Teaching Committee – 4th December 2013

Administrative Comments relating to December Examination Proposal

Whilst ITO shouldn’t really be objecting to this proposal, we can highlight some of the likely difficulties that should be considered by TC prior to approval:

- Loading on External Examiners; we'd be asking them to do much more, earlier in the session. This means that future Examiner appointments would need to be arranged and confirmed around May/June time.

- Loading on ITO, potentially more exams and increased scrutiny to handle in Sem 1 meaning we should consider whether ITO can handle this alongside registration and allocation.

- Larger sized exams in December; do we have space, can Registry accommodate our needs? Would any of these be practical in-house exams, can Computing Support us in the usual way at that time of year?

- Less revision time for students at the end of Sem 1, and possible joint degree difficulties... have the Subject Area Advisors considered the impact on joint Physics, Maths, Electronics etc students?

- The fact that UoE is closed, meaning a greater risk of papers being lost, or travelling with staff. In the summer diet ITO can keep a tight control on hundreds of papers because the university is open! We need to consider the difference at December time...

- The bulk of exam processing that will be required at the start of Sem 2, clashing with existing January priorities.

- We need to look at when the BoE meetings would take place.. ITO will only begin data entry and checking around 4th Jan (assuming marking has been done through the break). Would EEs be expected to attend these meetings? Currently, only the non-honours EE attends the January meetings.

- Is it fair to assume that staff will mark through the holidays?

- Would marks approved at a January Stage 1 BoE be used in-semester to change a students choices or direction of study? For the first time we’d have accurate in-year BoE approved overall performance data.

- Registry pull student course enrolment data at the end of week 3 to schedule the exams, so all course registrations would need to be final by this date [currently students can change with varying levels of permission beyond this date].

- Would the large practical deadlines need to be adjusted? This year the deadlines were AILP = 12/12/2013, CSLP = 19/12/2013, SELP = 19/12/2013.

I’m raising these issues at the proposal/discussion stage, because I think it’s important that we don’t allow ourselves to sleep walk into any difficulties...

Neil McGillivray
29th November 2013