

LTC17D094

Title: *SSF LTQC Minutes*
Author: Heather Reynolds
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Issue

To receive the Minutes of the SSF LTQC meeting held on 11/10/17 and 22/11/17.

Recommendation

None.

Resource Implications

None.

Risk Implications

None.

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

Contact details: Heather Reynolds, Learning and Teaching Coordinator, telephone 01603 592517, email: h.reynolds@uea.ac.uk, for any queries/further information relating to this document.

Background

N/A

Discussion

N/A

SSF LTQC 17M002

Minutes of a meeting of the SSF LTQC held on **Wednesday 11th October 2017**, commencing at 1400, in **TPSC 2.24**.

Academic Members Present:

Ratula Chakraborty (Chair)
Rob Grant (DEV)
Fabio Arico (ECO)
Lee Beaumont (EDU) arrived at 1515
Claudina Richards (LAW)
Jonathan Wilson (NBS)
Neil Cooper (PSY)
Yvonne Johnson (SWK)

Student Members Present:

Madeleine Colledge (PGT Education Officer)
Tony Moore (UUEAS)

With:

Heather Reynolds (Secretary)
Becky Fitt (LTS Manager)

Apologies:

Rebecca Westrup (EDU)
Mary Leishman (UG Education Officer)
Borja Martin Simon (UG Faculty Convenor)

1. **CONFIRMED:** Minutes from the SSF LTQC meeting held on 13 September 2017 together with ongoing Action Plan.

Document 17M001 available online

2. Matters Arising (which are not included separately within Agenda)
 - (i) Peer observation – Workshop – NBS Deputy TD will liaise with EDU TD and ECO TD to arrange a workshop – suggesting this takes place early December and made available to all school staff.
RESOLVED: NBS Deputy TD will keep LTQC informed.
 - (ii) TEF – Student expectation in respect of TEF Gold – PGT Education Officer will take this forward.
RESOLVED: Research exists – PGT Education Officer will circulate.
 - (iii) Learning Spaces Technology – Matt North to investigate whether there is a Service Level Agreement in relation to response time for dealing with faults.

RESOLVED: Technology problems to be submitted to SFM on behalf of the Teaching Space Working Group. Issues will also be submitted to Secretary by 16 October 2017 for the attention of Chair who will liaise with Matt, keeping ECO and LAW TDs in the loop.

SECTION A: ITEMS FOR REPORT

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

A1 Statements from the Chair

- (i) Advisor Training – 20% of Advisers have been trained. Encourage Advisers to undertake online training. Is training fit for purpose – what is needed through Adviser training? New form of training being considered.
RESOLVED: Encourage feedback through PGT Education Officer.
- (ii) TALIS Update - data queried - needs to be checked by schools. Raw data issue.
RESOLVED: Responses to Ed Chamberlain LIB cc to Ratula.
- (iii) TEF Update - subject level pilot – name changing to Teaching Excellence Framework and student outcomes – some metrics changing.
- (iv) Mandatory Training – key jobholders should attend CSED training.
RESOLVED: Secretary to add this item to November meeting for discussion.
- (v) Neil Ward's Memo – Agenda item B5.

A2 LTC Provisional Update

Nothing to report.

A3 Faculty Appeals and Complaints Committee

Report for September 2017.

Document available to view online

A4 Periodic Course Review 2016/17

Course Review documentation 2016/17 can be found in the Course Review folder on this Blackboard site including the draft schedule of events for 2017/18.

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1 NEW COURSES

New Course Proposals Subgroup LTC – A new subgroup of the LTC has been set up to scrutinise new course proposals prior to being submitted to LTC for consideration. The subgroup comprises the LTC Chair, the Director of Student and Academic Services, the Academic Director of Taught Programmes, the Academic Director of Partnerships and the Academic Director of Widening Participation. Any new course proposal categorised as 'Level 2 standard risk' will need to be submitted to the LTC Secretary by the deadline for submission of papers for each LTC meeting.

None to discuss.

Proposal documents available in New Course Proposals and Course Closures folder online.

