

Course Committees

At the first meeting of the academic year, all course committees to:

- a) review their:
 - terms of reference
 - composition
 - membership
- b) establish:
 - how student representatives will be elected to course committees
 - how student representatives will communicate between committees and their peers.

Committees to keep records of meetings.

Course Committee

Report any significant proposals for change to the divisional Undergraduate Studies Committee (USC) via Educational Policy Officer (Ros Whiteley) by **Friday of Week 4 of Michaelmas Term.**

Identification of Academic Objectives for the Year

Course director to confirm year's specific academic activities in the light of any review outcomes, departmental plans, divisional five-year plans, and the University's Strategic Plan.

Useful reference documents:

Divisional Plan: available on request

University Strategic Plan: <http://www.admin.ox.ac.uk/pras/planning/>

Course Committee

Report any significant proposals for change to the divisional Undergraduate Studies Committee (USC) via Educational Policy Officer (Ros Whiteley) by **Friday of Week 4 of Michaelmas Term.**

Examination Reports 2018-19

In Michaelmas Term at the latest, conduct a review of examiners' reports from the previous academic year's examinations, to monitor teaching/assessment standards and outcomes.

Please see the [MSD quick reference guide on Examination reporting](#).

1. Identify:
 - a) any issues that the examination process has brought to light concerning:
 - the content of the course
 - teaching methods
 - existing methods of assessment
 - compulsory and/or optional elements of the course
 - b) any specific options which need to be reviewed
 - c) the overall standard of performance in the examination, including any trends in results (especially in relation to gender) or in relation to particular areas of the curriculum
- d) Changes in examination conventions, procedures or regulations suggested by the examiners' experience of the assessment process
- e) Actions arising from this discussion

Board of Examiners/ Chair of Examiners

Produces a report which should be considered by the relevant course committee(s) in the term following the last examination.

External Examiners

External examiners send their reports to the University Education Policy Support team (external-examiners@admin.ox.ac.uk), the Division (Education Quality Assurance Officer) and forwarded to Course Directors, Course Administrators and Chairs of Examiners as received.

Note: If a course team receives a report directly from an External Examiner, it should be forwarded to external-examiners@admin.ox.ac.uk and to Education Quality Assurance Officer.

Course Committee

Produce an examination reporting pack (see 4.) by **Friday Week 7 of Michaelmas Term** for consideration at the divisional Audit Sub-Committee at the end of Michaelmas Term (send to Education Quality Assurance Officer).

Divisional Office

2. Chair of Examiners' reports and External Examiner reports should be discussed at JCC.
3. Prepare a response to External Examiner(s).
4. Produce an examination reporting pack for the divisional Audit Sub-Committee (ASC) consisting of:
 - the Chair of Examiners' report (sent as two separate documents: Part II Section E; and the rest of the Chair of Examiner's report),
 - the External Examiner(s)' report(s),
 - copy of the response to External Examiner(s)
 - Minutes of Committee meetings where examiners' reports were discussed
 - a copy of the Examination Conventions,

Make Chair of Examiners' reports (excluding Part II Section E) and External Examiner's reports available to students via Oxonly domain. Before publication, ensure the reports do not enable candidates to be identified and numerical data is converted to percentages.

Note: publication is not required for courses/examinations/ papers/individual questions involving fewer than 6 students.

Useful reference documents:

Education Committee guidance in relation to the consideration of internal and external examiners' reports:

<https://academic.admin.ox.ac.uk/sites/default/files/academic/documents/media/pandgforexaminers.pdf> (section 4 and Annex F)

Examination Convention changes for Trinity Term 2019-20

Where it is possible to send proposed changes to Exam Conventions relating to the following academic year's exams through by 31 July, this is helpful to ensure the changes are approved in good time before the start of the new academic year. However, if a second round of changes may then be required following Michaelmas term committee meetings etc., course teams are welcome to delay sending Conventions for approval until the complete set of changes can be presented in one batch, if this seems more sensible. Please note that conventions must be published to prospective candidates not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term.

If you may make changes to Conventions after students have started studying for the examination in question, please refer closely to the divisional guidance available at: [MSD Examination Regulations and Conventions Guidance](#).

