Introduction to Assessment for New Academic Staff

Arick Shao (UG SEB Chair)
Rosemary Harris (PGT SEB Chair)

Overview

Our students take eight modules each year:

- ▶ Partly dictated by degree programme, some free choice.

Overview

Our students take eight modules each year:

- ▶ Partly dictated by degree programme, some free choice.

Modules have levels from 4 to 7, indicated in module code.

- ▶ (E.g. level 4 module will be MTH4∗∗∗).
- ▶ Roughly, students in their n-th year take modules at level $n+3$.

Overview

Our students take eight modules each year:

- ▶ Partly dictated by degree programme, some free choice.

Modules have levels from 4 to 7, indicated in module code.

- ▶ (E.g. level 4 module will be MTH4∗∗∗).
- ▶ Roughly, students in their n-th year take modules at level $n+3$.

Note: Many modules have multiple codes:

- • Depending on which cohort of students is sitting them.

Most modules are lecture courses.

Assessment patterns

Most modules are lecture courses.

The standard assessment pattern for such modules is:

- **UG.** 20% coursework ($5 \times 4\%$), 80% final exam.
- **PGT.** (Varies).

Assessment patterns

Most modules are lecture courses.

The standard assessment pattern for such modules is:

- **UG.** 20% coursework ($5 \times 4\%$), 80% final exam.
- **PGT.** (Varies).

However, there are many exceptions:

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

Excused absences

Students may miss assessments due to illness, IT issues, etc.:

▶ Submit EC (extenuating circumstances) claim, with evidence.
▶ **Fit to sit.** If students submit, then not eligible for ECs.

Excused absences

Students may miss assessments due to illness, IT issues, etc.:

- ▶ Submit EC (extenuating circumstances) claim, with evidence.
- ▶ **Fit to sit.** If students submit, then not eligible for ECs.

ECs handled centrally, through Maths Office.

- ▶ *You need not worry about this.*

Excused absences

Students may miss assessments due to illness, IT issues, etc.:

- ▶ Submit EC (extenuating circumstances) claim, with evidence.
- ▶ **Fit to sit.** If students submit, then not eligible for ECs.

ECs handled centrally, through Maths Office.

- ▶ *You need not worry about this.*

What happens to missed assessments?

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

In-term assessments

Implemented on QMPlus:

- **Handwritten.** Students submit handwritten PDF file.
- **QMPlus quiz.** Multiple choice, fill in blank, etc.

In-term assessments

Implemented on QMPlus:

- ▶ **Handwritten.** Students submit handwritten PDF file.
- ▶ **QMPlus quiz.** Multiple choice, fill in blank, etc.

Note: Submission points should match assessment pattern.

- ▶ Standard UG module should have 5 coursework submissions.
- ▶ (Avoid 10 submissions, best 5 of 6, etc.)

In-term assessments

Implemented on QMPlus:

- ▶ **Handwritten.** Students submit handwritten PDF file.
- ▶ **QMPlus quiz.** Multiple choice, fill in blank, etc.

Note: Submission points should match assessment pattern.

- ▶ Standard UG module should have 5 coursework submissions.
- ▶ (Avoid 10 submissions, best 5 of 6, etc.)

In most cases, EC'ed in-term assessments are discounted.

- ▶ *If > 20% EC'ed, then student must first-sit assessment.*

Late submissions

Post solutions to coursework immediately after deadline.

▶ Then, late (unexcused) submissions receive 0 marks.

Late submissions

Post solutions to coursework immediately after deadline.

▶ Then, late (unexcused) submissions receive 0 marks.

Otherwise, you must follow *QMUL late submission policy*:

▶ 5 marks (out of 100) deducted per 24 hours late.
▶ 0 marks given if more than 7 days late.

Late submissions

Post solutions to coursework immediately after deadline.

► Then, late (unexcused) submissions receive 0 marks.

Otherwise, you must follow *QMUL late submission policy*:

► 5 marks (out of 100) deducted per 24 hours late.
► 0 marks given if more than 7 days late.

