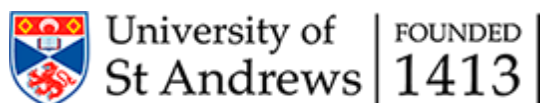|	
From:	The Proctor
Sent:	03 April 2020 11:14
To:	
Cc:	
Subject:	
Attachments:	31.03.20.NewsletterforDoTs.pdf
Categories:	For info

Dear Colleagues,

We hope this finds you and your family well.

Please find attached and also linked here the weekly Education Update from the Proctor's Office which will be distributed every Friday.

The Update will provide you with concise information on latest developments, a summary of communication sent to students and staff, important deadlines, and policy changes in response to the Covid-19 pandemic.

Best wishes.

Clare Peddie, Vice-Principal Education (Proctor)
Frank Muller, Dean of Arts & Divinity
Jon Issberner, Acting Dean of Science
Monique MacKenzie, Provost

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Education Update - Friday 3 April 2020

Recently issued emails to Schools from the Proctor, Deans and Provost

1. 2 April 2020: Email from Proctor to all Heads of School, Directors of Teaching and School Exams Officers copying them into the letter which was sent to all External Examiners and requesting that all Schools send their Externals a summary of specific changes made to the delivery and assessment of the modules delivered in their School.

   - Letter to External Examiners

2. 1 April 2020: Email from the Pro Dean (PG) to all Directors of PG Studies (Taught) about whether PGT students should be able to S-code their dissertation module in addition to their S2 modules.

3. 1 April 2020: Email from the Pro Dean (PG) to all Director of PG Studies (Taught) about the development of guidance around summer dissertation projects for PGT students.

4. 1 April 2020: Email from the Associate Dean Science (Education) to relevant Directors of Teaching to check whether PSRBs are happy with the flexibility which has been introduced for our assessments.

5. 31 March 2020: Email from the Deans to Directors of Teaching and School Exams Officers with details of how centrally organised exams will delivered and requesting that students are now provided with information on how each module will be examined.

6. 27 March 2020: Email from the Deans to Heads of Schools and Directors of Teaching asking for information about work and payment arrangements for Teaching Assistants/PGR Tutors.

7. 27 March 2020: Email from the Provost to all PGR students copied to all Heads of School and Directors of Postgraduate Studies (Research) giving advice on discounting of time, financial support, and extensions.

8. 23 March 2020: Email from both Deans to Directors of Teaching copied to Exams Officers giving guidance on digital teaching and assessment for semester 2.

Teaching
Feedback we have received is that most staff and students are using the technology successfully - there

has been a significant increase in volume of users (Panopto and Teams) but no significant increase in calls for support, however the TEL Team and ITS will continue to monitor the situation carefully.

Examinations

Now that teaching is underway, the focus is now on ensuring we run a successful digital exam diet. Please note that following key deadlines.

1-3 April	**Exam timetable under review**
2 April	Exam timetable published
	Communication to students about updated timetable
6-11 April	Development of digital exam guidelines and rules
13-17 April	Review & sign-off guidelines and rules
17 April	Communication of guidelines and rules to students
22 April	School deadline for submitting digital papers (PDF to OneDrive account)
w/c 27 April	Exams Office/ ITS data transfer
4 May	Final email to Students with final details

For noting

- IT development work continues on the preparation for exams – testing will start mid-April.
- Training materials are being developed.
- New 'Proctored/Digital' Examination Rules and Guidelines are being developed and students and staff will be signposted to these once they are finalised. The current exams website will be closed temporarily.
- We are working with Student Services to consider exams (and teaching) support requirements for students with disabilities.

Other work currently underway

Professional, Statutory and Regulatory Bodies (PSRBs): we are consulting with the PSRBs that accredit our degrees to make sure they are happy with our proposed changes to learning, teaching and assessment.

External Examiners: we have written to all our Externals to explain the processes that have been put in place to manage the current crisis and have introduced some changes which will come into immediate effect (see email of 2 April). Directors of Teaching have been asked to write to their Externals to give specific details of changes to assessment.

FAQs/Webpage: we are working with ITS and BTB to look at enhancing the information we provide to students and staff.

MEQs: we have suspended the semester 2 MEQs and are exploring other means by which we get student feedback both on their experiences of online delivery of teaching and digital exams. Some examples of how Schools are currently securing student feedback is given at the end of this document.

Forward Planning

Planning is already well underway for the summer and the start of the new academic year - examples include:

- Considering how to best deliver the resit diet.
- How we manage our quality processes next academic year (ELIR and internal reviews of learning and teaching) if it is impossible to proceed with 'in person' engagement and we have to use online means instead.

Module Catalogue Proofing - Extension to Deadline

Changes have been made to the module and programme requirements proofing deadlines.

- Module proofing: deadline extended to 5pm on Friday 17 April 2020
- Programme requirements proofing: now starts on 27 April and ends 31 May 2020.

Please note that these are absolute deadlines - Directors of Teaching are asked to try where possible to complete the proofing prior to these new deadlines to ensure that Registry has sufficient time to prepare for pre-advising.

CEED updates

The 1st of April saw the launch of the Centre for Educational Enhancement and Development, a new unit which will provide learning and teaching support to staff and students combining educational development, pedagogical workshops, technology enhanced leaning and IT skills, and academic and study skills support. All of CEED's services are currently being provided online: https://www.st-andrews.ac.uk/ceed/

Examples of how Schools are engaging with student feedback

Note that these are alternatives to, or alongside, SSCCs conducted via Teams.

- Computer Science are using a message forum internal to the School, in which students can post any issues or concerns for staff to deal with in their own time.
- In consultation with the School President, Economics sent a survey to all students. The initial survey was not anonymous as the School aimed to identify individual cases and contact these students. Each module coordinator will receive a detailed report with anonymised information to help them mitigate any issues arising.
- In Psychology and Neuroscience, the Class Representatives are writing reports for each year group or module, which they are passing to the Director of Teaching and the relevant module coordinators.

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