of extra time or special arrangements, they will be managed within the PSS team. Where reasonable adjustments relate to any lectures or seminars, it is for academic staff to make sure each student's needs are met. Daniel will be sending out detailed guidance on the new system for accessing RAS forms, and how to respond if one of your lecture or seminar students is identified. Please look out for that and make sure you are familiar with the new system.

#### 3. NSS ACTIONS

Over the next few months, we will be working through the issues raised in the last NSS and you are likely to hear more from us about changes that might be necessary as a result. There will be a group set up to work methodically through feedback issues, led by our Student Experience specialists, Rebecca and Caro from the Academic staff and Ana and Lauren from PSS. Let us know if you are interested in being involved.

Generally, we scored very highly for our teaching and optionality, however we have real problems with the NSS score on assessment and feedback, where less than 50% of respondents rated us as good. These issues were raised again in the last Student Liaison Committee, suggesting there are still problems in the level and type of feedback students are receiving. The item below confirms what our current SSLC Reps were told last week. Christian has sent detailed guidance on Feedback in the latest DTL update. This is what students have been advised.

*'You are entitled to feedback which explains your mark, identifies areas of strength and weakness, and offers you advice on how to improve. For examinations, you can expect a couple of sentences per question, for longer assignments the length of feedback might vary according to the length of the assignment but will usually be around 8-10 lines.'*

Bear in mind when you are setting assessments, talking to marking teams and marking and moderating scripts.

#### **4. CLARIFICATION OF ASSESSMENT FEEDBACK**

Delayed coursework marks are due to be released by the PSS team tomorrow, and Examination marks, final module marks and year averages will be released after the Examination Boards on 12<sup>th</sup> December(1<sup>st</sup> year) and 13<sup>th</sup> December(Intermediate Years). We can expect some students to ask for further feedback and if you are a Module Convenor please be aware there might be enquiries coming through. If convening duties have changed hands it might be an idea to agree between you who will pick up any outstanding queries.

There is no appeal against a mark but students are entitled to discuss and clarify their feedback. The process for students who need further clarification of feedback is:

- a) Discussion with Marker, if unresolved,
- b) Discussion with Convenor, if unresolved,
- c) Refer to DUG

If you are a Convenor, make sure students know how they can identify their marker for an initial discussion. Most students will be happy with a conversation that clarifies their feedback, but if they are not, try and ascertain why they are dissatisfied before referring them up. I think there have been very few referrals to DUG in the past and I very much hope this will still be the case.

#### **5. LAW TEACHER OF THE YEAR**

Just to let you know that nominations for Law Teacher of the Year are now open. Follow the link below.

[Law Teacher of the Year Award - Oxford University Press \(oup.com\)](https://oup.com)

#### **Items for Information/Reminders**

##### **1. Module Approval Reminder**

If you are preparing a new Module or amending an existing MA1 Form remember all MA1 forms must be received by the Monday of Week 1/Term Two for distribution to the Education Committee in Term Two. Christian has circulated detailed guidance and a timeline – attached here.

##### **2. Student Communications**

A copy of the latest Student DUG update is [attached](#)

Best wishes, Maggie and Daniel

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Office Hours: Tuesdays, 2pm– 4pm. Wednesdays 10am-11am. Room S1.42