

UNIVERSITY OF SOMETOWN
FACULTY OF ADMINISTRATION
DEPARTMENT OF BUREAUCRACY

Unit Assessment Board

MINUTES OF THE MEETING OF UNIT ASSESSMENT BOARD HELD ON 6 MARCH
2012, ROOM 101, FRANZ KAFKA BUILDING

UNITS CONSIDERED

U1003 Introductory Form Design, Level 1, 10 credits
U1233 Memo Writing A, Level 1, 20 credits
U1144 Minutes and Action Points, Level 2, 10 credits
U1070 Office Procedures A, Level 2, 20 credits
U1092 Administration and Finance, Level 3, 20 credits
U1113 Business Process Re-Engineering, Level 3, 20 credits
U1044 The Bureaucrat in Industry, Level M, 15 credits
U1055 The Uncivil Service - aspects of UK Government policy in the 1980s, Level M, 15 credits

PRESENT

Mrs P Clip, Head of Department, (Chair)
Dr B Case, University of Elsewhere, (Subject External Examiner)
Dr P Pusher, Associate Dean (Students)
Ms B Iro, (Unit Co-Ordinator Units U1003, U1092 and U1044)
Dr T Cake
Ms F Memo-Pad, (Unit Co-Ordinator Units U1233 and U1144)
Ms T Manner
Professor F Under-Secretary (Unit Co-Ordinator Unit U1055)

In Attendance

Ms X Philes (Minute Secretary)

CONSTITUTION AND MEMBERSHIP

The Chair welcomed members to the meeting, and explained that she would establish quoracy when considering each individual unit.

APOLOGIES

Mr F Class-Stamp

MINUTES OF PREVIOUS MEETING

The Board confirmed that the minutes of the meetings held on 23 June 2011 were an accurate record and the Chair duly signed them.

MATTERS ARISING

Minutes of Resit Boards

The Board received and approved the minutes of the resit Board that met on 8 August 2011 to consider the results of deferred and referred assessments.

Minutes of Meetings Held to Approve Assessment Artefacts

The Board received and approved the minutes of the meeting held on 1 September 2011 to approve the assessment artefacts to be used for each unit in semester 1. The Board further received and approved the minutes of the meeting held on 1 December 2011 to approve the assessment artefacts to be used for each unit in semester 2.

Approval of actions taken under delegated authority since the last meeting

The Chair reported that she had exercised her delegated authority to make the following decisions, which she had reported to the Board of Examiners:

T Kettle – following deferral, confirmed marks of 62% in Memo Writing B, 55% in Filing Methods, 51% in Organisation & Methods, and assigned credit in each unit.

I Coffee – following deferral, a confirmed mark of 30% in Memo Writing B.

The Board approved these decisions.

UNITS

The Board considered Units in the following order:

INTRODUCTORY FORM DESIGN, LEVEL 1, 10 CREDITS

The Chair confirmed that the quorum for this unit was present.

Or perhaps

The quorum for this unit was not present, due to the absence of the Unit Co-ordinator, Mr F Class-Stamp, or an appointed nominee who had been involved with the assessment of the unit. The Chair would schedule a special meeting of the Board as soon as possible to confirm marks and make decisions. In the interim, the Board made and recorded a deferred decision for all students studying the unit.

ACTION Mrs P Clip

The Board considered the UAB report “Unit Artefact Information” (*or “Unit Summary Report”*). A copy of the report, annotated with the decisions the Board made and signed by the Chair to confirm the document as a true and contemporaneous record of the Board’s decisions is attached to these minutes.

And, perhaps, if the unit has an exemption approved and applies threshold marks...

The Board noted that this unit had a threshold requirement of 30% in each assessment component that had to be satisfied before the Board could assign credit, due to the accreditation requirements of the Institute of Pen Pushers.

The Board confirmed referral requirements for students for whom it had made a decision of referral. These would be the submission of a further piece of coursework where they had failed to attract a mark of at least 40% in the coursework element and a further examination for students who had failed to attract a mark of at least 40% in the examination element. Students who had failed both would be required to both submit a further piece of coursework and take a further examination. The Board agreed that students must submit coursework referrals by Friday 22 July 2012 and that referral examinations would take place in week beginning 18 July 2012.

(Select appropriate templates from below for the possible types of scenario explained in italics – this cannot be an exhaustive list and circumstances will always be slightly different, so use these with care.....)

Perhaps where exceptional circumstances have affected the unit and the Board confirms an allowance....

The Chair reported that in the examination for this unit, a fire alarm had disrupted the examination. The incident had been reported to the Academic Registrar and the procedures listed in the University Regulations, "Instructions for Invigilators", had been followed. Students had lost 20 minutes, but an extra 30 minutes was allowed and subsequently the mark had been calculated on the best three questions from the four required to be answered. The Board confirmed that was an appropriate allowance to make for the disruption caused to students.

Or, perhaps, where a course management issue is agreed to have affected student performance....