Proposed changes to examination conventions relating to Trinity Term examinations should be submitted to Education Quality Assurance Officer for ASC approval

Useful reference documents:

Summary of Audit Sub-Committee report submitted to Education Policy Support (EPS) which:

- i) confirms that a response has been provided to all external examiners
- ii) confirms that the division has carried out its oversight function
- iii) identifies any specific issues or arising themes that the Division wishes to draw to Education Committee's attention

Course Committee

Course Directors and/or Course Administrators to liaise with Education Quality Assurance Officer regarding proposed changes.

Divisional Office

Division to arrange for Audit Sub-Committee approval of changes to Examination Conventions.

MSD Examination Regulations and Conventions Guidance

https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-resources/Shared%20Documents/Examination%20Regulations%20and%20Conventions_UG.pdf

Nomination of Assessors 2019-20

In order to comply with the University requirement that **the process of approval must be successfully finalized before Assessors commence any work**, the main batch of assessors should be nominated for approval not later than the term preceding the one in which these assessors will be needed (i.e. Assessors needed from Hilary Term onwards should be approved in Michaelmas Term).

All nominees, if successful, are approved for the whole academic year (i.e. not for any specific term). The exception to this is nominations of PGR Students, who can only be approved as assessors by the Proctors and on a termly basis. The nomination of postgraduate research students as assessors should only be considered in exceptional circumstances, as described in the [Examiner Appointments Staff Handbook](#) and [MSD quick reference guide on nomination of examiners and assessors](#)

Further assessor nominations (emergency covers, expert markers needed in a specific term only, etc.) may be put forward for approval at other times throughout the year, providing that no work is carried out prior to appointments being confirmed.

Useful reference documents:

MSD quick reference guide on nomination of examiners and assessors

<https://weblearn.ox.ac.uk/access/content/group/8ca44649-1109-42d8-9d55-db06414dd81d/Quick%20reference%20guides/Nomination%20of%20examiners%20and%20assessors>

EAP Support Page

<https://itservicesprojects.web.ox.ac.uk/eap-support>

Examiner Appointments Staff Handbook

<https://academic.admin.ox.ac.uk/examinations-and-assessments>

Submit report on student feedback – National Student Survey, Student Barometer and other local feedback

Consideration of student feedback results at Course Committee-level and with student representatives through the relevant Joint Consultative Committee (JCC) should take place in **early Michaelmas Term** at latest. Student feedback includes National Student Survey results, Student Barometer results, and the results of any student feedback collected locally.

The discussion should include student feedback on the induction programme, teaching, assessment and other aspects of the course.

Please seek to identify:

Nominations and Approvals

Exam Board Administrator

Use EAP system to create and edit the Exam Boards (appoint examiners and assessors), following [the User Manuals on the EAP support website](#).

Chair of Examiners/ Senior Nominating Officer

Follow the instruction in the [User Manual for EAP system](#) to approve board changes and composition.

Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

Departments

Student feedback survey to be completed by **Friday of Week 8 of Michaelmas Term** for discussion at the Undergraduate Studies Committee (USC) in Hilary Term.

University Education Committee report on NSS may also be provided for discussion at course and /or divisional education committees.

Divisional Office

Division will provide QASC with reports (UG and PG) **by Easter** which confirm that consideration of student feedback has been undertaken by all course committees, and will note

- a) any areas of concern which may require further work and development
- b) significant improvements e.g. in response rates, assessment and feedback scores
- c) good practice - for dissemination across the division
- d) actions to be taken to address areas of concern and to build on good practice

areas of particular concern or improvement and planned action.

In Michaelmas Term, departments will be asked to complete a survey on UG student feedback. The survey must be completed, for consideration at divisional level, by **Friday of Week 8 of Michaelmas Term**.

Oxford SU

Collection of Student Representatives' details.

Oxford SU Academic Representation Officer (Matt Tennant) will request (via email) details of Student Representatives from departments/courses.

Useful reference documents:

Education Committee Policy and Guidance on student engagement and representation:

<https://academic.admin.ox.ac.uk/student-engagement-and-representation>

MSD UG Student representation guide

[https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-](https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-resources/Shared%20Documents/Student%20engagement%20and%20representation%20and%20PGT.pdf)

[resources/Shared%20Documents/Student%20engagement%20and%20representation%20and%20PGT.pdf](https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-resources/Shared%20Documents/Student%20engagement%20and%20representation%20and%20PGT.pdf)

Course Teams

Course Teams to respond to a request (via email) for details of Student Representatives sent by Oxford SU Academic Representation Officer (Matt Tennant).