B2 CHANGES TO EXISTING PROGRAMMES

None to consider.

Proposals documents available in New Course Proposals and Course Closures folder online.

B3 EXTERNAL EXAMINER REPORTS/RESPONSES

School: EDU BA 2015/16 - External Examiner: Dr Will Curtis
Scrutineer: Duncan Watson

There are positive comments over the use of Blackboard. There is, however, reference to training for External Examiners that use different virtual learning environments. Does this need to be co-ordinated at Faculty/University level?

RESOLVED: LTS Manager will raise with AQO Manager for review within the Internal Quality Review.

B4 SSLC UPDATES – FACULTY CONVENORS

Appointment of Student Representatives:

- Noted that the UG Faculty Convener appointed had not yet attended an LTQC meeting and the PGT Faculty Convener has not yet been appointed.
- Noted that there were no student representatives at the ECO School Board.
- Some students didn't know an election had taken place and some previous representatives believed that they could continue this year but this is not the case under the current system.
- Recruitment behind schedule.
- SU changed the process which some schools have found problematic, particularly those that had a good process in place. Due to a lack of representatives currently to attend SSLCs some schools will return to their

own process for appointing representatives. Interested students often approach their Course Directors and this is the preferred way forward for NBS. SWK has representatives who have put themselves forward and wouldn't like to have new elections now.

- First round of recruitment – SPOs didn't have enough warning.
- Suggesting to SU that they work with schools experiencing problems rather than creating a model for the whole University and causing difficulties for those with a good process already in place.
- SSF schools care about their students and have had students all over the world represented in the past but this hasn't worked this year.
- Schools were not consulted about the change in process this year.

Dissertation Experience of Masters Students:

- PGT Education Officer advised that a group is reviewing the dissertation experience of Masters Students.
- They are seeking to clarify the timeframe of students' courses.
- Courses advertised with an end date of Sept and students sign up for their accommodation through to their end date but then find that they do not need to be here then having completed and submitted their last piece of assessment, the dissertation.
- End of August deadline for University accommodation.
- Tier 4 visa requirements need to be considered where deadlines are being brought forward.
- Processes being reviewed.
- Supervision issues.

- RESOLVED:**
- (i) Tony Moore will contact the UG Faculty Convener and once all appointments are in place a meeting will be arranged with the Chair and student representatives.
 - (ii) PGT Education Officer will feed issues back to the SU.
 - (iv) TDs to raise any issues with Chair (cc Secretary).
 - (v) PGT Education Officer will bring report on Dissertation Experience of Masters Students to LTQC and share best practice.

B5 MODULE AND COURSE UPDATE

Prospectus schedule attached. Appendix B – Course Overview template attached. Academic Help Sheet Module Outlines attached. Course overview style guide attached.

Verbal report from TDs on 2018/19 and 2019/20 module and course update 'completion'.

- Practical tip when completing form - must click through pages and save at the end to enable progression to 2019/20.
- Cost figure is the only new information to be ascertained. Limited text available here.

- TDs do not appear to be able to check entries.

RESOLVED: Secretary to enquire about the process for course update and report back to Chair.

Document 17D069 available online

B6 BATCH SCREENING OF ALL COURSEWORK USING TURNITIN – JONATHAN WILSON

- Student opportunity to submit to Turnitin prior to submitting their work. Students need to be trained appropriately. Supported by all including SU.
- Proposal to extend batch screening – screening whole batch of work through Turnitin following submission – SWK supportive of other schools doing this but would not wish to use it themselves. LAW – Turnitin doesn't always pick up plagiarism.

RESOLVED: General support for this by the SSF Schools and NBS Deputy TD will put together a paper for consideration.

B7 ELECTRONIC SUBMISSION – JONATHAN WILSON

Electronic submission means that a growing number of ECs relate to students submitting the wrong file or submitting the file in the wrong format. Therefore I would be grateful if this could be mentioned in course induction/early in course as the outcome of getting it wrong is often zero. I will email all Programme and Course Leaders to include a slide on this at induction. As Chair of ECs I see a lot of ECs coming through the year in respect to both u/g and p/g and the penalties seem severe in light that this is a growing problem.

