



Education Committee

3 December 2020

Confirmed Minutes

Present:

Professor Anthony Smith (Chair)

Dr Simon Banks; Mr Ayman Benmati; Professor Clare Brooks; Ms Yasmeen Daoud; Mr Ian Davis; Mr Ashley Doolan; Dr Julie Evans; Dr Jo Fraser-Pearce; Ms Megan Gerrie; Professor Deborah Gill; Professor Alistair Greig; Ms June Hedges; Professor Arne Hofmann; Professor Jane Holder; Ms Gunay Karimova; Mr Zak Liddell; Ms Blathnaid Mahony; Ms Viktoria Makai; Dr Helen Matthews; Mr Derfel Owen; Professor Norbert Pachler; Professor Aeli Roberts; Mr Mike Rowson; Dr Bill Sillar; Professor Sam Smidt; Dr Hazel Smith; Dr Fiona Strawbridge; Professor Olga Thomas and Ms Lizzie Vinton.

academic matters and questions affecting the educational policy of UCL, the organisation of teaching, examining, and courses of instruction (Term of Reference 1);

- To reflect the new relationship with AB in the light of the above: On behalf of Academic Board and Academic Committee, to define, monitor and review UCL strategy, policy and procedure in respect of taught students (Term of Reference 2); and
- Insertion of an additional Term of Reference: To report to the Academic Board on the use of its delegated powers both through the minutes of its meetings and by presentation to the Board of an annual report by its Chair and of periodic reports on specific issues when requested .

22.4. With respect to the EdCom membership, it was noted that the number of elected AB academic representatives would increase to twelve. T

Academic Regulations Manager (AS), the rationale for modifying the approach to no detriment in assessment in 2020-21 had been incorporated on a new webpage, [Your Assessments in 2020-21](#) on the Students website.

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Part II: Matters for Discussion

26. Request for Adjustments to MBBS Assessments in 2020-

the examination for students to save and upload their work to the assessment platform. or connection or technical problems. It was suggested that this would not be needed where 24 hour examinations were used as students would have plenty of time to upload their papers. Although some members suggested a 45 minute grace period, it was agreed that for simplicity and consistency with examination practice in 2020, a one hour grace period should be available following the timed examinations.

28.7. It was noted that examinations in the timed format would be less inclusive for disabled students requiring reasonable adjustments and extra time. It would not be possible to monitor the extra breaks and additional time required for these students and it was suggested to give all students with Summaries of Reasonable Adjustments (SoRAs) the full 24 hour duration to complete the examination.

~~28.8.~~ The paper suggested that should an option for timed examinations be chosen, then due to the increased risk of technical failure, this should be added as grounds for Extenuating Circumstances (EC). Whilst there was understanding of the reasons for this requests, some members were also wary as there was a high increase in EC requests in 2020 (a ten-fold increase in one faculty) which had led to severe pressure on academic and professional services staff. There was also questions as to how a technical failure would be defined, and whether it would include problems with the UCL platforms and/or -up. The Academic Regulations Manager noted that IT problems had been raised as an issue in the recent EC staff survey and offered to host a small informal MS Teams group to consider these issues in more detail and to help inform the Examinations Team.

28.9. es for the examination schedule. The first key date (4th December) was for the collection of examination data from programmes to enable timely production of the examination timetable. The data collection would close on 16th December. A series of training sessions for departments was offered from 4th to 11th December. The examination timetable would be released to students on 1 March 2020, with the main examination period held from 26 April to 28 May 2021.

28.10. Agreed - that EdCom adopt Option 2, with 24 hours set as the default examination duration. Departments would be able to set timed examinations within that time-frame should they choose. Students with SoRAs would automatically be given a 24 hour examination.

Action – Examinations Manager and EdCom members to note (following the meeting the Operating Model for 2021 was communicated to staff, with communication to students to follow in January 2021).

