

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

New Courses

Divisional guidance on the development and introduction of a new course should be sought as soon as possible, but not later than three full academic years ahead of the planned first admissions round.

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 : <http://bit.ly/1PPjfbA>

Education Committee Policy & Guidance on Undergraduate Learning and Teaching:

<http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/educationcommittee/documents/notesofguidance/uqlandt13.pdf>

Education Committee Policy & Guidance on Managing teaching and learning outside Oxford:

- 1) *Flexible and Distributed Learning, including e-Learning and Distance Learning*
- 2) *Collaborative Provision of Education, including Placements and Exchanges*

(both documents available at <http://www.admin.ox.ac.uk/edc/policiesandguidance/>)

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

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 (Jane Dale/Jonathan Ellis).

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

Student Feedback

Review course-level feedback for:

- a) induction programme,
- b) teaching,
- c) other course aspects

Identify:

- a) any areas of concern for further work and development
- b) significant improvements for wider circulation amongst teaching staff
- c) good practice for dissemination across the division

Action by course committees.

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, Taught Degrees 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 Taught Degrees Team for processing in liaison with the Finance Division.

Expenditure statement for each examination code sent from University Finance to the Divisional Office Finance Team.

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, Divisional Officers and/or Education Policy Support Officers to plan, collate information and consider key documentation in preparation for upcoming reviews.

Divisional Officers coordinate reviews with the appointed Chair and the Secretary to the review produces a report.

Departments receive the review report for consideration at local committees and:

- i) Provide responses to any significant areas of concern identified related to academic standards and the provision of information
- ii) Consider recommendation for quality assurance improvements and quality enhancement
- iii) Produce an action plan for Divisional consideration

Divisional Audit-Sub Committee and Educational Policy & Standards Committee must receive departmental responses and action plans arising from the review report, and report outcomes to relevant sub-committees of the Medical Sciences Board.

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 (Jane Dale, Jonathan Ellis, and Aga Bush) 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 communicate between committees and their peers.

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

Identification of Academic Objectives for the Year

Confirm year's specific academic activities in the light of any review outcomes, departmental plans, divisional five-year plans, the University's Strategic Plan.

Useful reference documents:

Divisional Plan: available on request

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

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

Examination Reports – Course Committee Consideration

Conduct annual review of examiners' reports to monitor teaching/assessment standards and outcomes.

1. Identify:
 - a) any changes that the examination process might have given rise to concerning:
 - the content of the course
 - teaching methods and/or
 - existing methods of assessment
 - compulsory and/or optional elements of the course
 - b) any need to review specific options;
 - 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 regulation suggested by the examiners' experience of the assessment process;
 - e) review student facing documentation (conventions, student handbook) and suggest amendments or improvements based on report findings.
2. Agree consequential actions.
3. Draft response to External Examiner/s.
4. Produce a set of documentation on examinations for the divisional Audit Sub-Committee (ASC) consisting of:

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), 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) 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 documentation (see 4.) by **Friday Week 7 of Michaelmas Term** for consideration at the divisional

- the Chair of Examiners' report,
- copy of the Examination Conventions,
- the External Examiner/s' report/s,
- report of Course Committee discussions regarding examiners' reports, and
- draft response to External Examiner/s to be received by Audit Sub-Committee (ASC)

Publish examination 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/>

Audit Sub-Committee at the end of Michaelmas Term (send to Jonathan Ellis and Aga Bush).

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

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

Complete and submit Examiner Nomination forms with details of nominees, including:

- a) Internal Examiner Supporting Information Form – for each new nominee
- b) CV plus External Examiner Supporting Information Form – for each new External Examiner

Useful reference documents:

Divisional Guidance on Nominations circulated to course committees and administrators.

Taught Degrees Team (Examination Schools) to distribute nomination forms to course committees.

Course Committees to return completed nomination forms to Aga Bush (Education and Funding Officer) by set deadline (including Supporting Information forms and CVs as necessary).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team (Examination Schools).

Taught Degrees 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, Taught Degrees Team to process nominations and seek Proctorial and PVC (Education) approval.