- PGT Education Officer – working group in place – notification to indicate where a file is uploaded in the wrong format – warning to student. Additional resolutions may be forthcoming from the working group.

B8 ANNUAL MONITORING

QAR Compliance report.

Chair has considered QAR 3 reports listed below:

DEV, ECO, EDU, LAW, NBS, PSY, SWK.

Document 17D070 available online

B9 SELF-CERTIFICATION – JONATHAN WILSON

A major concern with SCs comes into effect in the taught semester 3, where students are using them to extend their deadlines sometimes into August which has implications for tutor's annual leave and marking. The discussion seems to be focused around UGs with 2 semesters teaching.

- NBS to discuss further.

- Self-certification process has not changed for 2017/18 but may do so for 2018/19. Currently students have one self-certification opportunity per academic year and this has to be used at the first request for an extension.

B10 TEF – FABIO ARICO

Suggesting various aspects of TEF to be a rolling item in the LTQC meetings.

I am considering the management of Good Degrees in the light of recent indications that TEF will now penalise degree inflation, and UEA has been spotted by the press in more than one occasions for having a quite steep increase in the proportion of good degrees. What I would be interested to know is how other Schools are managing/monitoring this KIS indicator and whether we should come up with a shared view/strategy at Faculty level.

- ECO considering grade distributions.
- PSY - programme rather than modular overview.
- EDU and NBS look at annual review of assessment - looking at spread – low standard deviation discussed.
- LAW – system does not take into account individual student progression. Dropping tariff for instance might impact on outcome.
- Chair – cultural shift regarding marking, University doing lots of things to support student outcome.
- LAW – step marking brought in by other universities
- PSY encourages step marking.

RESOLVED: TEF will become a standing item on the agenda.

SECTION C: ONGOING ITEMS FOR REGULAR REPORT

C1 Course Closures

None to report.

Closure documents available in the Course Closure folder online.

SECTION D: EXTERNAL EXAMINERS' REPORTS

D EXTERNAL EXAMINERS' Reports

SECTION D: EXTERNAL EXAMINERS REPORTS

Deadlines for the consideration of UG and PGT reports and responses 2016/17:

2016-17 Reports – Receipt from External Examiners:

- Standard UG Programmes – 2 August 2017
- Standard PGT Programmes – 12 January 2018

School Consideration of Reports and Preparation of Responses

- Preparation of responses by Chair – 4 weeks from availability of report on Faculty Learning, Teaching and Quality Committee (FLTQC) Blackboard site
- Chair confirms teaching executive (or equivalent) approval of responses to Team Leader – within 1 week after meeting

Faculty Consideration of Reports and Approval of Responses

- Scrutiny of reports and responses by FLTQC – 4 weeks from notification of availability of prepared responses
- Final amendments by Chair following FLTQC scrutiny – 2 weeks from notification of availability of feedback

Reporting

- Notification of approved responses to External Examiner – 1 week from notification of approval