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

Final exams

Final exams are semester-based:

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

Final exams

Final exams are semester-based:

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

This academic year, exams will be online on QMPlus:

- Exams will be open book.
- Each exam available in specific 24-hour period.
- Upon starting exam, students have:
  - *(UG, some PG)* 3 hours to submit solutions.
  - *(Some PG)* 4 hours to submit solutions.

Exam formats

3 possible 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.

Exam formats

3 possible 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.

Exam should be doable in (time limit − 1 hour):

- ▶ Last hour intended for upload, IT issues.

Exam formats

3 possible 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.

Exam should be doable in (time limit − 1 hour):

- Last hour intended for upload, IT issues.

Will send instructions for setting up online exams:

- LaTeX style file and template for handwritten exams.

Exam contents

Exam should test a combination of:

- ▶ Bookwork (definitions, theorem statements, proofs).
- ▶ Material similar to coursework (examples, calculations).
- ▶ Unseen material (novel examples, extension of theory).

Exam contents

Exam should test a combination of:

- ▶ Bookwork (definitions, theorem statements, proofs).
- ▶ Material similar to coursework (examples, calculations).
- ▶ Unseen material (novel examples, extension of theory).

General rule. Follow previous year's format. Otherwise:

- ▶ Need to provide a sample paper.
- ▶ May need separate exam for previous years' students.

Exam contents

Exam should test a combination of:

- ▶ Bookwork (definitions, theorem statements, proofs).
- ▶ Material similar to coursework (examples, calculations).
- ▶ Unseen material (novel examples, extension of theory).

General rule. Follow previous year's format. Otherwise:

- ▶ Need to provide a sample paper.
- ▶ May need separate exam for previous years' students.

Some care should be taken to avoid cheating:

- • Randomised questions, avoid direct bookwork/coursework.

Re-examinations

If a student fails a module, they are entitled to a resit exam:

- Second attempt, mark capped at 40.
- Most resits are *synoptic*—100% of module mark.

Re-examinations

If a student fails a module, they are entitled to a resit exam:

- Second attempt, mark capped at 40.
- Most resits are *synoptic*—100% of module mark.

If a student EC's an exam, they are entitled to a first-sit:

- First attempt, no cap on mark.

Re-examinations

If a student fails a module, they are entitled to a resit exam:

- Second attempt, mark capped at 40.
- Most resits are *synoptic*—100% of module mark.

If a student EC's an exam, they are entitled to a first-sit:

- First attempt, no cap on mark.

Students given new exams at first available opportunity:

▶ Mainly held in late-summer exam period.

▶ Some held in following main exam period(s).

Exam pipeline

- Lecturer sets both main and late-summer exams.
- Checker works both exams, checks for errors.
- **Deadline week 7.** Checked exams sent to Maths Office.

Exam pipeline

- ▶ Lecturer sets both main and late-summer exams.
- ▶ Checker works both exams, checks for errors.
- ▶ **Deadline week 7.** Checked exams sent to Maths Office.

- ▶ Exams checked by internal scrutiny committee.
- ▶ Exams sent to external examiners for approval.

Exam pipeline

- ▶ Lecturer sets both main and late-summer exams.
- ▶ Checker works both exams, checks for errors.
- ▶ **Deadline week 7.** Checked exams sent to Maths Office.

- ▶ 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 Maths Office.

Exam setting

First examiner. Module organiser, lecturer.

▶ Responsible for setting exam.

Exam setting

First examiner. Module organiser, lecturer.

▶ Responsible for setting exam.

Second examiner. Checker.

▶ Checks exam for correctness, length, and difficulty.

Exam setting

First examiner. Module organiser, lecturer.

▶ Responsible for setting exam.

Second examiner. Checker.

▶ Checks exam for correctness, length, and difficulty.

Checking allocation sent at beginning of academic year.

▶ **Co-taught modules.** First/second examiner roles are shared.