Complaints 2018-19

Review complaints and appeals over the last academic year

Course Teams

Courses to complete annual divisional on-line questionnaire to report on complaints and appeals from the previous academic year by **Friday of Week 9 of Michaelmas Term**.

Completion of UG Quality Assurance Questionnaire

Note: This questionnaire is completed once every three years and the survey last took place in MT15.

Destination of Leavers from Higher Education (DLHE)

Consideration of DLHE data at Divisional level to look at key characteristics of the student population and cascade analysis to all/specific course committees depending on the evaluation.

Divisions to identify any actions to be taken at course or division level, or to be considered by the appropriate body at University level.

Divisional Office

Destination of Leavers from Higher Education (DLHE) data to be considered at the first meeting of the Division's Audit Sub-Committee in Michaelmas Term 2019

Actions arising from evaluation to be communicated to appropriate bodies during Hilary Term 2020.

Teaching Excellence Awards

The biennial Divisional scheme runs in conjunction with the University to recognise and reward individuals and teams for excellence in teaching and supervision, the organisation of teaching, and support for teaching and learning within a research-intensive environment. Project funding is also available. The next round of nominations/applications will open in **2021**.

Useful reference documents:

MSD Teaching Excellence Awards

<https://www.medsci.ox.ac.uk/divisional-services/support-services-1/educational-strategy/teaching-excellence-awards>

Key Information Sets (KIS)

Directors of Undergraduate Studies and Course Administrators to:

- a) confirm the accuracy of KIS teaching and assessment data
- b) incorporate any amendments arising from changes to course structure, teaching and assessment arrangements etc.

Divisional Office

Division disseminates Key Information Set teaching and assessment data for review.

Send MSD KIS data to Student Administration when ready

Departments

Revised data sets to be returned to the Education Quality Assurance Officer

Student Administration

Student Administration to submit full, updated Key Information Sets to HESA for publication on UNISTATS website (<http://unistats.direct.gov.uk/>).

Admissions

Undergraduate admission statistics are published annually in January and are available through the University website – link TBA.

Annual review of undergraduate admissions exercise:

- a) consider any trends in relation to key demographic characteristics including sex, ethnicity, gender, disability;
- b) identify any trends in numbers, source and quality of applications;
- c) use of English language waivers;
- d) consider over-offer ratios, withdrawals and take-up of places;
- e) selection process;
- f) availability of student funding;
- g) procedures for the forthcoming admissions round;

Course Committee

Statistics for the previous year's admission cycle should be scrutinised by the relevant Course Committee against the criteria set out in the University's Procedures for the annual monitoring of courses (set out on the left). Please send the minutes of this discussion to the Educational Policy Officer (Ros Whiteley).

Divisional Office

Undergraduate Studies Committee (USC) to contact specific courses if some aspects of its admissions data require follow up.

- h) review of target numbers;
- i) confirm admissions processes are meeting the requirements of the *Common Framework* <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/common-framework> and the *University Access Agreement* <http://www.admin.ox.ac.uk/edc/access/>
- j) note any changes in or enhancements to process or practice for subsequent admissions rounds.

Nomination of 2019-20 Assessors

Review list of approved Assessors listed on the Approved Exam Board in the EAP system to identify whether additional nominations for the Trinity Term Examinations need to be put forward for approval.

Note: The process of approval must be successfully finalized before nominees commence any work.

Useful reference documents:

MSD quick reference guide on nomination of examiners and assessors

<https://weblearn.ox.ac.uk/access/content/group/8ca44649-1109-42d8-9d55-db06414dd81d/Quick%20reference%20guides/Nomination%20of%20examiners%20and%20assessors>

EAP Support Page

<https://itservicesprojects.web.ox.ac.uk/eap-support>

Nominations and Approvals

Exam Board Administrator

Use EAP system to create and edit the Exam Boards (appoint examiners and assessors), following [the User Manuals on the EAP support website](#).

Chair of Examiners/ Senior Nominating Officer

Follow the instruction in the [User Manual for EAP system](#) to approve board changes and composition.

Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

Examination Regulation and convention changes for 2020-21

Course committees to undertake annual review of Examination Regulations and Examination Conventions.

Examination Regulations

If any changes to Regulations or conventions are required, please contact Ros Whiteley or Education Quality Assurance Officer for advice as soon as possible. Proposals for changes to Examination Regulations:

- a) **must be approved by the Division during Trinity Term** (major changes must also be approved by the University Education Committee). Please send proposals for changes to Education Quality Assurance Officer by **Friday of Week 3 of Trinity Term**;
- b) will be subject to meeting the requirement for vested interest.

Examination Conventions

Where it is possible to send proposed changes to Examination Conventions relating to the following academic year's exams through by 31 July, this is helpful to ensure the changes are approved in good time before the start of the new academic year. However, if a second round of changes may then be required following Michaelmas term committee meetings etc., course teams are welcome to delay sending Conventions for approval until the complete set of changes can be presented in one batch, if this seems more sensible.

Course Committee

Course Directors and/or Course Administrators to liaise with Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer regarding proposed changes.

Examination Regulations changes must be submitted by **Friday, Week 3 of Trinity Term**.

Divisional Office

Division to co-ordinate the approval process for changes to Examination Regulations.

The Division will then arrange for publication of approved changes to Regulations in the *University Gazette*.

Division to arrange for Audit Sub-Committee approval of changes to Examination Conventions.

Please note that conventions must be published to prospective candidates not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term.

If you may make changes to Conventions after students have started studying for the examination in question, please refer closely to the divisional guidance available at: [MSD Examination Regulations and Conventions Guidance](#).

Proposed changes to examination conventions relating to Trinity Term examinations should be submitted to Education Quality Assurance Officer for ASC approval

Useful reference documents:

MSD Examination Regulations and Conventions Guidance

https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-resources/Shared%20Documents/Examination%20Regulations%20and%20Conventions_UG.pdf

Review of student representation arrangements

Course Committees and JCCs should formally reflect and review the opportunities for student representation and involvement, including the arrangements to support that work and any developments for the following year should be discussed and endorsed.

Useful reference documents:

Education Committee Policy and Guidance on student engagement and representation:

<https://academic.admin.ox.ac.uk/student-engagement-and-representation>

MSD UG Student representation guide

https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-resources/Shared%20Documents/Student%20engagement%20and%20representation_UG%20and%20PGT.pdf

Review of undergraduate induction and study skills

Course Committees and JCCs to discuss the arrangements for induction and support for study skills provided during the academic year to identify areas of improvement or good practice that can be incorporated for the next academic year.

Course Committees and JCCs

Undergraduate Joint Consultative Committees to draw on experience of current representatives to inform the work of those serving in the subsequent year.

Course Teams

Course teams to report practice regarded as student enhancement to the Undergraduate Studies Committee (via Education Quality Assurance Officer) by **Friday of Week 4 of Trinity Term.**

Course Administrator

The minute(s) relating to this item to be sent to Education Quality Assurance Officer for compilation and submission in report format to the Undergraduate Studies Committee by **Friday of Week 4 of Trinity Term.**

Review of Standing Orders for 2020-21

This process is under review following the introduction of the online Examiner Appointments and Payments system, and may be subject to change. Further guidance will be provided in due course.

Nomination of 2019-20 Assessors

Review list of approved Assessors listed on the Approved Examination Board in the EAP system to identify whether additional nominations for the Trinity Term Examinations need to be put forward for approval.

Note: The process of approval must be successfully finalized before nominees commence any work.

Useful reference documents:

MSD quick reference guide on nomination of examiners and assessors

[https://weblearn.ox.ac.uk/access/content/group/8ca44649-1109-42d8-9d55-](https://weblearn.ox.ac.uk/access/content/group/8ca44649-1109-42d8-9d55-db06414dd81d/Quick%20reference%20guides/Nomination%20of%20examiners%20and%20assessors)

[db06414dd81d/Quick%20reference%20guides/Nomination%20of%20examiners%20and%20assessors](https://weblearn.ox.ac.uk/access/content/group/8ca44649-1109-42d8-9d55-db06414dd81d/Quick%20reference%20guides/Nomination%20of%20examiners%20and%20assessors)

EAP Support Page

<https://itservicesprojects.web.ox.ac.uk/eap-support>

Nominations and Approvals

Examination Board Administrator

Use EAP system to create and edit the Examination Boards (appoint examiners and assessors), following [the User Manuals on the EAP support website](#).

