

**UNIVERSITY OF WARWICK**  
**ACADEMIC QUALITY & STANDARDS COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 10:00, TUESDAY 15 SEPTEMBER 2020**

<b>Present</b>	Professor Andy Clark	AC	Co-Chair, Deputy Pro-Vice-Chancellor (Education and Policy)
	Professor Will Curtis	WC	Co-Chair, Deputy Pro-Vice-Chancellor (Education Quality and Standards)
	Professor Jo Angouri	JA	Academic Director (Education and Internationalisation)
	Christopher Bisping	CB	Academic Director (Postgraduate Taught)
	Dr Jon Burrows	JB	Representative of the Board of Faculty of Arts
	Megan Clarke	MC	Students' Union representative
	Professor Gill Cooke	GC	Co-opted member of academic staff in a quality assurance role
	Professor David Davies	DD	Chair of the Faculty Education Committee (Science, Engineering and Medicine)
	Shingai Dzumbira	SD	Students' Union representative
	Dr Beccy Freeman	BF	Dean of Students
	Professor Jo Garde-Hansen	JGH	Representative of the Board of Faculty of Arts
	Dr Lucy Hammond	LH	Representative of the Faculty of Science, Engineering and Medicine
	Professor Jonathan Heron	JH	Representative of the Institute for Advanced Teaching and Learning
	Professor Chris Hughes	CH	Pro-Vice-Chancellor (Education)
	Professor Sarah Richardson	SR	Chair of the Faculty Education Committee (Arts)
	Dr Jane Sinclair	JS	Representative of the Faculty of Science, Engineering and Medicine
	Professor Pat Tissington	PT	Academic Director (Employability and Skills)
	Professor Gwen Van der Velden	GVV	Deputy Pro-Vice-Chancellor (Student Learning Experience)
	Dr Naomi Waltham-Smith	NWS	Chair of the Faculty Education Committee (Social Sciences)
Dr Phil Young	PY	Representative of the Faculty of Science, Engineering and Medicine	
<b>Attending</b>	Geraldine Connelly	GConnelly	Assistant Registrar, Education Policy and Quality (Assistant Secretary)
	Katharine Gray	KG	Senior Assistant Registrar (Teaching Quality) (Secretary)
	Maureen McLaughlin	MMc	Director of Education Policy and Quality
<b>Ref</b>	<b>Item</b>		
<b>001</b>	<b>Apologies for absence</b> Apologies were received from Robin Clark and Ross Ritchie.		
<b>002</b>	<b>Declarations of Interest</b> No new declarations were made.		
<b>003</b>	<b>Minutes of last meeting on 26 May 2020</b> The minutes of the meeting held on 26 May 2020 were received and approved.		
<b>004</b>	<b>Matters arising from last meeting on 26 May 2020</b> The Committee received and noted report (004-AQSC150920).		

