

# Introduction to Assessment for New Academic Staff

2022/23 Academic Year

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- ▶ (Level 4 modules named MTH4\*\*\*, etc.).
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**Note:** Some modules have multiple codes:

- Depending on which cohort of students is sitting them.

## Assessment patterns

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However, there are many exceptions:

- ▶ *IFoA modules.* Actuarial curriculum, external accreditation.
- ▶ *Coursework-only modules.* No final exam.
- ▶ *PGT modules.*

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What happens to missed assessments?

- ▶ *Small assessments (courseworks).* Mark discounted.
- ▶ *Large assessments (exams, projects).* First-sit at later date.

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**Important:** *Submission points should match assessment pattern.*

- ▶ *For example, if module has 5 courseworks, then you should have exactly 5 separate submission points and deadlines.*
- ▶ *(Avoid weird schemes, best 5 of 6, etc.)*

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- ▶ 0 marks given if more than 7 days late.
- ▶ Students can submit ECs to waive deductions.

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*Announce (on QMPlus) which late submission policy you use.*

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- ▶ **Semester A modules.** Early-mid January.
- ▶ **Semester B modules.** Mid-late May.
- ▶ **Late summer.** Early August (re-examinations only).

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This academic year:

- ▶ Some exams will be on-campus.
- ▶ Some exams will be online.
- ▶ (Details unclear, awaiting decisions by university.)

Possible online exam formats:

- ▶ **Handwritten.** Traditional, for most upper-level modules.
- ▶ **QMPlus quiz.** For larger modules, quiz-type questions only.
- ▶ **Hybrid.** Some quiz-type questions, with handwritten part.

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In-person exams:

- ▶  $\text{\LaTeX}$  style file and template for setting exams.

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*Online exams:* Try to avoid cheating:

- Randomised questions, avoid direct bookwork/coursework.

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Students given new exams at first available opportunity:

- ▶ Mainly held in **late-summer exam period**.
- ▶ Some held in following main exam period(s).

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- ▶ Exams checked by internal [scrutiny committee](#).
- ▶ Exams sent to [external examiners](#) for approval.
  
- ▶ Scrutiny and external comments given on “green form”.
- ▶ Make final changes, respond to comments on green form.
- ▶ **Deadline week 12.** Final version submitted to OneDrive.

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**Internal scrutiny.** Ensures exam in line with other modules.

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Marking and checking must be properly documented:

- ▶ Marks, marked scripts made available for externals.

## Non-exam modules

MTH4112	Actuarial Professional Development I
MTH5127	Actuarial Professional Development II
MTH5001	Introduction to Computer Programming
MTH6110	Communicating and Teaching Mathematics
MTH6150	Numerical Computing in C and C++
MTH7*/M*	<i>Various PGT modules</i>

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$\geq 50\%$  *assessments (by mark) must be approved by externals.*

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Dissertations are double-marked:

- ▶ **First marker.** Project supervisor.
- ▶ **Second marker.** Additional staff member.
- ▶ **Moderation meeting.** Compare various project marks.

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- ▶ **Scaling.** May scale exam marks if far out of line.

## Finalising marks

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Finalised marks at *least one week before exam board meeting.*

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All examiners should attend:

- ▶ If you are away, then ask someone to speak on your behalf.

We will give detailed guidance through the year.

- ▶ All documents are on the QMPlus Staff Intranet:  
*<https://qmplus.qmul.ac.uk/course/view.php?id=4268>*
- ▶ Please ask if you have any questions.

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Key people:

- ▶ Arick Shao (UG exam board chair)
- ▶ Robert Johnson (PGT exam board chair)
- ▶ Simon Rawstron, Dale Breame (Education manager)
- ▶ Hamida Begum (Student Support Officer)