Nomination of 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 download 2015-16 Assessor Nomination Form from the Examiner Appointments 2015-16 WebLearn site (<https://weblearn.ox.ac.uk/portal/hierarchy/central/aad/ea/appoint1516>).

Chair of Examiners to submit completed forms to Aga Bush (Education and Funding Officer).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team (Examination Schools).

Taught Degrees 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, Taught Degrees Team to process nominations and seek Proctorial and PVC (Education) approval.

Student Feedback – National Student Survey – Course Committee & Divisional Consideration

Course Committee to:

- a) consider annual National Student Survey (NSS) results
- b) identify any areas of concern for further work and development
- c) identify significant improvements for wider circulation, e.g. in response rates, assessment and feedback rates;

and

provide for consideration by the division two reports (UG and PG) consisting of:

- i. an extract of the minutes of the committee at which the student survey results were considered, and/or a commentary describing consideration;
- ii. any actions agreed locally;
- iii. any issues or proposed actions they wish to be considered by the division

NSS results distributed by Educational Policy Officer (Jonathan Ellis) for review by course committees.

NSS results reports (format set out on the left) to be received by **Michaelmas Week 5** (send to Jonathan Ellis) 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.

OUSU

Collection of Student Representatives' details.

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

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

Complaints

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

Complete on-line Quality Assurance Questionnaire:

- a) confirming key elements of quality assurance are in place, and/or identifying where action is needed
- b) identifying areas of quality enhancement

Note: This questionnaire is completed once every three years and is taking place in MT15 (to report on 2014-15 academic year).

URL link to on-line questionnaire distributed (via Division) to Directors of Undergraduate Studies and Course Administrators for completion.

Questionnaire to be completed by **20th November 2015**.

On-line results made available to Divisional Officers for analysis and report.

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 2015 (W10 or W11 TBC).

Actions arising from evaluation to be communicated to appropriate bodies during Michaelmas Term 2015/Early Hilary Term 2016.

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 **2017**.

Division disseminates information on scheme to departments and Course Committees, for advertisement / action as appropriate.

Applications / nominations sent to Division (Aga Bush) by set deadline.

Key Information Sets (KIS) & Tutorial Norms

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) review tutorial norms, which set out the amounts of tutorial teaching recommended for different elements of each undergraduate course
- d) ensure admissions information corresponds with KIS data and requirements for provision of information to prospective students
- e) include revised tutorial norms in course handbooks.

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

Revised data sets to be returned to the Educational Policy Officer (Jonathan Ellis) 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.

Tutorial Norms supplied to Conference of Colleges via Division.

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 rations, withdrawals and take-up of places;
- e) selection process particularly in light of Divisional Funding Competition rules – i.e. minimum interview requirement;
- f) availability of other funding (i.e. other than Divisional Funding Competition);
- 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 the report 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).

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

Student Feedback - Barometer

In 2015/16 all full time and part time matriculated students 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 of the Doctor of Clinical Psychology - these students are surveyed separately.
- Students in years 2 and 5 of the standard medical course and students in year 3 of the graduate-entry medical course
- Part-time students on non-matriculated courses.

Data available in mid-Hilary Term through Tableau Public software at <http://www.ox.ac.uk/students/life/feedback> (no login required)

Barometer results to be reviewed by Course Committees and subsequently by divisional Undergraduate Studies Committee (USC).

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 the GSC, 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.

Nomination of Assessors

Review list of approved Assessors (available on Examiner Appointments 2015/16 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/Examiner 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/Exam Board Administrator to download 2015-16 Assessor Nomination Form from the Examiner Appointments 2015-16 Weblearn site
<https://weblearn.ox.ac.uk/portal/hierarchy/central/aad/ea/appoint1516>

Chair of Examiners to submit completed forms to Aga Bush (Education and Funding Officer).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team (Examination Schools).

Taught Degrees 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, Taught Degrees Team to process nominations and seek Proctorial and PVC (Education) approval.