Exam setting

First examiner. Module organiser, lecturer.

- ▶ Responsible for setting exam.

Second examiner. Checker.

- ▶ Checks exam for correctness, length, and difficulty.

Checking allocation sent at beginning of academic year.

- ▶ **Co-taught modules.** First/second examiner roles are shared.

Internal scrutiny. Ensures exam in line with other modules.

Exam marking

First examiner. Responsible for marking exam.

Second examiner. Responsible for checking exam marking.

▶ **Co-taught modules.** First/second examiner roles are shared.

Exam marking

First examiner. Responsible for marking exam.

Second examiner. Responsible for checking exam marking.

- ▶ **Co-taught modules.** First/second examiner roles are shared.

Large modules may have team marking and/or team checking.

- ▶ May involve PhD students.

Exam marking

First examiner. Responsible for marking exam.

Second examiner. Responsible for checking exam marking.

- ▶ **Co-taught modules.** First/second examiner roles are shared.

Large modules may have team marking and/or team checking.

- ▶ May involve PhD students.

Marking and checking must be properly documented:

- ▶ Marking/checking recorded on spreadsheet.
- ▶ Spreadsheet, 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*	*Various PGT modules*

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*	*Various PGT modules*

Assessment methods vary (consult previous module organiser):

▶ Project (assigned at end of term, due before exam period).

▶ Only in-term courseworks.

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*	*Various PGT modules*

Assessment methods vary (consult previous module organiser):

▶ Project (assigned at end of term, due before exam period).

▶ Only in-term courseworks.

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

Dissertation modules

MTH6138   Third-year Project
MTH717U   MSci Project
MTHM038   Project Dissertation

Dissertation modules

MTH6138   Third-year Project
MTH717U   MSci Project
MTHM038   Project Dissertation

All members of academic staff asked to propose projects.

▶ Students may ask you to supervise their project.

Dissertation modules

MTH6138   Third-year Project
MTH717U   MSci Project
MTHM038   Project Dissertation

All members of academic staff asked to propose projects.

- ▶ Students may ask you to supervise their project.

Dissertations are double-marked:

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

Finalising marks

Tight schedule for marking/checking.

- **Marking.** Roughly 20 scripts/day.
- **Checking.** Roughly 60 scripts/day.

Finalising marks

Tight schedule for marking/checking.

- **Marking.** Roughly 20 scripts/day.
- **Checking.** Roughly 60 scripts/day.

May need to address failure rates (especially with timed exams):

- **Near-fails.** May look for 1-2 extra marks.
- **Scaling.** May scale exam marks if far out of line.

Finalising marks

Tight schedule for marking/checking.

- ▶ **Marking.** Roughly 20 scripts/day.
- ▶ **Checking.** Roughly 60 scripts/day.

May need to address failure rates (especially with timed exams):

- ▶ **Near-fails.** May look for 1-2 extra marks.
- ▶ **Scaling.** May scale exam marks if far out of line.

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

Exam board meetings

SEB (subject exam board) meetings:

- ▶ Approve exam and module results.
- ▶ Approve progression and degree classification.

Exam board meetings

SEB (subject exam board) meetings:

- ▶ Approve exam and module results.
- ▶ Approve progression and degree classification.

Two SEB meetings per year:

- ▶ **Main.** Late June (UG, PGT).
- ▶ **Late-summer.** Late August (UG), early October (PGT).

Exam board meetings

SEB (subject exam board) meetings:

- ▶ Approve exam and module results.
- ▶ Approve progression and degree classification.

Two SEB meetings per year:

- ▶ **Main.** Late June (UG, PGT).
- ▶ **Late-summer.** Late August (UG), early October (PGT).

All examiners should attend:

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

Instructions and queries

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.

Instructions and queries

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.

Key people:

- ▶ Arick Shao (UG exam board chair)
- ▶ Rosemary Harris (PGT exam board chair)
- ▶ Simon Rawstron (Education manager)
- ▶ William Ng (Student Support Officer)