

Helen Clark

From: Medical Director of Teaching
Sent: 13 April 2020 10:19
Subject: Weekly education update from the Proctor

Dear all staff,

Please see below, which links to a weekly update from the Proctor - It's of interest to all staff involved in teaching and provides information that may be of use to personal tutors. There's also some general hints and tips on the use of Teams that might of use to all staff.

Best wishes and stay safe,
Alun

From: The Proctor <proctor@st-andrews.ac.uk>
Sent: 10 April 2020 16:27
Subject: Weekly Education update (3)

Dear Colleagues

Please see the latest Weekly Education update here: <https://www.st-andrews.ac.uk/assets/university/remote-teaching-and-learning/documents/weekly-education-update-10-apr.pdf>

Please circulate in your Schools & Units.

With best wishes

Clare Peddie

Weekly Education Update – Friday 10 April 2020

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

1. 8 April 2020: Email from the Deans to Directors of Teaching, and School Exams Officers asking for comments on the new 'Exam Guidance for Students'.
2. 8 April 2020: Email from the Provost to all Directors of Postgraduate Studies (Research) about PGR start dates for new students in the 2020/21 academic year.
3. 6 April 2020: Email from the Provost to all Directors of Postgraduate Studies (Research), copied to the Proctor, Deans, Pro Dean PG giving more guidance about the mitigation and adjustments that can be put into place for postgraduate research students.

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

1. 10 April 2020: Email from the Proctor to all UG/PGT and PGR students with an update on progress with teaching and assessment this semester.
2. 10 April 2020: Email from the Deans to all UG/PGT students attaching 'Examination Guidance for Students (Summer 2020)'.

Please note that the above emails are now archived online for ease of reference.

For staff see <https://www.st-andrews.ac.uk/remote-teaching/updates/>

For students see <https://www.st-andrews.ac.uk/remote-teaching/learning-remotely/updates/>

Online Teaching

No major issues reported but **please note new important information about privacy settings within Teams and how to control who can see your Teams recordings.** <https://office365.wp.st-andrews.ac.uk/2020/04/09/control-who-sees-teams-meeting-recordings/>

More Advice about Teams

- Teams created by IT Services and by colleagues are created as **Private by default**. This can be changed by the Team owner.
- By default, **recordings of Private Team meetings can only be viewed by members of the Team** (not just the meeting participants). This can be altered by the Meeting Organiser by changing the recording properties in Microsoft Stream. The recordings of Public Team meetings can be seen by all members of the Organisation.
- **The ability for participants to record Team meetings can be restricted by the Meeting Organiser.** Configuration instructions are available in the ITS Teams Blog (<https://office365.wp.st-andrews.ac.uk/2020/04/09/control-who-sees-teams-meeting-recordings/>). More information on Team roles can be found here - <https://support.microsoft.com/en-us/office/roles-in-a-teams-meeting-c16fa7d0-1666-4dde-8686-0a0bfe16e019>.

Any questions around Teams functionality or data privacy concerns can be raised with the ITS Service Desk.

Other

Daily statistics on live and recorded teaching using Panopto can be accessed [here](#).

Live support sessions continue daily from 12noon to 2pm in the TELStA Hive team [here](#).

Digital Examinations

Exam papers deadline

Schools are reminded that the deadline for submitting digital exam papers to Registry is Wednesday 22 April 2020.

Rules and Guidelines

Guidance for Module Boards is being drafted and consideration is being given to what statistical support can be offered to Module Boards in case mitigation is required.

Upload of Exam Scripts

Work is ongoing at finding a good technical solution for uploading multi-media exam scripts. More information will be circulated to Schools and students in due course.

Module Grades and Classifications

The [Key Deadlines/Dates](#) document has been updated to reflect the new dates for release of module grades and classifications.

Resit Diet

The August 2020 resit diet will be online and the resit fee charged to students has been reduced accordingly (this fee reduction will also apply to students who are attempting reassessment during the May diet).

Exams website

The Exams website is now accessible (mobile friendly) and will be updated very soon with the 'Examination Guidance for Students (Summer 2020)' <https://www.st-andrews.ac.uk/exams/>. Exam guidance for staff will be available soon linked to from: <https://www.st-andrews.ac.uk/remote-teaching/>

Academic Misconduct

Guidance on how School and/or University Boards of Adjudication can be managed using Teams has now been circulated to Schools.

Student Services

Student Services is continuing to deliver all of its normal support services through online consultations and through e-mail.

Quality

University-led reviews of learning and teaching

The URLTs scheduled for next academic year will go ahead as planned. Clearly we will all keep the Government advice in mind and, in case it remains impossible or inadvisable to proceed with an 'in person' review we are also working on a model for completing the review with limited or no 'in person' engagement (ie using online means).

ELIR

The Main Visit has been rescheduled and will take place in the autumn – the new dates have still to be confirmed.

Resources and Help

- QAA has issued QAA have published four [guidance documents](#) to support the sector in maintaining quality and standards during the COVID-19 outbreak. The guidance covers:
 - **Securing academic standards and supporting student achievement:** key information on exams and assessments in the current environment; communication and consultation with students; the 'safety net' or 'no detriment' approach to grading; credit volume and progression; degree algorithms; the use of externals; whether certificates or transcripts

should be marked to indicate the special circumstances of this year; and advice on resits and appeals.

- **Practice and lab-based assessment:** advice for the creative arts, music and performance, as well as laboratory and simulated clinical environments, with key guidance on topics such as alternative modes of assessment and student support.
- **Accelerated degrees:** topics include alternative assessments, progression, learning outcomes, student deferrals and delays.
- **Work-based learning:** guidance on professional and optional placements, study and work placements abroad, apprenticeships and partnership working.
- An online [blog post](#) by Kay Sambell and Sally Brown (independent HE consultants) describes assessment alternatives at a time of university closures and contingency suggestions for replacing on site exams. (NB this is an informal guide for the purpose of allowing you to share experiences with colleagues across the University. Not all of the options are endorsed by the Deans).

Clare Peddie, Vice-Principal Education (Proctor)

Frank Muller, Dean of Arts & Divinity

Jon Issberner, Acting Dean of Science

Monique MacKenzie, Provost

10 April 2020

Circulation List (please circulate in your Schools and Units)

Heads of Schools

Directors of Teaching

Directors of Postgraduate Studies (Research)

Directors of Postgraduate Studies (Taught)

School Exams Officers

Advisers of Studies

Academic Misconduct Officers

Academic Registrar

Director of Graduate School for ID Studies

University Exams Officer

Director of CEED

Director of Student Services

Director of Planning

Director of Admissions

Director of Careers

EO to Court/Senate Office

EO to Principal's Office

Head of Learning Technology

Director of Global Office

IT Services (Pauline Brown)

BTPO (Lindsay Wilson, Mark Hood)

Associate and Pro Deans

Deans' Office staff