

## Developing & introducing a new course / Proposals for major changes to existing courses

### New Courses

Approval to develop new courses is given on a competitive basis, with 'gathered field' exercises at both divisional and University levels. Departments are advised to seek divisional guidance as early as possible, and no later than two full academic years ahead of the first proposed admissions round. In 2017/18, gathered field exercises will run in Michaelmas and Trinity Terms (with an annual exercise during Trinity Term thereafter).

Department to contact Senior Assistant Registrar for Education (Jane Dale) and Educational Policy Officer (Ros Whiteley) to discuss.

### Existing Courses

Divisional guidance on major changes to an existing course should be sought as soon as possible.

### **Useful reference documents:**

*Education Committee Policy & Guidance on the Introduction of New Courses and Major Changes to Courses:*

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgnewcourses/>

*Divisional guidance on the development of new course proposals (circulated to departments by email)*

*Education Committee Policy & Guidance on Undergraduate Learning and Teaching:*

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pguglearningandteaching/>

*Education Committee Policy & Guidance on Providing Education with Others (including Collaborative Provision of Education, Placements and Exchanges):* <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgeducationwithothers/>

## 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)

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

E-mail Committee minutes/reports to Education and Funding Officer (Aga Bush) 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.

Action by course directors, administrators and committees.

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

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

### Examiner & Assessor Remuneration

Organisation of payments for examining / assessing duties associated with the last academic year / examination round.

In each term applicable to an exam, **Examiner Appointments & Payments Team** (Examination Schools) distributes electronic spreadsheets (a.k.a. the 'Chair's Forms') to Chairs of Examiners / Exam Board Administrators for recording the payments due to examiners and assessors for the last examination round.

Chairs of Examiners approve the completed form and forward to Education and Funding Officer (Aga Bush) for divisional approval.

Education and Funding Officer returns approved form to **Examiner Appointments & Payments Team** for processing in liaison with the Finance Division.

### 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.

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.

## Course Committees

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

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

Report any significant proposals for change to the divisional Undergraduate Studies Committee (USC) via Educational Policy Officer (Ros Whiteley).

Committees to keep records of meetings.

## 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, the University's Strategic Plan.

Report any significant proposals for change to the divisional Undergraduate Studies Committee (USC) via Educational Policy Officer.

### Useful reference documents:

*Divisional Plan*: available on request

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

## Examination Reports 2016/17

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

1. Identify:
  - a) any issues that the examination process has brought to light concerning:
    - the content of the course
    - teaching methods and/or
    - 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) Any possible changes in examination conventions, procedures or regulations suggested by the examiners' experience of the assessment process
- e) Actions arising from the discussion items above

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

External examiners' reports to be sent to the University Education Policy Support team ([external-examiners@admin.ox.ac.uk](mailto:external-examiners@admin.ox.ac.uk)), the Division (Aga Bush) and forwarded to Course Directors, Course Administrators and Chairs of Examiners as received.

**Note: Courses Committees to forward to the University Education Policy Support team ([external-examiners@admin.ox.ac.uk](mailto:external-examiners@admin.ox.ac.uk)) and the Division (Aga Bush) all External Examiner reports received directly from examiners if evident that this has not been done previously.**

Course Committees to produce a set of

2. Chair of Examiners' reports and External Examiner reports should also be discussed at JCC.
3. Prepare draft response to External Examiner(s).
4. Produce a set of documentation on examinations for the divisional Audit Sub-Committee (ASC) consisting of:
  - the Chair of Examiners' report,
  - copy of the Examination Conventions,
  - the External Examiner(s)' report(s),
  - report of Course Committee/JCC discussions regarding examiners' reports, and
  - draft response to External Examiner(s)

Publish Chair of Examiners' reports and External Examiner's reports in the Oxonly domain for student consumption, having checked that reports do not enable candidates to be identified (ensure conversion of numerical data to percentages, and remove Part II Section E of the report).

**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:*  
<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/5meetings> (section 5.3.), and  
<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/annexee/>

documentation (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 Aga Bush).

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

**Nomination of 2017-18 Assessors**

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).

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.

Complete and submit Assessor Nomination Forms with details of nominees including Assessor Supporting Information Forms for each new nominee.

**Useful reference documents:**

*Divisional guidance on nominations* circulated to Chairs of Examiners and Exam Board Administrators.

Chair of Examiners/Exam Board Administrator to follow instructions available in [Examiner appointments staff handbook](#).

**Examiner Appointments & Payments Team** to calculate the payment route (accounts payable / casual payroll), identify missing information and request it from the relevant Exam Board Administrator. Once information is received, **Examiner Appointments & Payments Team** to process nominations and seek Proctorial approval.

