**LTC15D007**

| | |
|---|---|
| **Title:** | ***Report from the Academic Director of Taught Programmes on behalf of TPPG*** |
| Author: | Dr Adam Longcroft |
| Date: | 12 October 2015 |
| Circulation: | LTC – 20 October 2015 |
| Agenda: | LTC15A001 |
| Version: | Final |
| Status: | Open |

## Issue

An update from the Academic Director for Taught Programmes on issues discussed at Taught Programmes Policy Group (TPPG).

## Recommendation

There are no recommendations contained in the ADTP's report to LTC. The information contained in the report is provided to ensure LTC members are aware of issues which have been considered by TPPG.

## Resource Implications

There are no resource implications contained in the ADTP's report to LTC.

## Risk Implications

There are no risk implications that apply with regard to the ADTP's report to LTC.

## Equality and Diversity

There are no equality or diversity implications with regard to the ADTP's report to LTC.

## Timing of decisions

No decisions are required by LTC at this stage.

## Further Information

Contact: Dr Adam Longcroft  e mail: a.longcroft@uea.ac.uk

## Background

The ADTP uses this regular report to keep LTC members informed with regard to key policy or regulatory issues discussed by TPPG. Any items which require decisions by LTC are normally reported as separate LTC agenda items/reports.

**Report from the Academic Director for Taught Programmes (ADTP) on behalf of the Taught Programmes Policy Group (TPPG)**

The first meeting of TPPG in 2015/16 was on Tuesday 6 October 2015.

### 1) TPPG Plan of Work

The ADTP had an opportunity to set out a proposed 'Plan of Work' for TPPG for the current academic year. There were some adjustments required to this in order to spread the 'load' more equitably over the year. The ADTP has posted a revised Plan of Work to the TPPG Blackboard site (See attached as **Appendix 1**).

### 2) Online Adviser Training Module

Caroline Sauverin, Head of LTS (Systems), gave a brief presentation to TPPG members on the new online training module for advisers. Some helpful feedback was provided by TPPG members during and after the meeting. In order to ensure that advisers are not overwhelmed by the training, in terms of the time commitment required, the training will be released to advisers in discrete sections, on a weekly basis over a 5 week period. This will require a time commitment of 30-60 mins each week on average, though the most substantive section (requiring between 60-75 mins) is the opening section on 'Understanding the Adviser System'. The materials contained in the online training module include dedicated learning resources intended to ensure that advisers know 'How to' - e.g.

- How to manage advising meetings, understand the needs of advisees, and maximise the value of meetings for advisees.
- How to deal with a range of advising scenarios.
- How and when to refer students to central support services (e.g. DOS, Careers, Library)
- How to support the personal, academic and career development of advisees over the duration of a programme of study (e.g. from Week 1 of Stage 1, to possible reassessment at Stage 3);
- How to access information about their advisees via e-Vision (e.g. module profiles, marks, notes of previous advising meetings)
- How to set-up advising meetings with advisees, and how to record them via e-Vision

The first online training element focusing on 'Understanding the advising system' can now be accessed by <u>all</u> advisers. Additional elements of the training module will be become available over the next few weeks as follows:

- ✓ Online Training Session 2 - 'Providing academic support' - Available 9:00 am on Monday 12 October 2015
- ✓ Online Training Session 3 - 'Building effective relationships with advisees' - Available 9:00 am on Monday 19 October 2015
- ✓ Online Training Session 4 - 'Pastoral and career support' - Available 9:00 am on Monday 26 October 2015
- ✓ Online Training Session 5 - 'Keeping Records' - Available 9:00 am on Monday 2 November 2015

At the point where advisers have completed all 5 elements of the online training module, they will be invited to provide feedback on the module, and to suggest ways in which it can be further enhanced in the future.

### 3) Revisiting the Policy on Re-mark Requests

Towards the end of the last academic year, discussions at TPPG revealed that some staff members harbour concerns regarding the University's existing policy on re-marking student coursework. The policy was approved by LTC in 2011/12. The ADTP indicated that he was willing to revisit the policy in 2015/16.

The policy on re-marking student coursework submissions is contained within the University's published policy on Internal Moderation and Double-marking. For a copy of the policy, see:
https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Internal+Moderation+and+Double+Marking+Policy.pdf

**The existing procedure:**
Students are able to request that their work is remarked by a new marker for any assignment which has not been blind double marked.

- In cases where work has been double marked students may not request a remark but can submit a Stage 1 academic appeal against the conduct of the marking process.
- Students have to submit their request within 10 days of the mark being published on e-Vision.
- Students are required to meet with the original marker or their adviser to discuss their concerns and seek clarification regarding the mark before submitting any re-mark request.
- After meeting with the marker/adviser, students are required to provide a justification for submitting a request.
- There is standardised 'proforma' (form) that students have to complete in order to submit their re-mark request. This is LTS 005. An e-copy can be found at:
  https://portal.uea.ac.uk/documents/6207125/8551351/lts005-request-for-remarking-form/50dc921d-e86b-45a8-a898-78dba48752df

**Are any adjustments to the Policy or its operation required?**
TPPG members were asked to consider the following:

| |
|---|
| 1) Should the principle of a re-mark opportunity be retained within the Policy on Internal Moderation & Double marking? |
| 2) Should the allowable grounds be reduced/limited? E.g. limit them to one – cases where there has been an obvious 'procedural irregularity' (e.g. a transcription error). |
| 3) Should the timeframe for students to submit their request be retained or reduced – i.e. is 10 days appropriate or should it be 5 working days? |
| 4) Should the number of re-mark requests be limited for each student – e.g. to a maximum of one per year? |
| 5) Should the requirement to provide corroboratory evidence be amended so that it is more robust? |
| 6) Should the judgment of the re-marker be final – i.e. is there a need to retain the adjudication facility (exercised by the School TD) currently built into the Re-mark process? |
| 7) Should the original marker be required to sign the re-mark request form at some stage to confirm he/she has discussed the mark and script with the student? |
| 8) Should more guidance be provided to students and staff on the re-marking process – at present there is only the text in the Moderation Policy and the LTS Re-mark Request Proforma (LTS005).? |
| 9) Should the University advertise/promote the Policy more vigorously? |

There was a high level of consensus within TPPG – including amongst academic staff representatives – that the principle of a re-mark facility is a positive aspect of the Policy on Internal Moderation and Double-Marking, and should be retained. However, it was felt that there were some refinements needed to both the application process and the procedures associated with re-mark requests.

A small working group within TPPG will develop some enhanced guidance for staff/students, and propose amendments to the procedures, requirements and proforma/application associated with the re-mark request process.

**Future meetings of TPPG**
The next meeting of TPPG will take place on Wednesday 18 November 2015 (10:30-12:30)
Subsequent meetings of TPPG will take place as follows:
- Thursday 14th February 2016 (14:00-16:00)
- Wednesday 13th April 2016 (14:00-16:00)
- Thursday 2nd June 2016 (14:00-16:00)