SITUATION AS AT 5.10.17

D1. External Examiners' Reports 2015/6 Outstanding

Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

ECO – McCAUSLAND (UG) – With Scrutineer chased 05.10.17

ECO – SESSIONS (UG) – With Scrutineer chased 05.10.17

ECO – REILLEY (PGT) – With Chair chased 05.10.17

EDU – WOLFENDEN (PGT) – With Chair

LAW – FOVARGUE (UG) – With Chair chased 05.10.17

LAW – CALLEY (UG) – With Chair chased 05.10.17

LAW – HOLMES (UG) – With Chair chased 05.10.17

LAW – FARAH (UG) – With Chair chased 05.10.17

LAW – NIKAKI (UG) – With Scrutineer chased 05.10.17

LAW – ROGERS (PGT) – With Chair chased 05.10.17

NBS – CHARLES (UG) – With Scrutineer chased 05.10.17

NBS – DAVIES (UG) - With Scrutineer chased 05.10.17

NBS – HODGES (UG) - With Scrutineer chased 05.10.17

NBS – TAN (UG) - With Scrutineer chased 05.10.17

NBS – McDONNELL (PGT) – With Scrutineer chased 05.10.17

NBS – VELOUTSOU (PGT) - With Scrutineer chased 05.10.17

PSY – APLETON (UG) – With Scrutineer chased 05.10.17

PSY – JAMES (UG) - With Scrutineer chased 05.10.17

PSY – BAKER (PGT) – With Chair chased 05.10.17

PSY – MILLINGS (PGT) – With Scrutineer chased 05.10.17

SWK – MURPHY (PGT) - With Scrutineer chased 05.10.17

D2. External Examiners' Completed Reports 2015/16

EDU – CURTIS (UG)

D3. External Examiners' Reports 2016/17 Outstanding

These reports are still being submitted by external examiners.

D4. External Examiners' Reports 2016/17 Completed

None to report.

Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

Date of Next Meeting and Future Items

Date of Next Meeting: Wednesday 22 November 2017 1400-1600 in TPSC 2.24

Future Items:

FLTQC UG & PGT External Examining report overview to LTC

SSF LTQC 17M003

Minutes of a meeting of the SSF LTQC held on **Wednesday 22nd November 2017**, commencing at 1400, in **TPSC 2.24**.

Academic Members Present:

Ratula Chakraborty (Chair)
Rob Grant (DEV)
Fabio Arico (ECO)
Lee Beaumont (EDU)
Polly Morgan (LAW)
Jonathan Wilson (NBS)
Neil Cooper (PSY)
Yvonne Johnson (SWK)

Student Members Present:

Madeleine Colledge (PGT Education Officer)
Borja Martin Simon (UG Faculty Convenor)
Mary Leishman (UG Education Officer)
Tony Moore (UUEAS)

With:

Heather Reynolds (Secretary)
Becky Fitt (LTS Manager)

CONFIRMED: Minutes from the SSF LTQC meeting held on 11 October 2017 together with ongoing Action Plan.

Document 17M002 available online

MATTERS ARISING (which are not included separately within Agenda)

- (a) Peer Observation - Workshop - date for the Peer Review Workshop: 14th December, 13:00 - 15:00 in ZICER 0.01.
 - An optional alternative room is being booked (Council Chamber) to enable socialising and refreshments outside of the room.
- (b) Learning Spaces Technology - Matt North to investigate whether there is a Service Level Agreement in relation to response time for dealing with faults.
 - Nothing further on this.
- (c) Dissertation Experience - PGT Education Officer will bring report on Dissertation Experience of Masters Students to LTQC and share best practice.
 - Will formally be published following meeting on 23 November 2017.
- (d) PTES
 - Nothing received yet.
- (e) Tony Moore contacting UG Faculty Convener and once all appointments are in place, a meeting will be arranged with the Chair and student representatives.

- PG Faculty Convener being appointed and will attend January meeting.
- (f) TEF - Student expectation in respect of TEF Gold - PGT Education Officer will circulate research available.
- UG Education Officer circulated following meeting.
-

SECTION A: ITEMS FOR REPORT

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

A1 Statements from the Chair

There were no statements.

A2 LTC Provisional Update

Draft Minutes of the meeting held on 18 October 2017.

Document available to view online

A3 Faculty Appeals and Complaints Committee

Report for October/November 2017

Document available to view online

A4 Periodic Course Review 2016/17

Schedule of events for 2017/18 can be found in the Course Review folder on the Blackboard site.

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1 NEW COURSES

New Course Proposals Subgroup LTC – A new subgroup of the LTC has been set up to scrutinise new course proposals prior to being submitted to LTC for consideration. The subgroup comprises the LTC Chair, the Director of Student and Academic Services, the Academic Director of Taught Programmes, the Academic Director of Partnerships and the Academic Director of Widening Participation. Any new course proposal categorised as 'Level 2 standard risk' will need to be submitted to the LTC Secretary six working days prior to the deadline for submission of papers for each LTC meeting.