### 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:

- 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

In Michaelmas Term, departments will be asked to complete an online survey on UG student feedback in their department. The online survey must be completed, for consideration at divisional level, by **Monday of Week 5 of Michaelmas Term**.

Student feedback online survey to be completed by **Monday of Michaelmas Week 5**) for discussion at the first Undergraduate Studies Committee (USC) in Michaelmas Term.

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

Division will provide QASC with reports (UG and PG) by **Early Hilary Term** which confirm that consideration of student feedback has been undertaken by all course committees, and will note areas of particular concern or improvement and planned action.

### Oxford SU

Collection of Student Representatives' details.

#### Useful reference documents:

*Education Committee Policy and Guidance on student engagement and representation:*  
<http://www.admin.ox.ac.uk/edc/policiesandguidance/pandgstudentengageandrep/>

Oxford SU Academic Representation Officer (Matt Tennant) to request (via e-mail) details of Student Representatives from course administrative teams.

Oxford SU Academic Representation Officer to provide Division with list of student representatives following elections in **early Michaelmas Term**.

### Complaints 2016/17

Review complaints and appeals over the last academic year

Courses to complete annual divisional on-line questionnaire to report on complaints and appeals from the previous academic year.

### Completion of UG Quality Assurance Questionnaire

**Note:** This questionnaire is completed once every three years and the survey last took place in MT15 (and reported on 2014-15 academic year). Next round of UG Quality Assurance Questionnaire is due to take place in MT18.

### 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.

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

Actions arising from evaluation to be communicated to appropriate bodies during Michaelmas Term /Early Hilary Term.

### Developing and introducing a new course

#### New Courses

Approval to develop new courses is given on a competitive basis, with 'gathered field' exercises at both divisional and University levels. Departments are advised to seek divisional guidance as early as possible, and no later than two full academic years ahead of the first proposed admissions round. In 2017/18, gathered field exercises will run in Michaelmas and Trinity Terms (with an annual exercise during Trinity Term thereafter).

The Michaelmas Term 2017 gathered field exercise will consider proposals for courses to start in 2019-20. The deadlines for the Michaelmas Term 2017 exercise are set out in the table below:

Step	Deadline
Departments to send completed templates for new course proposals to divisions	<b>20 October 2017</b> (end of week 2, MT17)
Divisions to send prioritised proposals to EdC panel	<b>3 November 2017</b> (end of week 4, MT17)
EdC panel to notify divisions of its decisions	<b>17 November 2017</b> (end of week 6, MT17)

#### **Useful reference documents:**

*Education Committee Policy & Guidance on the Introduction of New Courses and Major Changes to Courses:*

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgnewcourses/>

*Divisional guidance on the development of new course proposals (circulated to departments by email)*

*Education Committee Policy & Guidance on Undergraduate Learning and Teaching:*

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgulearningandteaching/>

*Education Committee Policy & Guidance on Providing Education with Others (including Collaborative Provision of Education, Placements and Exchanges)*

Department to contact Senior Assistant Registrar for Education (Jane Dale) and Educational Policy Officer (Ros Whiteley) to discuss.

## 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. The next round of nominations/applications will open in **2019**.

### Useful reference documents:

[MSD Teaching Excellence Awards](#)

## Key Information Sets (KIS)

Directors of Undergraduate Studies and Course Administrators to:

- a) confirm that KIS teaching and assessment data remains accurate, and/or
- b) incorporate any amendments arising from changes to course structure, teaching and assessment arrangements etc.
- c) ensure admissions information corresponds with KIS data and requirements for provision of information to prospective students

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

Revised data sets to be returned to the Educational Policy Officer (Ros Whiteley) by **Week 0 in Trinity Term**, for transmission to Student Administration.

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

Division to prompt and advise on review/updates to admissions information.

## Admissions

Annual review of undergraduate admissions exercise:

- a) consider in particular 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;
- 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.

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

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).

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

### Nomination of Assessors 2017/18

Review list of approved Assessors (available on Examiner Appointments 2017/18 Weblearn site) to identify whether additional nominations for the Trinity Term Examinations need to be put forward for approval.

If so, complete and submit Assessor Nomination Form with details of nominees, including Supporting Information Forms for each nominee who has not been formally approved as Assessor before.

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

**Useful reference documents:**

*Divisional guidance on nominations* circulated to Chairs of Examiners and Exam Board Administrators.

Chair of Examiners to follow instructions available in [Examiner appointments staff handbook](#).

