

**LTC11D011**

**Title:** INTO UEA (Norwich and London) and INTO City Committee and Exam Board Arrangements  
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**Date:** October 2011  
**Circulation:** Learning and Teaching Committee – 26 October 2011  
**Agenda:** LTC11A001  
**Version:** Final  
**Status:** Open

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### **Issue**

A recommendation for changes to the arrangements for INTO UEA (Norwich and London) and INTO City committees and Exam Boards.

### **Recommendation**

Recommended  
that the changes outlined below be approved for immediate implementation.

### **Resource Implications**

Not applicable.

### **Equality and Diversity**

This is a change to process arrangements, not practice. Therefore equality and diversity will continue to be considered at the Boards in the usual way.

### **Further Information**

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### **Discussion**

Following the experience of the first year of operation and feedback from External Examiners, it is proposed that the organisation of the committees and exam boards operated for INTO provision in Norwich and London should be revised as follows.

1. INTO UEA Joint Board of Study (JBOS)/INTO City Course Board (CB)
  - 1.1 The current arrangement of a combined meeting will cease. INTO City CB will take place separately from the INTO UEA JBOS, which will cover both Norwich and London.

### Meetings

- 1.2 Future meetings will be on different days as UEA will continue to alternate between Norwich and London and when in London would avoid taking a whole day out for INTO London members.

### Reciprocal Membership

- 1.3 UEA are currently considering whether one or two members on the City CB is most appropriate.
- 1.4 City will have two representative on JBOS.
- 1.5 These reciprocal members will not have voting rights on the other University's Board.

### Paperwork and Decision-Making

- 1.6 City and UEA will exchange draft agendas in advance of meetings to check whether there are any items that would be of interest to the other Board or needs a decision from both because, for example, it is an aspect of INTO City provision that impacts on INTO UEA London provision or vice versa.
- 1.7 Common items that need a decision from both Boards will be marked as such and the decision of the first Board will be subject to agreement by the second. Where a decision is not reached, the issue will be resolved by the two Chairs via Chair's Action. In practice, it is unlikely that this will be an issue
- 1.8 The CB will receive the minutes of the previous JBOS and vice versa.

### 2. Assessment and Exam Boards

- 2.1 The current arrangement of a combined INTO City, INTO UEA London and INTO UEA Norwich exam board has proved unwieldy for staff and the external examiners and will cease. INTO City and INTO UEA London will hold a combined exam board which will take place separately from the INTO UEA Norwich exam board.

### Assessment Tasks

- 2.2 The practice of synchronizing identical exams between Norwich and London has been impractical. INTO UEA Norwich will prepare separate assessment tasks from INTO UEA London/INTO City which will enable the decoupling of arrangements for INTO UEA exams between Norwich and London.
- 2.3 All assessment tasks will be sent to externals in time for them to comment and revisions made before students undertake them.
- 2.4 Measures to ensure consistency of standards and approach between both INTO UEA centres including the monitoring and comparison by the JBOS of externals' reports, annual monitoring SAREs, student feedback and achievement and joint assessment workshops will be agreed in advance and approved by JBOS. The effectiveness of this will then be kept under review.

### External Examiners

- 2.5 UEA will approach existing externals to explain the changes and ask them if they would be willing to undertake a separate appointment for London provision. With separate boards, the externals' review of students' work prior to the board will be more productive and effective.
- 2.6 Any existing external unwilling to cover both sites separately will have to be replaced for London by a new external. INTO London will be responsible for sourcing new externals for approval under both Universities' procedures.
- 2.7 Whether covering both sites or not, externals will produce separate annual reports for Norwich and London, but will be expected to comment on parity between the two.

- 2.8 A single report by each external will cover INTO London (UEA and City) provision but externals will be asked to compare and contrast both groups of students.
- 2.9 The INTO UEA London/INTO City team's responses to comments by the external in their report will be considered first by UEA (as this part of UEA's process is outside formal committees), then by City's CB, and any revisions requested by either party incorporated in the final version by INTO London.
- 2.10 Reports for INTO UEA London/INTO City and INTO UEA Norwich will be considered and compared by the JBOS and the SARE process.

#### Exam Boards

- 2.11 INTO UEA London/INTO City will liaise with INTO UEA Norwich to arrange separate exam board dates for London and Norwich so that any common externals and the UEA representatives are available for both.
- 2.12 All exam board paperwork for London will show INTO City and INTO UEA students on separate sheets.