NBS

MBA Senior Leader Masters Apprenticeship - Scrutineer Rob Grant

- This is a new course wrapped around current MBA with the same core elements. Entry requirements are the same.
- Widening participation from sectors not traditionally engaged with the MBA market.
- An opportunity to take advantage of new Government policy drawing on apprenticeship levy funding.
- Components required to be in place: apprenticeship standard, assessment handbook, funding band. The first two are in place but the final one awaited.

- It was thought that employers with a large staff contingent may prefer their staff to pursue the apprenticeship route rather than MBA.
- Overall, scrutineer was very positive.
- Please see updated School response to scrutineer's report.

RESOLVED: Approved.

Document 17D071 available online

Proposal documents available in New Course Proposals and Course Closures folder online.

B2 CHANGES TO EXISTING PROGRAMMES

PSY

SSF MRes - Linguistics Pathway - Scrutineer Yvonne Johnson

- Research degree, not specifically unique but enables access to 1 + 3 linguistics and enables access to SeNSS funding opportunities.
- 20cr module offering specialist linguistics but it was noted that this specialism is also embedded in the research training (100cr dissertation).
- Scrutineer felt this was a low risk and interesting proposal.
- Please see updated School response to scrutineer's report.

RESOLVED: Approved.

Document 17D072 available online

ECO

BSc Economics with Placement Year (Including joint honours courses:

BSc Business

Economics with Placement Year BSc Business Finance and Economics with Placement Year BSc Economics with Accountancy with Placement Year BA Philosophy, Politics and Economics with Placement Year BSc Politics and Economics with Placement Year) – Scrutineer Lee Beaumont

- In general the scrutineer supported this proposal indicating the rationale was fine and appropriate but raised some points to be considered

RESOLVED: TD will investigate and respond to the following by updating the School's response to scrutineer's report and circulate this to members for reconsideration and review at the January meeting:

- The way in which the School would be monitoring student progress and whether this would be formally assessed.
- The number of secured placements.

Document 17D073 available online

Proposal documents available in New Course Proposals and Course Closures folder online.

B3 EXTERNAL EXAMINER REPORTS/RESPONSES

School: SWK BA Year: 2016/7 External Examiner: Dr Andrew Whittaker
Scrutineer: Dr Fabio Aricò

There are reported issues with the Blackboard system that needs further investigation by LTS, as this was reported across different schools. We need to ensure that issues will be genuinely and reliably resolved for the years to come.

The commendation about “*active participation by whole staff team in exam board*” is worth mentioning, as this is not standard practice across the Faculty.

School: NBS BSc Year: 2016/7 External Examiner: Professor Ron Hodges
Scrutineer: Dr Neil Cooper

The EE commented upon the very limited timescale between the review of work and the examination board. This is an institutional issue which will impact on other Schools. The role of the EE in reviewing examination marking needs further consideration at a University level.

B4 SSLC UPDATES – FACULTY CONVENORS

Nothing to report or discuss.

B5 TEF – Duncan Watson (1430)

Subject Level discussion

There is a University level co-ordinating team working on the pilot chaired by Neil Ward. Information on the TEF Subject-Level Pilots and participants can be found here:

<http://www.hefce.ac.uk/lt/tef/participants/subject/>

- Government led pilot scheme which will not impact on UEA Gold TEF.
- There is an opportunity to impact upon this scheme through the pilot phase.
- Groups: Sports Science may join grouping, losing Psychology but gaining Politics.
- Model A ‘by exception’ - may need to contribute, not clear at this stage how this will be determined (5 page report).
- Model B ‘bottom up’ - contributions from all - 7 subject groups (social sciences, business and law). Metrics will be released shortly. January deadline for submission of ‘two pages’. Final deadline of February following iterations.
- Pilot on Teaching Intensity (NBS) – lead required for this area (could be School Manager). Institutional data. Student Survey possibly being released on 27 November 2017 which doesn’t require a minimum number of responders (currently delayed whilst questions are being reviewed). A Powerpoint presentation to promote the survey will be available soon. Data from 2015/16 returns (196 NBS and 2 ECO modules).
- Resources: maximise efficiency – documentation will be shared on OneDrive. Important to share and help each other. Costing schedule to be completed.
- Information will not be publicised and remains the University’s information.