**Examiner Appointments & Payments Team** to calculate the payment route (accounts payable / casual payroll), identify missing information and request it from the relevant Exam Board Administrator. Once information is received, **Examiner Appointments & Payments Team** to process nominations and seek Proctorial approval.

### Review of Results of Student Barometer 2017/18

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 2017/18 all full time undergraduate students in MSD will be surveyed through the Student Barometer, with the exception of:

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

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

Data available in mid-Hilary Term through Tableau Public software (links for internal staff and public to be announced, login required for the internal staff link)



In Michaelmas Term 2018, departments will be asked to complete an online survey on UG student feedback in their department.

### Annual Programme Statistics (APS)

Divisional Officers to review annual statistics produced by Student Data Management and Analysis (SDMA) and consider where there are issues of performance between students with different characteristics at the divisional and course/departmental level

Statistics are located at:

<https://weblearn.ox.ac.uk/portal/hierarchy/central/aad/adm/sdma/reporting/aps>

APS considered by Course Committees via Examiners' Reports (see below)

Divisional Officers to review statistics. Statistically significant data is drawn to the attention of USC, ASC, Course Committees, and EPSC or to University level bodies as appropriate.

University Education Committee reports on the APS may be provided to divisional education committees and/or Course Committees for discussion.

### Examination Regulation and convention changes for 2018/19

Course committees to undertake annual review of Examination Regulations and examination conventions.

If any changes to Regulations or conventions are required, please contact Ros Whiteley or Aga Bush for advice as soon as possible. Proposals for changes to Examination Regulations:

- must be approved by the Division during Trinity Term (major changes must also be approved by the University Education Committee);
- will be subject to meeting the requirement for vested interest.

Changes to Regulations affecting examinations/assessments in the next academic year **MUST BE APPROVED** in time to publish them in the **last *University Gazette* in July (i.e. by 11<sup>th</sup> July 2018)**.

Proposed changes to examination conventions must be submitted to Aga Bush by **31 July**, in order that the divisional Audit Sub-Committee can approve them in advance of the new academic year.

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

Division to co-ordinate the approval process for changes to Examination Regulations (whether by Senior Officers or via divisional/University education committees). 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.

### Review of student representation arrangements

Course Committees 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:*

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pandgstudentengageandrep/>

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

JCCs to report practice regarded as student enhancement to the Undergraduate Studies Committee (via Ros Whiteley).

### Review of undergraduate induction and study skills

Course Committees to timetable annual consideration of the role and effectiveness of induction and support for the development of student study skills.

Course Committees 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.

The minute(s) relating to this item to be sent to the Ros Whiteley for compilation and submission in report format to the Undergraduate Studies Committee.

### Nomination of 2018/19 Examination Board Members

Nominations for all members of 2018-19 Examination Boards (i.e. chairs, internal and external examiners) should be made by 1<sup>st</sup> October 2018. Course Committees should allow plenty of time for appropriate considerations and the local approval process to be finalised by this deadline.

**Useful reference documents:**

*Divisional guidance on nominations* circulated to course committees and Administrators.

**Examiner Appointments & Payments Team** (Examination Schools) to distribute nomination forms to course committees via course/exam board administrators (timing to be announced).

Exam Board Administrators to return completed nomination forms (including appropriate supporting information) to the local Senior Nominator.

Local Senior Nominator to submit approved forms (including appropriate supporting information) to **Examiner Appointments & Payments Team** by 1<sup>st</sup> October 2018.

**Examiner Appointments & Payments Team** to process submitted nominations and seek Proctorial approval.

### Nomination of 2017/18 Assessors

Review list of approved Assessors (available on Examiner Appointments 2017/18 WebLearn site) to identify whether additional nominations for the Long Vacation Examinations need to be put forward for approval.

If so, complete and submit Assessor Nomination Form with details of nominees, including Supporting Information Forms for each nominee who has not been formally approved as Assessor before.

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

**Useful reference documents:**

*Divisional guidance on nominations* circulated to Chairs of Examiners and Exam Board Administrators.

Chair of Examiners to follow instructions available in [Examiner appointments staff handbook](#).

**Examiner Appointments & Payments Team** to calculate the payment route (accounts payable / casual payroll), identify missing information and request it from the relevant Exam Board Administrator. Once information is received, **Examiner Appointments & Payments Team** to process nominations and seek Proctorial approval.

### Examination Regulations and Conventions for 2018/19

Course Directors and/or Course Administrators to liaise with Educational Policy Officer (Ros Whiteley) 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).