005	<p><b>Terms of Reference, Constitution and Membership</b></p> <p>The Committee received a report (005-AQSC150920) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The committee welcomed new members in attendance and noted the change in constitution, with the introduction of the role of an Academic Director (Postgraduate Taught).</li> <li>• The Committee expressed their thanks to Professor David Lamburn, who stepped down as Chair of the in March 2020 after retiring from his role as Deputy Pro-Vice Chancellor (Education). Professor Andy Clark and Professor Will Curtis have been appointed as Co-Chairs of AQSC.</li> <li>• The committee expressed their thanks to Professor Elizabeth Jones who had completed their term as an AQSC member in August 2020. A replacement member is yet to be confirmed for the vacant Social Science representative.</li> <li>• That the reference to ‘the relevant funding body’ in the committee’s terms of reference was no longer relevant and should be replaced with ‘the Office for Students’.</li> </ul> <p><b>DECISION:</b> The committee <b>approved</b> the Terms of Reference, Constitution and Membership for 2020/21, subject to confirmation of the Social Sciences representative and amendment to the terms of reference.</p> <p><b>ACTION:</b> Secretariat to amend the terms of reference.</p>
006	<p><b>Chairs Business</b></p> <p>The Committee received several verbal reports with key details and discussions, as below:</p> <ul style="list-style-type: none"> <li>• Professor Andy Clark reported that work on the Review of Assessment had been paused, but that areas of policy work already undertaken by the review work streams and approved were brought forward to support students impacted by Covid-19 (for example, Self-Certification and Deferral of Assessment).</li> <li>• Priorities that can be taken forward for the immediate future for the Review of Assessment work are dependent on resourcing available from the Student Personalised Information Programme (SPI) and priorities amongst other teams involved.</li> <li>• Professor Will Curtis reported that a substantial amount of quality and standards activity has taken place over the last few months, which has mainly been seen through the quality assurance and teaching work streams that were established in response to Covid-19 continuity arrangements.</li> <li>• Thanks were expressed to all colleagues involved in the curriculum change process and the huge amount of work undertaken. To date, only one curriculum change log was outstanding, but a full report on tier 3 approvals would be submitted to AQSC in due course. Where departments had taken an approach that sat outside of the University’s preferred approach, further reporting would be required and submitted to AQSC.</li> <li>• The Education Executive would be meeting before the start of the academic year for their annual away day to determine priorities for the year ahead, the outcomes of which will be reported at the October meeting of AQSC.</li> </ul>
007	<p><b>Students’ Union Updates</b></p> <p>The Committee received several verbal reports with key details and discussions, as below:</p> <ul style="list-style-type: none"> <li>• Representatives from the Students’ Union confirmed that due to the impact of Covid-19, their intended priorities for the year had seen significant change, but the following projects are expected to come forward in the academic year 2020/21: <ul style="list-style-type: none"> <li>○ Decolonisation of the Curriculum Project. The team are looking to continue with work already undertaken on this project and are seeking further resource to expand this.</li> <li>○ Culturally Competent Care project. The SU are working with Wellbeing Support Services and this will be taken forward within SLEEC.</li> <li>○ Development of the SU Safety Net proposal. Consideration of what aspects of the safety net can be maintained, and what can be added will be discussed with the Education Executive.</li> <li>○ Working with Academic Representatives to ensure student feedback is appropriately communicated to departments and looking to establish an adequate monitoring and follow up process on feedback requests.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>The SU have made a public announcement that they are aligning with UCU, to put forward a formal call for online teaching in the Autumn term of this academic year.</li> </ul>
	<b>Substantive Items</b>
008	<p><b>Examinations Committee</b></p> <p>The Committee received a report (008-AQSC150920) and a verbal report from the Director of Education Policy and Quality. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>In 2019/20, the Academic Quality and Standards Committee agreed that academic oversight and governance of Examinations processes was required and the establishment of a sub-group of AQSC would be welcomed in order to facilitate this. The committee considered a proposal with suggested terms of reference and proposed membership, that looked to ensure a closer connection between the operation of exams and an authoritative decision making body.</li> <li>The committee agreed that in light of lessons learnt in recent months in relation to exams, that the terms of reference would require updating and that the development of the committee's remit would also need to dovetail into the work on online assessment that the Deputy PVC (Student Learning Experience) is currently leading on.</li> <li>In regards to membership, a representative from Academic Technology, Dr Phil Young, given their role as Chair of the Progression and Remedying Failure sub-group of the Review of Assessment and Megan Clark from the Students' Union, would be included.</li> <li>The timing of the first meeting is yet to be decided on, but consideration of the interplay with work arising from the Review of Assessment should be made during planning and any necessary amendments to the terms of reference taken into account.</li> </ul> <p><b>DECISION:</b> The Committee recommended to the Senate that the establishment of an Examinations Committee be approved, subject to a revised version of the terms of reference and membership.</p> <p><b>ACTION:</b> Committee members to share any comments on the proposed terms of reference and membership with the Director of EPQ and the AQSC Secretariat as soon as possible.</p> <p><b>ACTION:</b> Director of EPQ and the AQSC Secretariat to amend the terms of reference and membership in light of feedback received and submit to AQSC for approval in October 2020.</p>
009	<p><b>Moderation Guidance</b></p> <p>The Committee received a report (009-AQSC150920) and a verbal report from the Academic Director (Undergraduate). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>A Moderation Sub-Group was established as a part of the Review of Assessment in 2019/20, and work was undertaken to review and refine current moderation guidance. Due to the impact of Covid-19, this work was paused in March 2020, but significant work had been undertaken by the Sub-Group in 2019/20.</li> <li>The Moderation guidance has since been reviewed by members of the Moderation Sub-Group and the University's External Consultant on Quality Matters.</li> <li>Committee members considered the guidance and provided the following comments: <ul style="list-style-type: none"> <li>That there should be clarification added within the Double-blind marking section, with regard to percentage points to permit some discretion.</li> <li>Where exemptions from moderation are based on credit (i.e. anything 20% or under of a 15 credit module are exempt), the Committee requested that these exemptions not be permitted to apply to team marking.</li> </ul> </li> </ul> <p><b>ACTION:</b> That the wording under the section on double-blind marking be amended to include: '<u>Normally</u>, if the discrepancy is 10 percentage points or more...'</p> <p><b>ACTION:</b> That the recommendation of 'where <b>any</b> assessment is team marked (including those under 3 credits)' is moved to become a requirement for team marking.</p>