- Stage 1 – teaching quality metrics (for 2 page submission), stage 2 greater context (for exception needing additional information). Metrics will help to establish whether a school is Gold/Bronze level and the process will confirm.
- Subject leads need advice in respect of maximising their chances of getting Gold.
- HEPI report available online.
- BIU will draft the template structure and will be providing data, hopefully by 29 November 2017, and will facilitate workshop type sessions.
- Templates will begin to arrive in December (understanding the metrics).
- Narrative will be extremely important alongside the data.
- Please see Duncan Watson's presentation.

RESOLVED:

- TDs to fee back any data issues to Duncan Watson.
- All to document time spent for costing – fully cost everything.
- Duncan Watson will circulate PVC's briefing document which is being distributed to subject leads.
- Duncan Watson will form a working group to help with sharing of best practice and block out some time to facilitate meeting and discussion. It was suggested that each school suggests two colleagues to lead on this and join meetings/discussions.

Document 17D074 available online

B6 MODULE AND COURSE UPDATE

Verbal report from TDs on 2018/19 and 2019/20 course update together with tracker providing LTQC with information relating to SSF course update changes requested.

RESOLVED:

- Secretary to circulate tracker spreadsheet for course update to TDs to enable them to consider and respond outside of the meeting.
- TDs to consider whether any courses need to be closed and advise their LTS Team Leader and Chair of those that do. This will lead to a bulk course closure in January for SSF.
- Module update needs to be completed.
- Course update needs to be completed.

Documents available online

B7 BATCH SCREENING ON ALL COURSEWORK USING TURNITIN – Jonathan Wilson/Naresh Pandit

- Chair has pursued this with PVC and will feedback in due course.

Document 17D075 available online

B8 SENIOR ADVISER'S REPORT

SSF Senior Adviser's Report prepared by ECO SA

RESOLVED: Accepted.

Document 17D076 available online

B9 ATTENDANCE MONITORING REPORTS

School Attendance Monitoring Reports relating to Sem 2 2016/17

- **Not discussed.**

Document 17D077 available online

B10 CSED TRAINING FOR KEY JOBHOLDERS

- Online or repeated session training would be helpful.

RESOLVED:

- Suitable training and induction must be provided for all post holders.

B11 ASSESSMENT AND FEEDBACK – Jim Dickinson SU (1530) (Jim did not attend – Mary Leishman presented)

Jim's communication: As you may know each week we despatch the SU staff team out to talk to students about a contemporary issue- and in recognition of the importance of the issue over the past two weeks we've had hundreds of "Quality Conversations" about assessment and feedback.

We've summarised the results for Neil and Clive (attached) and I've attached the full text from each faculty.

Contents are self explanatory we think; and do reflect actions in Neil's "memo"- I guess the thing we are keen to understand is whether/how schools are doing any *sampling* of feedback that students are getting and analysing whether the practice reflects the reassurances.

The thing that comes through most saliently from our team when they were talking to students is the negative impact of inconsistency for a single student- if things are working on 7 modules out of eight but one isn't, that consistency issue within a single programme or school is a real killer because the good practice shows up the poor.

Best Practice – PVC Memo:

- Schools should continue to return timely feedback.
 - Assessment criteria should be made clear to students – (a) discussed in class, and (b) loaded onto the Module's Blackboard page.
 - Ensure the fairness of marking is discussed and explained to students.
 - Ensure feedback to students includes some indication of how specifically their work could be improved.
 - Heads of School and Teaching Directors to ensure that new staff and Associate Tutors are appropriately inducted and mentored in assessment and feedback.
-
- Comments from SSF students relate mainly to marking and moderation issues.
 - A lot of excellence but inconsistency. Suggesting random sampling to meet student expectations.
 - Timeliness of formative feedback to enable students to improve for summative feedback. Timeliness/quality – practices and needs may vary. Having a drop-in session might be more useful.
 - Relatively high percentage of CW feedback not retrieved from HUB and an understanding of why this is so would be helpful.