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

Proposed changes to conventions to be submitted to Aga Bush by **31 July**.

Changes to Regulations affecting examinations/assessments in the next academic year **MUST BE APPROVED** in time to publish them in the last University Gazette in July (i.e. by 11th July 2018).

Proposed changes to examination conventions must be submitted to Aga Bush by **31 July**, in order that the divisional Audit Sub-Committee can approve them in advance of the new academic year.

**Useful reference documents:**

*Annexe I of Policy & guidance for examiners and others involved in University Examinations:* <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/>

### Assessment Unit Collection Exercise

Provide/review data about assessments needed in e:Vision (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. Examination Administrators to supply assessment data to ARO using e:Vision by set deadline.

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

### 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 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).

## Developing and introducing a new course

### New Courses

Approval to develop new courses is given on a competitive basis, with 'gathered field' exercises at both divisional and University levels. Departments are advised to seek divisional guidance as early as possible, and no later than two full academic years ahead of the first proposed admissions round. In 2017/18, gathered field exercises will run in Michaelmas and Trinity Terms (with an annual exercise during Trinity Term thereafter).

The Trinity Term 2018 gathered field exercise will consider proposals for courses to start in 2020-21. The specific deadlines and guidance for the Trinity Term 2018 exercise are expected to be announced by Education Committee in February 2018.

### **Useful reference documents:**

*Education Committee Policy & Guidance on the Introduction of New Courses and Major Changes to Courses:*

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgnewcourses/>

*Divisional guidance on the development of new course proposals (circulated to departments by email)*

*Education Committee Policy & Guidance on Undergraduate Learning and Teaching:*

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pguglearningandteaching/>

*Education Committee Policy & Guidance on Providing Education with Others (including Collaborative Provision of Education, Placements and Exchanges):* <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgeducationwithothers/>

Department to contact Senior Assistant Registrar for Education (Jane Dale) and Educational Policy Officer (Ros Whiteley) to discuss.

## LONG VACATION

### Composition of 2017/18 Exam Boards for re-sits

**Please note: The process for nomination of Boards of Examiners for re-sit examinations is being revised. The Division will inform departments when details are available.**

Chairs of Examiners to confirm composition of Board of Examiners for re-sit examinations.

**Please note:** Board of Examiners for re-sit examinations should consist of Examiners already approved in the year of the examination concerned.

Academic Records Office (ARO, Examination Schools) e-mails Chairs of Examiners /Exam Board Administrators with details of confirmed entries for re-sit examinations and a request to confirm composition of Board of Examiners with **Examiner Appointments & Payments Team**.

Chairs of Examiners /Exam Board Administrators to download (from 2017-18 Examiner Appointments Weblearn site) and complete the *Reduced Exam Board (LongVac re-sits) - template spreadsheet 17-18.xls* and submit it to the local Senior Nominator for approval (if no change to composition needed, a brief e-mail to **Examiner Appointments & Payments Team** confirming this will suffice).

Local Senior Nominator to submit approved forms to **Examiner Appointments & Payments Team**.

**Examiner Appointments & Payments Team** to process submitted changes and seek Proctorial approval.

### Nomination of 2018/19 Examination Board Members

Nominations for all members of Examination Boards (i.e. chairs, internal and external examiners) should be made by 1<sup>st</sup> October 2018. Course Committees should allow plenty of time for appropriate considerations and the local approval process to be finalised by this deadline.

**Examiner Appointments & Payments Team** (Examination Schools) to distribute nomination forms to course committees via course/exam board administrators (timing to be announced).

Exam Board Administrators to return completed nomination forms (including appropriate supporting information) to the local Senior Nominator.

Local Senior Nominator to submit approved forms (including appropriate supporting information) to **Examiner Appointments & Payments Team** by 1<sup>st</sup> October 2018.

**Examiner Appointments & Payments Team** to process submitted nominations and seek Proctorial approval.

### Course Handbooks for 2018/19

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

**Useful reference documents:**

*Policy and Guidance on Course Information:*

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pandgoncourseinformation/>

Directors of Undergraduate Studies / Course Administrators to provide a brief description of changes made – when prompted to do so – during the publishing process.

Divisional Officers to review changes to updated documentation.

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

## 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 2018/19 – accuracy review

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

Any necessary minor changes to regulations to be published in the **first *University Gazette* in September 2018.**

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

Division to circulate a memo from the University's Educational Policy Section with details of the review and deadlines. Education and Funding Officer (Aga Bush) to co-ordinate annual proof-reading exercise on behalf of the Division, to ensure regulations are correct for the next academic year.

## 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.