Chair of Examiners/ Senior Nominating Officer

Follow the instruction in the [User Manual for EAP system](#) to approve board changes and composition.

Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

Examination Regulations and Conventions for 2020-21

Examination Regulations

Course Directors and/or Course Administrators to liaise with Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer regarding proposed changes to Examination Regulations and conventions.

Proposed changes to Examination Regulations will need to be approved by Divisional committees during Trinity Term (major changes must also be approved by the University Education Committee). Please send proposals for changes to Education Quality Assurance Officer by **Friday of Week 3 of Trinity Term**.

Examination Conventions

Where it is possible to send proposed changes to Examination Conventions relating to the following academic year's exams through by 31 July, this is helpful to ensure the changes are approved in good time before the start of the new academic year. However, if a second round of changes may then be required following Michaelmas term committee meetings etc., course teams are welcome to delay sending Conventions for approval until the complete set of changes can be presented in one batch, if this seems more sensible. Please note that conventions must be published to prospective candidates not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term.

If you may make changes to Conventions after students have started studying for the examination in question, please refer closely to the divisional guidance available at: [MSD Examination Regulations and Conventions Guidance](#).

Proposed changes to examination conventions relating to Trinity Term examinations should be submitted to Education Quality Assurance Officer for ASC approval

Useful reference documents:

Course Teams

Send proposed changes to Exam Regulations to Education Quality Assurance Officer by **Friday, Week 3 of Trinity Term**.

Annexe I of Policy & guidance for examiners and others involved in University Examinations:

<https://academic.admin.ox.ac.uk/examiners>

MSD Examination Regulations and Conventions Guidance

https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-resources/Shared%20Documents/Examination%20Regulations%20and%20Conventions_UG.pdf

Review of collaborative arrangements (including student placements and exchanges)

Departments and Division to ensure the academic standards and quality of learning opportunities are equal for students studying in Oxford and at partner institutions.

Academic/Divisional Office

Academic Administrators and Divisional Officers to keep up to date a Divisional register of collaborative arrangements.

Audit Sub-Committee and Education Policy and Standards Committee will receive the divisional register along with a summary of recommendations regarding the ongoing management of the collaborative arrangements.

Academic Administrators will check the currency of written agreements governing the collaborative arrangements in liaison with Divisional Officers and the central University (Education Policy Support).

Review of Results of Student Barometer 2019-20

The Student Barometer survey covers the whole student experience including application, teaching and pastoral support, and contains questions specific to both colleges and departments.

The survey takes place in late Michaelmas Term and results are normally released, via Tableau, in late Hilary Term.

In 2019/20 all full time undergraduate students in MSD will be surveyed through the Student Barometer, with the exception of:

- Undergraduates in their final year - these students are surveyed in the National Student Survey.
- Students in years 2 and 5 of the standard medical course and students in year 3 of the graduate-entry medical course

The new Student Barometer 'Finalist Edition' surveys undergraduate students who are in their final year. The 2019 Barometer closed on 19 July 2019.

The results should be discussed by Course Committees and JCC. The discussion should include student

Data available in late-Hilary Term through Tableau [Public](#) software. Internal staff can view data through the [internal staff link](#).

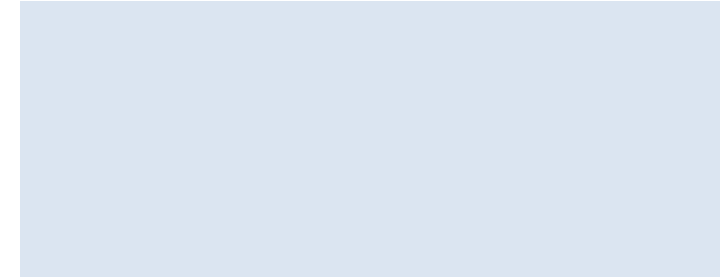
Course Committees and JCCs

Referring to guidance in the left hand column discuss the Student Barometer results.

feedback on the induction programme, teaching, assessment and other aspects of the course.