Regulation Changes

Course committees to undertake annual review of the accuracy of Examination Regulations.

Any proposals for change:

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

The deadline for publishing 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**.

Directors of Undergraduate Studies and/or Course Administrators to liaise with Educational Policy Officer (Jonathan Ellis) regarding proposed changes.

Division to arrange for publication of approved changes (whether by Senior Officers or via divisional/University education committees) in the *University Gazette*.

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.

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.

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 Jonathan Ellis).

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 Jonathan Ellis (Educational Policy Officer) for compilation and submission in report format to the Undergraduate Studies Committee.

Nomination of Chairs of Examiners

Establish who will Chair examinations in the next academic year, complete and submit Chair Nomination Form with details of nominees.

Note: The University expectation is that:

- a) nominees have previously been appointed as an examiner before taking on a role as Chair of Examiners
- b) wherever possible, individuals who have been course directors or their equivalent in the year of the examination concerned, should not be appointed as Chairs of Boards of Examiners for examinations related to the course concerned.

Useful reference documents:

Divisional guidance on nominations circulated to course committees and Administrators.

Taught Degrees Team (Examination Schools) to distribute nomination forms to course committees via course/exam board administrators.

Exam Board Administrators to return completed nomination forms to Aga Bush (Education and Funding Officer) by Friday week 8 Trinity Term (**Friday, 17th June 2016**).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team by the end of Trinity Term (**Wednesday, 6th July 2016**).

Taught Degrees Team to process submitted nominations and seek Proctorial and PVC (Education) approval.

Nomination of Assessors

Review list of approved Assessors (available on Examiner Appointments 2015/16 Weblearn site) to identify whether additional nominations for the following term's round of 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/Examiner 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/Exam Board Administrator to download 2015-16 Assessor Nomination Form from the Examiner Appointments 2015-16 WebLearn site (<https://weblearn.ox.ac.uk/portal/hierarchy/central/aad/ea/appoint1516>).

Chair of Examiners to submit completed forms to Aga Bush (Education and Funding Officer).

Aga Bush to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and to submit approved forms to Taught Degrees Team (Examination Schools).

Taught Degrees 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, Taught Degrees Team to process nominations and seek Proctorial and PVC (Education) approval.

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 – 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 (Jane Dale and Jonathan Ellis) 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).

LONG VACATION

Composition of Exam Boards for re-sits

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

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 Taught Degrees Team.

Chairs of Examiners /Exam Board Administrators to download (from 2015-16 Examiner Appointments Weblearn site) and complete the *Reduced Exam Board for LongVac re-sits - template spreadsheet.xls* and submit it to Aga Bush (if no change to composition needed, a brief e-mail to Taught Degrees Team confirming this will suffice).

Aga Bush (Education and Funding Officer) to seek approval from Deputy Head of Division (Education) on behalf of the Medical Sciences Board and submit approved forms to Taught Degrees Team.

Taught Degrees Team to process submitted changes and seek Proctorial and PVC (Education) approval.

Examiner Nominations for Next Academic Year

Courses to start preparing for the next academic year Examiner nominations process.

Start liaising with potential nominees and collating a list of examiners (including their credentials, expertise and experience) ready for the nominations process to start in Michaelmas Term.

Course Handbooks, Exam Regulations

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

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

Education and Funding Officer (Aga Bush) and Educational Policy Officer (Jonathan Ellis) to review changes to updated documentation.

Information Available to Students

Course Committees to conduct annual review of:

- a) Information provided to students about their course, including:
 - what teaching methods to expect,
 - the normal teaching pattern for the course,
 - assessment, including the methods used, sample examination papers, the nature and quality of the work expected (criteria used in marking), and the conventions used in combining marks for final outcome
- b) other information including:
 - study skills support
 - the avoidance of plagiarism, academic integrity, and
 - how students may make a complaint (departments/courses should have their own version of the University template, which can be downloaded from the Useful Documents section of the Education Committee website: <http://www.admin.ox.ac.uk/edc/qa/qualityassurancedocuments/>).
- c) 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)