

Minutes of the School Meeting held on 20 June 2018.

1. Chair Statements

- ATR interviews
Presentations and interviews are taking place on Monday 25 June and Tuesday 26 June. Presentations will begin around 09:15 on Monday morning – there are 7 candidates. Please come along if possible; feedback forms will be available. The quality of applications was for the most part excellent. From an E & D perspective, the gender distribution across applications was 37% female, 63% male. Across the shortlisted applicants, the distribution is 42% female, 58% male.

2. Exam moderation proposal - Director of Learning and Teaching (DLT)

In light of the challenging marking deadlines imposed on exams scheduled in Week 4 of the Assessment Period, Mark and Tamas sent their concerns to various members of the Executive Team. Following a letter of concern signed by all SCI Heads of School, a review has been promised although there is no guarantee that changes will follow.

In the meantime, a suggestion was made that the School move to moderating Level 5 and 6 exams, rather than second marking them. 10% of all scripts would be moderated, plus all fails. This process is already in place for Levels 3 and 4, and was implemented this year for some Level 5 and 6 exams as response to the time restraints.

Mark requested feedback on this proposal. Although the response was largely positive, the following questions/comments were raised:

- Q: Can students appeal single-marked work?
A: Yes, but the most likely students to appeal are the ones that fail, and all fails are moderated.
- Q: Would fails be assessed at the section level or whole exam level?
A: The latter requires waiting until all sections are marked to assess failure but would be less work overall.
- Q: Although moderation would work well for essay questions, there is an issue around checking the summation of marks for short answer/data handling sections. With large amounts of scripts to go through, it's easy for markers to miscalculate or miss questions, especially if students don't answer them in order.
A: Tamas confirmed that using Associate Tutors to check the above is a possibility, but perhaps could be decided on a module by module basis.
- The idea of using moderators without experience in the subject area was met very unfavourably.

ACTION: Mark to propose at the next Annual Review of Assessment and Moderation, that BIO move to a moderation process for Level 5 & 6 exams, with the more intrinsic details to be decided at a local level, possibly on a module by module basis.

On the subject of marking time constraints, an issue was raised around the marking of MCQ answer grids. Apparently this is automated in MED, saving a lot of time.

ACTION: Mark to contact Susanne Lindqvist (MED DLT) to request more information on the machine they use.

3. AOB

- **Module Update Process**

A question was raised regarding whether it's still possible to request changes to assessment details such as submission dates or titles. Changes will be possible when the Module Outline task reopens for Phase 3.

ACTION: Mark to contact LTS and ask when Phase 3 of Module Outline will be available.