Please seek to identify:

- a) any areas of concern which may require further work and development
- b) significant improvements e.g. in response rates, assessment and feedback scores
- c) good practice - for dissemination across the division
- d) actions to be taken to address areas of concern and to build on good practice



Examination Regulations and Conventions for 2020-21

Examination Regulations

Proposed changes to **Examination Regulations** must be submitted to Education Quality Assurance Officer for divisional approval by **Friday of Week 3 of Trinity Term**.

Approved changes to Examination Regulations affecting examinations/assessments in the next academic year must be submitted to the University Gazette by 30 June at latest. Divisional Officers will submit notices once the approval process is complete.

Examination Conventions

Where it is possible to send proposed changes to **Examination Conventions** relating to the following academic year's exams through by 31 July, this is helpful to ensure the changes are approved in good time before the start of the new academic year. However, if a second round of changes may then be required following Michaelmas term committee meetings etc., course teams are welcome to delay sending Conventions for approval until the complete set of changes can be presented in one batch, if this seems more sensible. Please note that conventions must be published to prospective candidates not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term.

If you may make changes to Conventions after students have started studying for the examination in question, please refer closely to the divisional guidance available at: [MSD Examination Regulations and Conventions Guidance](#).

Proposed changes to examination conventions relating to Trinity Term examinations should be submitted to Education Quality Assurance Officer for ASC approval

Useful reference documents:

MSD Examination Regulations and Conventions Guidance

https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-resources/Shared%20Documents/Examination%20Regulations%20and%20Conventions_UG.pdf

Annexe I of Policy & guidance for examiners and others involved in University Examinations:

<https://academic.admin.ox.ac.uk/examiners>

Proposed changes to Examination Regulations must be submitted to Education Quality Assurance Officer for divisional approval by **Friday of Week 3 of Trinity Term**.

Changes to Regulations to be submitted to the Gazette by Divisional Officers no later than 30 June 2019 (following approval by divisional committees, and where necessary by Education Committee).

Composition of 2019-20 Exam Boards for re-sits

If any changes to the Exam Board need to take place for assessing re-sit examinations the Examination Board Administrator should edit the existing board on the EAP system. Contact the Examiner Appointments and Payments Team if you encounter any problems.

Useful reference documents:

User Manuals on the EAP support website

<https://itservicesprojects.web.ox.ac.uk/eap-support>

Nominations and Approvals

Examination Board Administrator

Use EAP system to create and edit the Examination Boards (appoint examiners and assessors), following [the User Manuals on the EAP support website](#).

Chair of Examiners/Senior Nominating Officer

Follow the instruction in the [User Manual for EAP system](#) to approve board changes and composition.

Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

Nomination of 2020-21 Examination Board Members

Nominations for Chair of Examiners should be made by 1st October 2019.

Nominations for Examiners (internal and external) and External Assessors should be made by 1st November 2019.

Course teams should allow plenty of time for the Senior Nominating Officer and Proctors to approve the nominations.

Useful reference documents:

MSD quick reference guide on nomination of examiners and assessors

<https://weblearn.ox.ac.uk/access/content/group/8ca44649-1109-42d8-9d55-db06414dd81d/Quick%20reference%20guides/Nomination%20of%20examiners%20and%20assessors>

EAP Support Page

<https://itservicesprojects.web.ox.ac.uk/eap-support>

Nominations and Approvals

EAP Exam Board Administrators (EBA)

Create and populate the Exam Board for the upcoming year on the EAP system.

Refer to [EAP user support page for relevant User Manuals](#).

Senior Nominating Officer (SNO)

If there are any issues with the nominations SNO should communicate with the EBA via EAP system.

SNO must approve the finalised board by 1 November 2019. The nominations will then go to Proctors if further approval for individual examiners is needed.

Proctors

Proctors to approve examiner/assessor nominations where required.

Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

Course Handbooks for 2020-21

Directors of Undergraduate Studies / Course Administrators to review and update course handbooks in time for new academic year.

Please note, the division reviews UG and PGT course handbooks in alternating years. Undergraduate course handbooks will next be reviewed in summer 2021.

When finalised, course handbooks to be made publically available online, so prospective students can view them.

