Examples of how to formulate a reflection/response or action plan

Academic Integrity

Change Achieved

The School has introduced Candidate Agreement Statements for all non-invigilated etests. Centrally scheduled exams have been introduced to replace in-class tests in several units.

Change Needed

Strategies for monitoring the academic integrity and authentication of handwritten workbooks are required.

Fair and Consistent Assessment

Change Achieved

There has been a significant improvement in performance for all Standards related to Fair and Consistent Assessment. This reflects efforts to cultivate a more collegial culture of team work within the School. The School has introduced a framework for peer review of assessment and all units have been allocated a co-assessor. We have also had a workshop on effective moderation strategies and we have identified that at minimum, all borderline assessments will be second-marked as a post-marking moderation strategy. This has also resulted in a noticeable reduction in the number of requests for re-marks by students this study period.

Change Needed

There is the need for improvement in pre-marking moderation by making sure that rubrics are developed at the same time as assessment tasks so that they can be peer-reviewed before being released to students, ideally in the unit outline. We also need to improve performance on Standard 3 by developing systematic and workable strategies for co-assessors to check that marks have been correctly entered into Grade Centre.

Integrity of student results

Change achieved

100% compliance has now been reached for Standards 7 and 8 with the support of our Teaching Support staff in setting up Grade Centre and educating staff about the types of grade changes that need to be documented and how to enter a reason for a grade change in the Grading Notes.

Change needed

There is the need to make sure that all new unit coordinators are informed about the requirements and receive instruction on the use of Grade Centre for recording and storing student marks.

Action Plan

The Action Plan should only include strategies that the Panel, supported by the Head of School, is prepared to commit to work on over the next 1-2 AQP cycles. Actions should be as specific as possible.

Examples of actions might include:

- Professional learning for staff about requirements and strategies
- Mentoring staff
- Review of individual assessments that are not currently meeting certain requirements to look at barriers to meeting requirements and strategies to overcome these
- Possible redesign of assessments where appropriate to align with requirements; e.g., conversion of non-electronic forms of assessment into electronic forms, conversion of non-invigilated assessments to invigilated forms.

- Where UCs believe that it is not possible or appropriate to meet policy requirements for an assessment
    - This is a good opportunity for a comprehensive review of the particular assessment item to see whether there is a defensible educational justification for it being exempt from policy requirements
    - If so, as per Section 8 of the Assessment and Student Progression Manual, an application should be made to the Faculty L&T Committee to seek approval for an exemption.