



EDUCATION COMMITTEE (SPECIAL MEETING)

21 July 2016

MINUTES

PRESENT:

Professor Anthony Smith (Chair)

Miss Mehjabin Ahmed, Dr Tracey Allen, Ms Wendy Appleby, Dr Simon Banks, Dr Brenda Cross, Dr Caroline Essex, Dr Julie Evans, Dr Dilly Fung, Ms Clare Goudy, Dr Arne Hofmann, Dr Helen Matthews, Mr Derfel Owen, Professor Norbert Pachler, Dr Hazel Smith, Dr Fiona Strawbridge, Professor Derek Tocher and Ms Susan Ware.

Apologies: Ms Halima Begum, Mr Mark Crawford, Ms June Hedges, Ms Judith Hillmore, Professor Tim McHugh, Professor John Mitchell, Ms Suguna Nair, Mr Tom Robinson, Dr Mike Rowson, Ms Wahida Samie, Ms Olga Thomas and Ms Lizzie Vinton

In attendance: Mr Rob Traynor (Acting Secretary – for Lizzie Vinton).

Key to abbreviations

A&H	Arts and Humanities (Faculty)
BoE	Board of Examiners
EdCom	Education Committee
MAPS	Mathematical and Physical Sciences (Faculty)
PaLS	Psychological and Language Sciences (Division)
SHS	Social and Historical Sciences (Faculty)
STS	Science and Technology Studies (Department)
UG	Undergraduate
UCU	University and College Union

PART I: PRELIMINARY BUSINESS

92 WELCOME, APOLOGIES AND ANNOUNCEMENTS

- 92.1 The Chair welcomed the new UCL Union Welfare and International Officer, Miss Mehjabin Ahmed, to the Committee.
- 92.2 The Chair noted that the meeting was specially convened to ratify the decisions made by the BoEs that had met following the resignations by a small number of External Examiners in support of UCU industrial action. The role of EdCom was to ensure that academic standards had been maintained, marking had been accurate and consistent and students treated fairly. The Chair further noted that EdCom was not asked to consider student results or scrutinise progression decisions.
- 92.3 EdCom was quorate for the special meeting, with eighteen members in attendance.

PART II: MATTERS FOR DISCUSSION

93 APPROVAL OF EXAMINATION BOARD PROCEDURES FOR APPROVING RESULTS FOLLOWING THE RESIGNATIONS OF THE EXTERNAL EXAMINER *[Paper 6-01]*

93.1 The Chair noted the following:

- a) Although a number of BoEs were affected by the resignations, only three were going to make awards where it had not been possible to either appoint a new External Examiner or share the work with remaining External Examiners.
- b) Other affected BoEs are not due to sit until September, allowing time to make alternative arrangements for External Examiners.
- c) Each of the three BoEs had provided evidence for EdCom's scrutiny, including a report from the Chair of the BoE, minutes of the meetings and reports from the other External Examiners.
- d) Despite the resignations of programme External Examiners, each BoE had at least one External Examiner present at the meetings.

93A Report from the Undergraduate Science and Technology Studies Board of Examiners *[Paper 6-02]*

93A.1 The MAPS Faculty Tutor noted the following:

- a) The BoE Chair had appointed senior departmental professors to act as additional internal examiners for the modules affected by the External Examiner's resignation, scrutinising the accuracy of marking on students work and exam scripts.
- b) The Faculty Observer, Professor Chandler from the Department of Statistical Science, was satisfied that the BoE had been well run and that it had done all it could to carefully scrutinise results and processes.

93A.2 EdCom was satisfied that the STS Undergraduate Board of Examiners had operated appropriately to ensure that the marking process was consistent, accurate and fair and that standards of assessment for each programme were upheld.

93A.3 **Agreed** - That the decisions of the Board can be ratified and that the Secretary inform Assessment and Student Records (Student and Registry Services), the Faculty Tutor and Chair of the BoE to make the arrangements to release the marks to students.

93A.4 **Approved** - the Report from the STS Undergraduate Board of Examiners.

93B Report from the Undergraduate History Board of Examiners *[Paper 6-03]*

93B.1 The Joint A&H and SHS Faculty Tutor noted the following:

- a) The History UG BoE did not have time to find a replacement External Examiner before the meeting, though two other External Examiners provided some assistance with light touch activities, such as adjudication, before the Board met.
- b) The Board conducted thorough statistical analysis of the marking of the Ancient History modules to determine that standards of assessment had been maintained. The full analysis was included in the BoE's documentation.

- 93B.2 EdCom was satisfied that the History Undergraduate BoE had operated appropriately, with careful scrutiny of the examination results, to ensure that the marking process was consistent, accurate and fair. Standards of assessment on each programme had been upheld
- 93B.3 **Agreed** - That the decisions of the Board can be ratified and that the Secretary inform Assessment and Student Records (Student and Registry Services), the Faculty Tutor and Chair of the BoE to make the arrangements to release the marks to students.
- 93B.4 **Approved** - the Report from the History Undergraduate Board of Examiners.
- 93C Report from the Undergraduate Linguistics (PaLS) Board of Examiners**
[Paper 6-04]
- 93C.1 The Brain Sciences Faculty Tutor, who had attended the Linguistics UG BoE as Faculty Observer, noted the following:
- a) The Linguistics BoE had been unable to appoint a replacement External Examiner at such short notice although the Board's other External Examiner was able to take on some of the work alongside internal examiners.
 - b) The BoE meeting was well run with the examination results carefully scrutinised. The discussion included a comparison of statistics relating to average marks and standard deviation across modules of marks with previous years' results to ascertain whether the External Examiner's resignation had an impact. No difference with previous years was noted in the final year module marks.
- 93C.2 EdCom was satisfied that the Linguistics UG BoE had operated appropriately to ensure that standards of assessment for each programme were upheld. The Board had ensured that the marking process was consistent, accurate and fair.
- 93C.3 **Agreed** – That the decisions of the Board can be ratified and that the Secretary inform Assessment and Student Records (Student and Registry Services), the Faculty Tutor and Chair of the BoE to make the arrangements to release the marks to students.
- 93C.4 **Approved** - the Report from the Linguistics Undergraduate Board of Examiners.

PART III: OTHER MATTERS FOR APPROVAL OR INFORMATION
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94 DATES OF NEXT MEETINGS

- 94.1 **Noted** - EdCom dates for 2016-17 will be confirmed soon by the Secretary.

ROB TRAYNOR (For Lizzie Vinton)
Acting Secretary to Education Committee

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