

**SCHOOL OF MEDICINE APPOINTMENTS**

**ACADEMIC LEAD FOR ASSESSMENT**

1. **Context.** The appointment holder ensures that all assessment of UG and PGT programmes and modules housed within the school is carried out fairly and reliably, promotes the adoption of best assessment practices and leads change to assessment strategies where necessary.
2. **Purpose, Responsibilities and duties.** These duties stem from University Academic policies and procedures relating to assessment (<https://www.st-andrews.ac.uk/policy/index.php>) and GMC 'Promoting excellence' requirements R5.5-R5.8.
  - a. Owns effective delivery of all summative assessment on UG and PGT programmes and modules housed within the school.
    - i. Monitor the quality of delivery and all assessment processes relating to UG and PGT modules housed within the school to make sure they are fit for purpose and executed in a fair, valid and reliable manner.
    - ii. Ensure that all staff participating in any assessment are appropriately trained
    - iii. Ensure that the module review panels, standard settings panels are appropriately staffed and the workload related to assessment is distributed as widely and fairly as possible.
    - iv. Liaise with module coordinators/theme leads to ensure that appropriate formative opportunities are provided for students
    - v. Liaise with the school assessment officer, wider assessment team and other relevant staff to ensure smooth running of assessment processes
    - vi. Liaise with DoT to nominate possible external examiners in a timely manner
    - vii. Ensure that staff are aware of policies regarding the security of assessment material and conflicts of interest
    - viii. Contribute to the generation of quality assurance reports and action plans as required (eg annual academic monitoring, GMC returns and institutional reviews)
  - b. Develop School strategy and policy for all modes of summative assessment on UG and PGT modules housed in the school.
    - i. Keep abreast of best practices and developments in assessment nationally and internationally and feed into school strategy and policy
    - ii. Liaise with partner schools and other stakeholders regarding relevant assessment matters
    - iii. Incorporate advice from external examiners into consideration of assessment strategies
    - iv. Recognise when any changes to assessment practices require approval at a higher level, eg school teaching committee and/or curriculum approval group
    - v. Advise new programmes/modules regarding appropriate assessment methods
    - vi. Provide comment on University policies that may impact on delivery of assessment within the School by liaising with the DoT.
  - c. Chair meetings of the assessment team. See Terms of Reference.

## University of St Andrews - School of Medicine Handbook

- d. Attend school teaching committee, joint assessment board, module boards and external examiner meetings
- e. Attend Medical Schools Council Assessment Alliance and GMC/HESA meetings where appropriate.
- f. Convene Medal and Prize-giving committee for BSc and ScotGEM students as described in the school handbook. [http://med.st-andrews.ac.uk/medhandbook/wp-content/uploads/sites/27/2014/05/organisation\\_finance\\_prizes.pdf](http://med.st-andrews.ac.uk/medhandbook/wp-content/uploads/sites/27/2014/05/organisation_finance_prizes.pdf)

### 3. Interactions:

- a. The
  - i. University Exams Office
  - ii. HESA return officer for the university
  - iii. Medical Schools Council assessment alliance
  - iv. DoT
  - v. DoPGT
  - vi. School of Medicine taught course directors
  - vii. Module controllers/theme leads
  - viii. Pro-Dean
  - ix. Learning Technology Team
  - x. External examiners
- b. Is a member of the school teaching committee and joint assessment board
- c. Represents the school at the medical schools council assessment alliance

### 4. Tenure / scale:

- a. The tenure is 3 years. The appointment is for 3 years in the first instance. An extension is possible for either another full period of 3 years, or 1 year at a time. The maximum tenure is 6 years.
- b. A part time appointment amounting to 15-20% FTE / 270-360 hours per annum.

### 5. Eligibility / Qualifications:

- a. Role holder must be an academic member of staff.
- b. Role holder would be required to be available to the School at key times in the academic calendar to effectively fulfil role (e.g. pre, post and during assessment period).
- c. May also be a Head of Division. May not be a Programme Director or DoT concurrently.

## University of St Andrews - School of Medicine Handbook

<b>Author:</b>	Academic Lead for Assessment	<b>Approval Committee:</b>	Ops Group
<b>Consultees:</b>	DoT		
<b>Location/s (Med Handbook):</b>	<a href="https://medhandbook.st-andrews.ac.uk/2019/06/26/school-appointments/">https://medhandbook.st-andrews.ac.uk/2019/06/26/school-appointments/</a>		
<b>Location of source file:</b>	<a href="https://universityofstandrews907.sharepoint.com/:w:/r/sites/medicine/handmaster/Organisation/organisation_HR_Appointment_Ac%20Lead%20for%20Assessment.docx?d=wcd192bd08a0c4173bedef1169effd973&amp;csf=1&amp;web=1&amp;e=hIP5IX">https://universityofstandrews907.sharepoint.com/:w:/r/sites/medicine/handmaster/Organisation/organisation_HR_Appointment_Ac%20Lead%20for%20Assessment.docx?d=wcd192bd08a0c4173bedef1169effd973&amp;csf=1&amp;web=1&amp;e=hIP5IX</a>		
<b>Access Level: (Public/University/School Staff)</b>			
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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
26/04/2022	Revised version	