The Chair reported that difficulties with the University network during the first four weeks of term had made effective performance in the practical sessions impossible. The Board agreed to discount performance in the practical tests in the first half of the unit and to re-calculate the unit marks using only the examination mark and the practical tests in the second half of the unit.

Or, perhaps, where a course management issue is agreed not to have affected student performance....

The Chair reported that a student complaint about the failure of Ms Iro to attend tutorials had been resolved and that additional tutorial sessions had been delivered. The Board agreed that no additional allowance was necessary in considering the student's assessments.

Or, perhaps, where there is moderation and the subject external examiner is present...

The Board resolved to moderate the marks, scaled for each student, to reflect an amended pass-mark of 50% due to the unusually high marks given, which the Board considered uncharacteristic of the cohort of students. The Subject External Examiner, Dr B Case, confirmed his agreement.

Or, perhaps, where there is moderation agreed and the subject external examiner is not present but has agreed....

The Board resolved to moderate the marks, scaled for each student, to reflect an amended pass-mark of 30% due to the unusually low marks given, which the Board considered uncharacteristic of the cohort of students. The Subject External Examiner, Dr B Case, confirmed agreement by means of a letter to the Chair indicating his agreement and briefly outlining the extent of his involvement with the process.

Or, perhaps, where the Board wishes to moderate but the subject external examiner is not present and has not been involved.....

The Board noticed an unusual distribution in the spread of marks and apparent errors of calculation in the conversion of component marks into the overall mark. It was RESOLVED that the marks should be scrutinised for possible moderation. The Board also RESOLVED to delegate its authority to the Chair to confirm marks and grades, and make the appropriate decisions thereafter, after due consultation with the Subject External Examiner. In the interim, the Board made a deferred decision for all students studying the unit.

ACTION Mrs P Clip

Or, perhaps, where a student has a valid extenuating circumstance and the Board does more than confirm a decision of defer...

The Board resolved to extrapolate the mark for the two unaffected artefacts of D Pinta in the light of a valid extenuating circumstance affecting her presentation. This resulted in a mark of 60%.

Or, perhaps, where a student has a valid extenuating circumstance and the Board does not award a defer because the student is unable to pass...

The Board noted that although C Sweet had submitted valid extenuating circumstances in one of the assessment artefacts, her non attendance at the examination made it impossible for a deferral to result in an overall pass for the unit. C Sweet was given a Referral.

Or, perhaps, where there has been a possible irregularity in administrative processes...

The Board asked the departmental manager to recalculate the marks without assessment penalties after learning that Ms Iro had not followed the departmental policy of requiring students to submit work to the departmental office and obtain a receipt. The Board RESOLVED to delegate its authority to the Chair to confirm marks and grades arising from this revision, and make the appropriate decisions thereafter, after any necessary consultation with the Subject External Examiner. In the interim, the Board recorded a deferred decision for all students studying the unit.

ACTION Mrs P Clip

Or, perhaps, where an aspect of performance merits further investigation...

The Board was concerned at the large number of referrals recorded for the unit and requested that the unit be examined at the Board of Studies. Ms Iro considered the problem was caused by poor student attendance on her unit.

ACTION Mrs P Clip

AND FOR EACH SUBSEQUENT UNIT CONSIDERED

The same sort of thing again.

DELEGATION

The Board RESOLVED to delegate to a sub-committee its authority for confirming marks and grades, and making the appropriate decisions thereafter, arising from referred and deferred assessments. The sub-committee's membership would consist of the Chair, and the Unit Co-ordinator for each unit with outstanding referral conditions or an appointed nominee who must have been involved with the assessment of the unit. The quorum of this sub-committee should be, for each unit, the Chair and the Unit Co-ordinator, or nominee. The sub-committee's minutes, which should include the mark sheets presented and agreed for each unit considered, would be an agenda item, for note, at the next full meeting of the Board.

ACTION Mrs P Clip

The Board RESOLVED to delegate its authority to the Chair to confirm marks and grades, and make the appropriate decisions thereafter, arising from deferred assessments not considered at the sub-committee meeting. The Chair would consult as appropriate in making any such decisions and would record all such decisions, together with her reasoning and a note of any consultation. The Chair would report decisions taken to the next full meeting of the Board.

ACTION Mrs P Clip

The Board RESOLVED to delegate its authority to the Chair to confirm marks and grades, and make the appropriate decisions in order to correct any decisions of the Board based on erroneous or incomplete information. In such cases, students must present reasons and circumstances, considered by the Chair to be both acceptable and supported by satisfactory evidence, which have led to the wrong confirmation of a mark or grade. The Board agreed this delegation on the understanding that the Chair would consult as appropriate in making any such decisions and would record all such decisions, together with her reasoning and a note of any consultation. The Chair would report decisions taken to the next full meeting of the Board.

ACTION Mrs P Clip

DATE OF NEXT MEETING

The next meeting will be on 22 June 2012.