University Policy on Reassessments (to remove the use of “make-ups”)

Background:

Some departments provide “make-up” assessments in response to student absences due to Impaired Performance Procedure and/or Student Absence Procedure but this practice is not consistently applied across the University.

Purpose:

To ensure that all reassessment meets necessary quality standards and that reassessment practice is applied fairly and consistently to all students across all programmes.

Principles:

1. All reassessments are subject to the same scrutiny or approval as standard assessments
2. Reassessment opportunities provide students with an equivalent preparation time as for standard assessments
3. The provision of reassessments does not incur a considerable load on staff.

Policy:

Provision of “make-up” assessments ceases.

Reassessments for whatever reason are set within the Summer Assessment Period.

Students who miss an assessment gain the generic feedback on the original assessment along with all other students but are required to complete the reassessment at the next available opportunity (normally the Summer Assessment period).

Exemption:

The Policy will not apply to the English programme which already operates a well coordinated and consistent process.

Advantages:

1. Less work for staff,
2. Consistency – all students are treated in the same way both within and between modules with no students gaining any advantage or suffering any disadvantage,
3. Administratively simpler audit trail,
4. Potential impact on reducing student absences for trivial reasons.

Implementation and Monitoring:

Implementation should be immediate.

Staff need to be informed of the policy at the next available department meeting.

The effectiveness of the Policy should be reviewed at the end of the academic year 2013/14 to determine the effect on staff workload, and any impact on student absences.

Approved by Senate on 16 December 2013