	<p><b>DECISION:</b> The Committee <b>approved</b> the moderation guidance, subject to the amendments agreed.</p> <p><b>DECISION:</b> That the Moderation Guidance be reported to Partnerships Committee to ensure collaborative provision is included.</p>
<p><b>010</b></p>	<p><b>External Examiner Handbook 2020/21</b></p> <p>The Committee received a report (010-AQSC150920) and a verbal report from the Assistant Registrar (Assessment). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The External Examiners Handbook has been updated for the academic year 2020-21, with minor amendments required to update webpage links and confirm updates to the External Examiners nomination panel. The Committee noted the following additions made to the handbook: <ul style="list-style-type: none"> <li>○ The introduction of a deadline for submission of External Examiner nominations for approval in each academic year (please see point 2.5).</li> <li>○ A change to the person specification requirements for professional and work based-learning course (please see Appendix A, point A.2)</li> </ul> </li> <li>• The Committee discussed a suggestion that a reduction in external examining fee be applied, where an annual report is submitted late. However it was agreed that a reduction in fee should not be applied for the following reasons: <ul style="list-style-type: none"> <li>○ It would have a very negative effect on engagement of external examiners, particularly given the workload of academic staff currently;</li> <li>○ A reduction in fee was not understood to be practiced elsewhere in the sector;</li> <li>○ Improvements in submission rates had been seen in the academic year 2019/20 due to improvements made to the follow up process by the Exams Team.</li> </ul> </li> </ul> <p>The Committee discussed the matter of External Examiners being invited to meet with students, which does not take place in some departments, usually due to the structure and timing of the programme. It was confirmed that this was not a mandatory requirement, but that External Examiners should be encouraged to meet with students once a year, where possible. The secretariat confirmed they would seek out examples where meetings have taken place and share these with Committee members.</p> <p><b>ACTION:</b> Secretariat to share examples of where External Examiners have met with students as part of the external examining process.</p> <p><b>DECISION:</b> The Committee <b>approved</b> the External Examiners Handbook for the Academic year 2020-21, subject the minor amendments required.</p>
<p><b>011</b></p>	<p><b>Online Assessment and the Alternative Examinations Portal</b></p> <p>The Committee received a verbal report and presentation from the Deputy PVC (Student Learning Experience). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Committee was provided with an overview of the work that has taken place since March 2020, following the nationwide lockdown in response to the Covid-19 pandemic, in order to move assessment online and the development of the Alternative Assessment Portal (AEP) to facilitate this.</li> <li>• In terms of governance, the University was working under emergency procedures, having invoked Regulation 41 and the University’s Major Incident Plan. A taskforce was established to ensure on-campus examinations could be replaced by online alternative assessments but it was not possible to undertake the level of consultation on developments which would usually take place, at that point in time.</li> <li>• The work undertaken over the year required significant commitment from staff, which should be recognised. In particular, thanks were given to Professor Andy Clark for the management of the Quality Assurance work stream and to Lisa Whiston (SPI) for the operational management of the taskforce and development.</li> <li>• The Senate are due to receive a paper in October 2020, outlining the extent of the policy decisions made, which would also be reported to AQSC for information in October.</li> <li>• The Committee noted that there were concerns raised in terms of academic integrity with the introduction of online assessment. However the design of assessment can lend itself to minimising</li> </ul>

	<p>problems of academic integrity, and further guidance on how to write those type of assessments is required.</p> <ul style="list-style-type: none"> <li>• It was confirmed that Senate would consider a proposal to move to online assessment on an ongoing basis in the future.</li> <li>• A longer term, end-to-end solution may need to be identified as a future overarching assessment tool, as the University are currently making use of multiple systems, which can have an impact on the student experience. Different approaches will be investigated through the Digital Strategy Group, SPI and Business Continuity and Recovery Programme (BCRP) to procure a long term system by 2021/22.</li> <li>• Work needs to be undertaken to look at how online assessment interplays with curriculum design. This links to work related to the Review of the Credit and Module Framework and the curriculum refresh.</li> <li>• Thanks were expressed to Professor Gwen van der Velden and the Marks and Exam Board Taskforce for all of their work in delivering online assessment and marks management.</li> </ul> <p><b>ACTION:</b> Secretariat to contact the Complaints and Appeals team to determine lessons learned from academic integrity cases that were submitted to ICS.</p>
<b><i>Items below this line are for receipt and/or approval, without discussion</i></b>	
<b>Approved by Chair's Action</b>	
<b>012</b>	<b>Revision to Regulation 42 Governing Academic Appeals</b> The Committee received and noted the approved report (089c-S100620)
<b>013</b>	<b>Amendment to Ordinance 8: Introduction of the Master of Arts and Science (MAsc)</b> The Committee received and noted the approved report (088a-S100620)
<b>014</b>	<b>Delayed Implementation of Maximum Periods of Study</b> The Committee received and noted the approved report (014-AQSC150920)
<b>015</b>	<b>Revisions to University Regulations and conventions in light of new accreditation requirements announced by the Engineering Council (Supersede June 2020)</b> The Committee received and noted the approved report (129-AQSC060619)
<b>016</b>	<b>Reweighting of Degree Year Classifications in response to Covid-19</b> The Committee received and noted the approved report (016-AQSC150920)
<b>017</b>	<b>RPL Standing Exemptions:</b> <ul style="list-style-type: none"> <li>• <b>MSc in Smart, Connected Autonomous Vehicles (WMG)</b></li> <li>• <b>MSc in Sustainable Automotive Electrification (WMG)</b></li> </ul> The Committee received and noted the approved report (017-AQSC150920)
<b>018</b>	<b>Revision to Regulation 8.10 Governing the Degrees of Bachelor of Medicine and Bachelor of Surgery</b> The Committee received and noted the approved report (018-AQSC150920)