Useful reference documents:

Policy and Guidance on Course Information:

<https://academic.admin.ox.ac.uk/course-information>

Course Teams

Review and update course handbooks.

Undergraduate course handbooks will next be reviewed by division in summer 2021.

Other Information Available to Students

Course Committees to conduct annual review of:

- a) any information provided to students about their course that is not otherwise included in the Course Handbook;
- b) arrangements for students with disabilities and with special educational needs including information provided to students about these arrangements (must comply with Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 1995 & 2005).

Examination Regulations 2020-21 – accuracy review

Courses to undertake annual review of the accuracy of Examination Regulations in line with information provided by the University's Educational Policy Section.

Any necessary amendments must be confined to the correction of errors of fact and typographical errors. Any amendments should be published in the **first *University Gazette* in September 2020**.

IMPORTANT: This review should not result in proposals for major or minor changes to examination regulations (these should have been published no later than in the last *University Gazette* of the previous term).

Useful reference documents:

MSD Examination Regulations and Conventions Guidance

https://sharepoint.nexus.ox.ac.uk/sites/medsci/msd-education-team/msd-ug-resources/Shared%20Documents/Examination%20Regulations%20and%20Conventions_UG.pdf

National Student Survey results

The Division will circulate National Student Survey results to course colleagues when the results become available (usually during August). Please analyse these results and arrange for their discussion at course committees and JCC in early Michaelmas Term.

Assessment Unit Collection Exercise

Provide/review data about assessments needed in eVision (SITS) for the next academic year.

Academic Records Office (ARO, Examination Schools) initiates the process by informing appropriate Examination Administrators of the review window and providing guidance for its completion.

Programme-Specific Text for Transcripts

Update programme-specific text for University transcripts.

Academic Records Office (ARO, Examination Schools) initiates request for programme-specific text to be updated for next academic year.

Divisional Office

Division to circulate a memo from the University's Education Policy Support with details of the review and deadlines. Education Quality Assurance Officer to co-ordinate annual proof-reading exercise on behalf of the Division, to ensure regulations are correct for the next academic year.

Course Teams

Course Teams to review their 2020-21 Exam Regulations when requested by Division (usually during late August/early September)

Examination Administrators

Examination Administrators to supply assessment data to ARO using eVision by set deadline.

Course Directors / Administrators

Course Directors / Administrators review the text (or the need for text if none used at present) using eVision by set deadline. Text to be approved by the Division using eVision by set deadline.

University and Divisional consultations / Course Committee Minutes

Course Committees to provide Divisional Officers with:

- responses to University Education Committee and Divisional consultations;
- course committee minutes/reports (each term)

Course Teams

E-mail response to consultations to Divisional Officers as directed.

E-mail Committee minutes/reports to Education Quality Assurance Officer and Educational Policy Officer (Ros Whiteley).

Student Feedback

Collection and analysis of any local sources of student feedback. Student feedback should be discussed at course committees and departmental JCC. The discussion should include student feedback on the induction programme, teaching, assessment and other aspects of the course.

Please seek to identify:

- any areas of concern which may require further work and development
- significant improvements e.g. in response rates, assessment and feedback scores
- good practice - for dissemination across the division
- actions to be taken to address areas of concern and to build on good practice

Course Teams and Committees

Analyse and discuss student feedback at course committees and departmental JCC

Departments will be asked to report to the division on student feedback once a year, during Michaelmas Term.

Examiner & Assessor Remuneration

Payments

From 2019-20 examination cycle payments will be processed on the new EAP system. Training and further guidance will be provided from October 2019.

Preparation for and consideration of Divisional / Education Committee reviews of faculties and departments

Ongoing cycle of departmental reviews to ensure educational provision maintains academic standards and quality of learning opportunities for students.

Departments will be contacted by the Divisional Office when a review is planned.

Consideration of reports from Professional, Statutory or Regulatory Bodies (PSRBs)

Keep under review information released by PSRBs in relation to associated course and possible impact on educational provision.

Department/Divisional Office

Departmental and Divisional Officers to ensure PSRB reports and papers relating to changes in PSRB arrangements are considered by Undergraduate Studies Committee (USC) and Educational Policy and Standards Committee (EPSC).

Divisional Officers manage the register of PSRBs and externally accredited partners and make it available to USC and EPSC once per calendar year.