- Please see UG Education Officer's presentation online for full details of discussion and the key thoughts that Mary took away from this discussion.

Document 17D078 available online

B12 Teaching Excellence Planning

PVC's Memo

Document 17D079 available online

B13 Course Review Events 2016/17

CR2s EDU PGT and DEV UG together with the faculty Course Review overview report (CR3) completed by Chair and submitted to LTC

Course Review Events available in the B13 section of the online pack

Document 17D0780 available online

SECTION C: ONGOING ITEMS FOR REGULAR REPORT

C1 Course Closures

None to report.

Closure documents available in the Course Closure folder online.

SECTION D: EXTERNAL EXAMINERS' REPORTS

D EXTERNAL EXAMINERS' Reports

SECTION D: EXTERNAL EXAMINERS REPORTS

Deadlines for the consideration of UG and PGT reports and responses 2016/17:

2016-17 Reports – Receipt from External Examiners:

- Standard UG Programmes – 2 August 2017
- Standard PGT Programmes – 12 January 2018

School Consideration of Reports and Preparation of Responses

- Preparation of responses by Chair – 4 weeks from availability of report on Faculty Learning, Teaching and Quality Committee (FLTQC) Blackboard site

- Chair confirms teaching executive (or equivalent) approval of responses to Team Leader – within 1 week after meeting

Faculty Consideration of Reports and Approval of Responses

- Scrutiny of reports and responses by FLTQC – 4 weeks from notification of availability of prepared responses
- Final amendments by Chair following FLTQC scrutiny – 2 weeks from notification of availability of feedback

Reporting

Notification of approved responses to External Examiner – 1 week from notification of approval

Document 17D077 available online

SITUATION AS AT 17.11.17

D1. External Examiners' Reports 2015/6 Outstanding

Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

LAW –SYRETT (PGT) – Sent to Scrutineer (Yvonne Johnson) 11.10.17.
Chased 16.11.17

LAW –ROGERS (UG) – Sent to Scrutineer (Yvonne Johnson) 11.10.17.
Chased 16.11.17

PSY – APPLETON (UG) – With Scrutineer (Yvonne Johnson) chased
05.10.17 & 16.11.17

PSY – JAMES (UG) - With Scrutineer (Yvonne Johnson) chased 05.10.17 &
16.11.17

PSY – BAKER (PGT) – Sent to Scrutineer (Naresh Pandit) sent on 07.11.17

D2. External Examiners' Completed Reports 2015/16

SWK – MURPHY (PGT) – Sent to Scrutineer (Naresh Pandit) 16.11.17

D3. Scrutineers' Reports 2015/16 Received

EDU – PERKINS (PGT) from Rob Grant

EDU – WINDROSS (PGT) from Rob Grant

EDU – CROSS (PGT) from Rob Grant

EDU – SWAFFIELD (PGT) from Rob Grant

EDU - MESSER (PGT) from Rob Grant

EDU – FISHER (PGT) from Rob Grant

EDU – WOLFENDEN (PGT) from Rob Grant

EDU – CAJKLER (PGT) from Rob Grant

EDU – CARMICHAEL & HINTON-SMITH (PGT) from Rob Grant

D4. External Examiners' Reports 2016/17 Outstanding

These reports are still being submitted by external examiners.

D5. External Examiners' Reports 2016/17 Completed

SWK – WHITTAKER (UG)

SWK – MULEYA (UG)

D6. Scrutineers' Reports 2016/7 Received

EDU – Cross (PGT)

EDU – Curtis (PGT)

Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

Date of Next Meeting and Future Items

Date of Next Meeting: Wednesday 10 January 2018 1400-1600 in TPSC 2.24

Future Items:

Faculty overview UG & PGT External Examining 2016/17 (LTC March)

NSS School Responses

Faculty overview attendance monitoring 2016/17 (LTC Jan)

Module Evaluation participation (LTC Jan and June)

PGT QAR 3 (LTC March)