28.11. Agreed that a grace period of one hour be applied to timed exams to enable ID 139Tq0.000008871 (

28.12. Agreed that the Academic Registrar and the Manager host an informal group on MS Teams to consider the impact of the technical failure in the EC regulations. Members interested in participating should contact Lizzie Vinton (l.vinton@ucl.ac.uk).
Action – Academic Registrar and EdCom members

28.13. Agreed - that in cases where the assessment pattern for a module has changed, the assessment pattern for students should apply for reassessments where the department considers appropriate. Students should seek individual approval.
Action – Examinations and EdCom members to note

Student Academic Representative Annual Report 2019-20

received - the paper at (2020-21) introduced by the Education Office and the Leadership, Development and Change Manager.

reported that in the 2019-20 session 1960 Academic Representatives were elected, covering 96% of SU departments. The ECs appointed a Lead Departmental Representative (LDR) and 100% of departments appointed a representative to the SU Representative completely. A total of 828 received recognition for their SU training, the highest ever figure. Thanks to faculties and departments for their continued support in improving academic representation at UCL.

29.3 2019-20 had been a very difficult and challenging session for the SU due to the impact of COVID 19 and the closure of SU shops and services,

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of Academic Policy and Quality Assurance, a guest at the meeting, commented that
the UCL

Advisory Group had recently published an [Academic Integrity Charter](#). This set out seven principles which UK universities were invited to sign up to in 2020-21.

- 31.2. Signing up to the Charter represented an institutional pledge to implement its principles and commitments, which focussed on working with staff and students and, in collaboration across the sector, to protect and promote academic integrity and take action against academic misconduct. This reflected QAA and sector wide concerns with the growth of essay mills and contract cheating. The seventh principle on institutional autonomy, required universities to take responsibility for the integrity of their provision as a first line of defence against academic misconduct. Institutions should provide the tools and understanding for students to have confidence in independent learning and thus be steered away from academic misconduct.
- 31.3. The Director of UCL Arena informed EdCom of forthcoming events on academic integrity, which were open to all UCL staff involved in designing assessment at UCL. The two events featured input by two leading Australian academic experts who had led cutting edge research into academic misconduct:

- [Designing out Contract Cheating](#)

34.3. The Chair gave thanks to Dr Sam Evans (Director of UCL Qatar), Ms Gemma Martin (Head of Student and Academic Services, UCL Qatar) and their team for their dedication and professionalism in managing the UCL Qatar Teach-out and in ensuring that the final students were well supported.

~~34.4~~ EdCom also received thanks in turn from the UCL Qatar Team for its support during the last few years. The Team also wished to note their appreciation for the flexible support provided by AS and the wider Registry during the winding down period.

35. Internal Examiners

35.1. The Regulations Manager (AS) reminded EdCom of the UCL wide [Internal Examining Consultation](#) on the roles and responsibilities of Internal and Assistant Internal Examiners. This was currently underway and members were asked to encourage their colleagues, teaching committees and board of examiners to respond to the discussion paper and feedback form provided on the webpage.

35.2. The consultation period is open until **Monday 1 February 2021** to allow colleagues and committees time to meet and provide feedback.

36. Approval of New Programmes of Study

36.1. Approved - the programmes of study recommended by PMAP at EDCOM 2-14 (20-21).

37. Minutes of Sub-Committees and Working Groups

37.1. Approved the minutes of PMAP held on 9 July 2020 at EDCOM 2-15 (20-21).

37.2. Approved the minutes of PMAP held on 1 October 2020 at EDCOM 2-16 (20-21).

37.3. Approved the minutes of QRSC held on 24 September 2020 at EDCOM 2-17 (20-21).

38. Any Other Business

38.1. It was asked whether there would be an announcement on students leaving UCL for the Christmas Break and on arrangements for the next term, such as face to face teaching. It was noted that this was under discussion by the UCL Senior Management Team, following Department for Education guidance, and that an announcement on the arrangements would be made soon

