

Temporary Amendments to Policies and Procedures

From Monday 16th March 2020, temporary amendments were made to the following Policies and Procedures 2019-20. Those temporary amendments have been revised to apply to the Policies and Procedures 2020-21. These temporary amendments to policies and procedures apply only to registered students.

Amended policy/procedure for 2020/21	Amended policy/procedure for 2019/20:	Prior to the amendment, the policy/procedure had stipulated:
EXTENUATING CIRCUMSTANCES POLICY AND PROCEDURES		
<p>Procedure is reinstated for 2020-21. If a student experiences circumstances which they believe impact on their ability to complete or attend an assessment, they are required to submit a claim for Extenuating Circumstances, however, they will not need to submit evidence with that claim</p>	<p>Procedure suspended. The requirement to submit an Extenuating Circumstances claim, either self-certified or corroborated, for any assessment that was due to be submitted on or after Monday 16th March 2020 has been removed. This means all students will automatically be granted Extenuating Circumstances and assessments will not be subject to any penalty.</p>	<p>Completed claim forms should be submitted to the Faculty Office or equivalent in partner institutions.</p>
<p>Procedure is reinstated for 2020-21. If a student experiences circumstances which they believe impact on their ability to complete or attend an assessment, they are required to submit a claim for Extenuating Circumstances, however, they will not need to submit evidence with that claim</p>	<p>Procedure suspended. The requirement to submit an Extenuating Circumstances claim, either self-certified or corroborated, for any assessment that was due to be submitted on or after Monday 16th March 2020 has been removed. This means there will be no late or retrospective claims for assessments due on or after Monday 16th March 2020</p>	<p>Completed claim forms must be submitted no later than ten working days after the deadline for submission of the assessment or the date of the time-specific assessment such as presentation, performance or test. ECs claims for formal examinations should be submitted no later than Monday after the end of the formal examination weeks, in the appropriate semester</p>
<p>Procedure is reinstated for 2020-21. If a student experiences circumstances which they believe impact on their ability to complete or attend an</p>	<p>Procedure suspended. Given that the requirement submit an Extenuating Circumstances claim has been removed, there is also no requirement to submit independent,</p>	<p>All claims, other than those that are self-certified, must be accompanied by independent supporting documentation that shows the nature, timing and evidence of the</p>

assessment, they are required to submit a claim for Extenuating Circumstances, however, they will not need to submit evidence with that claim	supporting documentation or evidence or to self-certify a claim.	problem, and the effect the problem has had on the student's performance. Supporting evidence should not be retrospective. Claims may be self-certified for circumstances which affect a student for five working days or fewer.
This section is suspended for 2020-21 as students will either be allowed a maximum of ten working days from the original deadline or the claim will be deemed valid for non-submission.	N/A	Self-certification of short-lived circumstances, affecting students for five working days or fewer may result in an extension of no more than five working days for coursework assessment in a taught module.
Procedure is reinstated for 2020-21. If a student experiences circumstances which they believe impact on their ability to complete or attend an assessment, they are required to submit a claim for Extenuating Circumstances, however, they will not need to submit evidence with that claim	Students who are unable to submit assessments during the referral period do not need to submit a claim for ECs. They will either be offered an extended referral at the same attempt in up to 40 credits or repeat at the same attempt in more than 40 credits	Students who are unable to complete referred assessments should complete an ECs claim form
MARKING AND MODERATION POLICY		
Change revoked. Policy returns to standard requirements, as it was prior to 2019/20 amendment.	There may be discretion in the sample size for pre-final stage student assessments in order to prioritise first and second marking of final stage project/dissertation modules. Where the sample size is reduced, programme teams should ensure External Examiners are informed of the rationale for doing so.	The minimum sample for each component is: <ul style="list-style-type: none"> • All fails • 10 pieces of work or 5% (whichever is the greater) from the First (or Distinction) range to demonstrate the lowest and highest marks awarded in that classification band • 10 pieces of work or 5% (whichever is the greater) from the remaining

