

LTC15D196

Title: Report on the Review of Self-Certification
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Issue

Recipients are invited to consider the proposals detailed in the attached report.

Recommendation

The committee is asked to endorse the proposals in principle subject to further reporting to LTC prior to implementation in 2017-18 that systems and processes have been developed to ensure a successful introduction

Resource Implications

N/A

Risk Implications

Implementation of the proposals without appropriate systems to automate processes would lead to an inability to deliver without significant risks to performance in other key areas.

Equality and Diversity

N/A

Timing of decisions

Endorsement by LTC at its July meeting will enable the Working Group to move into the systems development in readiness for full implementation in 2017/18.

Further Information

For further information regarding the issues in this paper please contact Dr Jon Sharp (Head LTS (Quality)) on 01603 9597374 jon.sharp@uea.ac.uk

Background

The Working Group has consulted with FLTQCs and SSLCs, discussed feedback from those groups and wherever possible incorporated the suggestions arising from that consultation exercise into the proposals detailed below.

The Self-certification Working Group was tasked with reviewing the current approach to Self-certification and responding to LTC before the end of the 2015-16 academic year with proposals to either retain the current process; remove the Self-certification process entirely; or bring forward new proposals for self-certification.

In its deliberations the Working Group noted that while Self-certification was currently problematic in some aspects there was nonetheless a need for some means by which associated circumstances could be recognised: There are a range of minor illnesses that students might experience where there would be some impact on the ability to perform, but for which it would not be practical to seek third party confirmation.

The Working Group felt that the key problems with the current approach relate to: the length of the current extension period; a lack of clarity regarding which items of assessment are covered by a live extension; the absence of a good IT solution to the associated process workload.

It was agreed that any new process must be adequately supported in terms of IT systems. It is expected that the necessary IT developments will be completed in time for implementation of the new process in the 2017-18 academic year. In the interim, appropriate IT developments have been carried out to support the delivery of the existing process throughout the 2016-17 academic year.

Proposals:

In summary the new proposals are:

1. There should be a system by which students can be granted an extension without the need for third party evidence or consideration by an Extenuating Circumstances Panel
2. The length of 'Non-evidenced extensions' shall be 24 hours. That is the submission deadline for the relevant item(s) of assessment shall be extended by 24 hours from the published deadline.
3. Any item of assessment that falls due within the extension period shall be covered by the extension.
4. A student may submit a maximum of two such extension requests per academic year
5. Detailed guidance notes should be produced that explain to students the type of relevant circumstances for such extensions (minor illness; urgent caring responsibilities; urgent personal circumstances such as bereavement)