

## 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 Senior 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:

[University Strategic Plan](#)

### Course Committee

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

## Examination Reports 2020-21

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
2. Chair of Examiners' reports and External Examiner reports should be discussed at JCC.

### 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 – Nick Field) 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 (Nick Field).**

### 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 – Nick Field).

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 SharePoint/Canvas 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:**

[Examination and Assessment Framework](#) (section 4)

### Examination Convention changes for Trinity Term 2021-22

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 (Nick Field) for ASC approval

**Useful reference documents:**

[MSD Examination Regulations and Conventions Guidance](#)

Any outstanding issues to be followed up directly at course level by the Secretary to the Audit Sub-Committee.

#### Divisional Office

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 (Nick Field) regarding proposed changes.

#### Divisional Office

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

## Nomination of Assessors 2021-22

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](#)

[User Manuals on the EAP support website](#)

[Examiner Appointments Staff Handbook](#)

### 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 support website to approve board changes and composition.

### Payments

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

## Submit a report on 2020-21 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:

- 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

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

#### Departments

Student feedback report 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 areas of particular concern or improvement and planned action.

## Oxford SU

Collection of Student Representatives' details.

Oxford SU Academic Representation Officer 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](#)

### Course Teams

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

## Complaints 2020-21

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.**

## Graduate Outcomes Survey (GOS) [Previously Destination of Leavers from Higher Education (DLHE)]

Consideration of GOS 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

Graduate Outcomes Survey (GOS) data to be considered at the first meeting of the Division's Audit Sub-Committee in Michaelmas Term 2021

Actions arising from evaluation to be communicated to appropriate bodies during Hilary Term 2022.

## 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 applications will open in **2022** (for project awards only, the next full round for personal and project awards will be in **2023**).

### 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 (Nick Field)

### 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](#)

Annual review of undergraduate admissions exercise:

- a) identify any overall trends in numbers, source and quality of applications;
- b) consider in particular any trends in relation to key demographic characteristics including sex, ethnicity, disability and contextual flags;
- c) confirm admissions processes are meeting the requirements of the [Common Framework for Admissions](#) and the [Access and Participation Plan](#)
- d) note and report any changes in or enhancements to process or practice for subsequent admissions' rounds.

### Course Committee

Statistics for the application cycle in progress 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 Education Quality Assurance Officer (Nick Field).

### Divisional Office

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

## Nomination of 2021-22 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](#)  
[EAP Support Page User Manuals](#)

**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 instructions in the [User Manual on the EAP support website](#) to approve board changes and composition.

**Payments**

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

**Examination Regulation and Convention changes for 2022-23**

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 Nick Field 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 (Nick Field) 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. 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 (Nick Field) for ASC approval

**Course Committee**

Course Directors and/or Course Administrators to liaise with Senior Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer (Nick Field) 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.

**Useful reference documents:**

[MSD Examination Regulations and Conventions Guidance](#)

**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](#)

**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 – Nick Field) by **Friday of Week 4 of Trinity Term.**

**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 Administrator**

The minute(s) relating to this item to be sent to Education Quality Assurance Officer (Nick Field) 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 2022-23**

Review and update the Standing Orders for your examination for the next academic year.

## Nomination of 2021-22 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](#)  
[EAP Support Page User Manuals](#)

## Nominations and Approvals

### Examination 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

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

## Examination Regulations and Conventions for 2022-23

### Examination Regulations

Course Directors and/or Course Administrators to liaise with Senior Educational Policy Officer (Ros Whiteley) or Education Quality Assurance Officer (Nick Field) 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 Nick Field 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:

[MSD Examination Regulations and Conventions Guidance](#)

## Course Teams

Send proposed changes to Exam Regulations Nick Field by **Friday, Week 3 of Trinity Term**.

### 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 information held on collaborative arrangements.

Academic Administrators to inform the Division concerning any changes to collaborative arrangements for which they have responsibility.

Division to liaise with Education Policy Support as part of annual exercise to update the central University register.

### Review of Results of Student Barometer 2021-22

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 2021-22 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 new Student Barometer 'Finalist Edition' surveys undergraduate students who are in their final year.

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 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.

## Examination Regulations and Conventions for 2022-23

### Examination Regulations

Proposed changes to **Examination Regulations** must be submitted to Education Quality Assurance Officer - Nick Field 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 Nick Field for ASC approval

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

[MSD Examination Regulations and Conventions Guidance](#)

Proposed changes to Examination Regulations must be submitted to Nick Field 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 2020 (following approval by divisional committees, and where necessary by Education Committee).

## Composition of 2021-22 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](#)

### **Nominations and Approvals**

Examination 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**

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

## Nomination of 2022-23 Examination Board Members

Nominations for Chair of Examiners should be made by 1<sup>st</sup> October.

Nominations for Examiners (internal and external) and External Assessors should be made by 1<sup>st</sup> November.

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](#)

[EAP Support Page](#)

### Nominations and Approvals

#### EAP Exam Board Administrators (EBA)

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

Refer to [the User Manuals on the EAP support website](#).

#### 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 2020. 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

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support website](#) for more information.

## Course Handbooks for 2022-23

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 2023.

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 2023.

## Examination Regulations 2022-23 – 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 2022**.

#### 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 (Nick Field) to co-ordinate annual proof-reading exercise on behalf of the Division, to ensure regulations are correct for the next academic year.

#### Course Teams

**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](#)

Course Teams to review their 2022-23 Exam Regulations when requested by Division (usually during late August/early September)

### 2021-22 Student Barometer and National Student Survey results

The Division will circulate 2021-22 Student Barometer and 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.

#### Examination Administrators

Examination Administrators to supply assessment data to ARO using eVision 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

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 (Nick Field) and Senior 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

Examination cycle payments are now processed on the EAP system. Refer to the [User Manuals on the EAP support](#) website for more information.

### 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), the Medical School Committee, and Educational Policy and Standards Committee (EPSC).