		classification bands with a focus on work at borderlines
OPERATIONAL INSTRUCTIONS FOR SUBJECT ASSESSMENT PANELS		
Module Leaders are advised that “virtual” attendance at the SAP is expected in the usual way as if a face- to-face meeting was being convened. Brief written comments should also be prepared on module delivery and assessment and confirming the marks, to be read on behalf of the Module Leader in case of unexpected sickness relating to COVID-19.	Module Leaders are advised that “virtual” attendance at the SAP is expected in the usual way as if a face-to-face meeting was being convened. Brief written comments should also be prepared on module delivery and assessment and confirming the marks, to be read on behalf of the Module Leader in case of unexpected sickness relating to COVID-19.	Module leaders must notify the chair in advance of if they are unable to attend a SAP and nominating an alternate who can act in his/her place or, providing comments in advance of the meeting.
Subject External Examiners are advised that “virtual” attendance at SAP is expected in the usual way as if a face- to-face meeting was being convened. A brief statement should also be submitted to confirm they are satisfied with the standards of assessment in the modules and they confirm the marks, to be read on behalf of the Subject External Examiner in case of unexpected sickness relating to COVID-19.	Subject External Examiners are advised that “virtual” attendance at SAP is expected in the usual way as if a face-to-face meeting was being convened. A brief statement should also be submitted to confirm they are satisfied with the standards of assessment in the modules and they confirm the marks, to be read on behalf of the Subject External Examiner in case of unexpected sickness relating to COVID-19.	In the unavoidable absence of a Subject External Examiner, the Panel may proceed provided the External Examiner has provided comments on the standard of all modules for which s/he has responsibility, and any queries regarding marks have been resolved in advance with the Internal Examiner.
OPERATIONAL INSTRUCTIONS FOR AWARD ASSESSMENT BOARDS		
Procedure is reinstated for 2020-21 as students must submit a claim for Extenuating Circumstances which is subsequently reviewed by the HE Quality Office	Extenuating Circumstances for assessments due on or after Monday 16th March 2020 will not have been reviewed by the HE Quality Office as students were not required to submit claims in order for the ECs to	All ECs will have been reviewed by the HE Quality Office to determine whether the circumstances are validated within the definitions established in the Extenuating Circumstances policy.

to determine whether the circumstances are validated within the definitions established in the Extenuating Circumstances policy.	be deemed valid. ECs for assessments submitted before Monday 16th March 2020 will have been reviewed in the usual way.	
The criteria for progression or awards, and the rules for compensation and reassessment are specified in the Academic Assessment Regulations and Temporary Amendments to Academic Regulations 2020-21.	The criteria for progression or awards, and the rules for compensation and reassessment are specified in the Academic Assessment Regulations and Temporary Amendments to Academic Regulations 2019-20.	The criteria for progression or awards, and the rules for compensation and reassessment are specified in the Academic Assessment Regulations.
EXTERNAL EXAMINERS NOTES FOR GUIDANCE		
Where UCSD has implemented alternative assessment strategies following the move to online teaching, learning and assessment, UCSD will inform the Subject External Examiner of these changes but not seek approval in consideration of the EEs increased workload at their own institution and to ensure swift dissemination to students. All alternative assessments will ensure programme learning outcomes are met.	Where UCSD has implemented alternative assessment strategies following the move to online teaching, learning and assessment, the University will inform the Subject External Examiner of these changes but not seek approval in consideration of the EEs increased workload at their own institution and to ensure swift dissemination to students. All alternative assessments will ensure programme learning outcomes are met.	UCSD will expect a Subject External Examiner to approve the assessment scheme for all modules in the agreed sample. This will normally include approval of the form of coursework assessment and the form and content of 'initial' and 'resit' examination papers, together with accompanying marking schemes
An interim engagement may not have been carried out in 2020-21 due to the COVID-19 pandemic. Where an interim engagement has not taken place it should be noted at the Subject Assessment Panel.	An interim engagement may not have been carried out in 2019-20 due to the COVID-19 pandemic. Where an interim engagement has not taken place it should be noted at the Subject Assessment Panel.	UCSD expects all Subject External Examiners to carry out at least one interim engagement per year.
UCSD will expect an Award External Examiner to attend meetings of the Award Assessment Board via	UCSD will expect an Award External Examiner to attend meetings of the Award	UCSD will expect an Award External Examiner to attend meetings of the Award Assessment Board and the Award External

remote attendance, even if this is the first year of his/her term of office	Assessment Board via remote attendance, even if this is the first year of his/her term of office	Examiner must attend the Board held in the first year of his/her term of office
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