

**From:** [Coronavirus Guidance](#)  
**Subject:** Update for Undergraduate students on assessments - 3rd April 2020  
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Dear Student,

This is the third update we are providing you about the steps that the University is taking to change the way in which we will operate assessments for the rest of the 2019-20 academic year. You can find a copy of the second update [here](#). Your School will be in touch with further information about your specific programme – please see the ‘next steps’ section of this email for confirmation of when you will receive this. in due course.

Again, we would like to thank you for your patience whilst staff across City are working incredibly hard to change the way in which we will assess students for the remainder of 2019-20 academic year. We very much appreciate that this is an anxious time for you, and we continue to be committed to providing you with information, timescales and reassurance as quickly as we can.

This update covers information for Undergraduate students. Postgraduate Taught students will receive an update later today. There was a separate update for Research students provided by the Doctoral College on Thursday 2<sup>nd</sup> April.

We will be providing an update to Study Abroad and Exchange Students during the week of 6<sup>th</sup> April.

For Foundation Year students in the School of Mathematics, Computer Science and Engineering on the following programmes: Foundation Years in Civil Engineering, Electrical & Electronic Engineering and Biomedical Engineering, and Mechanical & Aeronautic Engineering there will be no further assessment. In making that decision, the School will be reviewing the Year 1 curriculum and associated student learning needs to best support your future progress. More details on this will follow shortly.

We will be providing an update to other Foundation Year students by Monday 6<sup>th</sup> April.

### **Fair principles approach**

We want to reassure you that City continues to be committed to ensure that your marks, progress and attainment are reviewed fairly. In the current circumstances, this means that there will be some additional factors that we need to take into account. These include:

- You are now studying and will be assessed in a different way.
- The unsettling indirect or direct impact of the international emergency situation.
- The impact that Coronavirus may have on your circumstances (e.g. sickness, caring)
- Other circumstances that may impact on you.
- Your performance before the University changed to a remote way of working compared to what you achieve after that time and any associated disadvantage.
- That we are confident that you are ready to meet the challenges of the next year of study and/or for the award of degree, and that we have provided opportunities for you to achieve this.

- Professional Body requirements that may be placed upon us for particular programmes that may affect the way we operate our policy for particular groups of students. Discussions are continuing with Professional Bodies about this.

We are currently working through our approach to incorporating these factors into our fair approach. This is being done in dialogue with the Students' Union, and we will provide you with further information on 9<sup>th</sup> April.

### **Industrial Action**

Alongside managing arrangements for end of year assessments in relation to Coronavirus, we are also making sure that appropriate arrangements are in place for students affected by recent Industrial Action. This means ensuring that in setting up assessment arrangements, that no student is disadvantaged in progressing to the next year of study or their final year marks/award as a result of experiencing the effects of Industrial Action. Where there are any outstanding matters in relation to this position, details will be included by your programme when assessment information is released. This will apply to Years 2 and 3 programmes in the School of Arts and Social Sciences.

### **Approach to assessment for Undergraduate students for the remainder of the 2019-20 academic year**

We want to ensure that we are able to support our overall undergraduate student body to continue their learning experience, whether this is progress towards the following year of study or their degree award. There are different ways in which we can do this, and the position is different, depending on your year of study.

All decisions have been taken in consultation with Deans of Schools and the Students' Union.

- **Professional Body requirements:** For programmes where there are external Professional Body requirements beyond the control of the University, redesigned assessments will take place. This includes resolution on face-to-face examinations as mentioned in our last update. Your School will be in touch with further information about assessments on your programme from 9<sup>th</sup> April.
- **Next steps:** in our update on 9<sup>th</sup> April we will:
  - Direct you to definitive information that will be provided by your School/programme about the assessments you will be asked to complete. For some programmes in the School of Arts & Social Sciences, where it is not possible to provide information by 9<sup>th</sup> April, it will be provided by 16<sup>th</sup> April at the latest.
  - Confirm our approach to Fair Principles, introduced above.
  - Confirm specific arrangements for marking, end of year results, arrangements for resits (including how this relates to assessments completed so far), compensation for failed modules and arrangements for progression Year 1 to 2, Year 2 to 3 and where relevant Year 3 to Year 4.
  - State when the schedule of assessment will be available if we are not in a position to provide that on 9<sup>th</sup> April.

- Clarify arrangements and support for special arrangements and consolidate information we have already provided in our second update about extensions and self-declaration for supporting your academic success

### Year 1 undergraduate students

- For programmes where there are external Professional Body requirements beyond the control of the University, redesigned assessments will take place. Students will receive more information from their Schools on 9<sup>th</sup> April about what their assessments will be. Your School will also provide more information about the status of face-to-face exams. Programmes with Professional Body requirements are:
  - School of Health Sciences: UG and Pre-Registration programmes
  - Cass Business School: BSc Actuarial Science, BSc Accounting and Finance
  - City Law School: Law LLB, Graduate Entry LLB, LLB Legal Practice/Solicitors' Degree Apprenticeship, Graduate Diploma in Law
  - School of Arts & Social Sciences: BSc Economics, BSc Economics with Accounting, BSc Financial Economics
- Assessments will be scheduled for students studying on the following programmes in the School of Mathematics, Computer Science and Engineering. This is because these students are yet to undertake any end of module (summative) assessment for the 2019-20 academic year. This needs to take place to support their readiness to Year 2. However, the assessment loading will be reduced in comparison with the information published in your programme handbook by approximately 50%.
  - Aeronautical Engineering (BEng and MEng)
  - Biomedical Engineering (BEng and MEng)
  - Civil Engineering (BEng and MEng)
  - Electrical and Electronic Engineering (BEng and MEng)
  - Engineering (BEng and MEng)
  - Mechanical Engineering (BEng and MEng)
- If your programme is not listed above, there will be no further assessments for you this 2019-20 academic year. From 9<sup>th</sup> April, we will confirm how you will receive information about the calculation of your marks and progression to your next year of study.
- In making all these decisions, each programme will be reviewing the Year 2 curriculum and associated student learning needs to best support your future progress. More details on this will follow shortly.

### Year 2 (and Year 3, for 4-year programmes)

Assessments will be scheduled for all Year 2 students on the following basis:

- Your programme team is currently designing alternative assessments where face-to-face exams were due to take place.

- Your programme team is also working to reduce the assessment loading on you in the coming assessment period. This means that, wherever possible, they are reworking assessments so that you still have the opportunity to meet the learning outcomes for your year level of study while at the same time reducing the volume of assessment you need to complete.
- For programmes where there are external Professional Body requirements beyond the control of the University, redesigned assessments and reduced assessment loading will be subject to what is allowed by the Professional Body. This includes resolution on face-to-face examinations as mentioned in our last update. Programmes that come into this category are as set out for Year 1 and additionally BSc Psychology.

#### Year 3 (and Year 4, for 4-year programmes)

- Your programme team is currently designing alternative assessments where face-to-face exams were due to take place.
- Your programme team is also working to reduce the assessment loading on you in the coming assessment period. This means that, wherever possible, they are reworking assessments so that you still have the opportunity to meet the learning outcomes for your year of study while at the same time reducing the volume of assessments you need to complete.
- For programmes where there are external Professional Body requirements beyond the control of the University, redesigned assessments and reduced assessment loading will be subject to what is allowed by the Professional Body. This includes resolution on face-to-face examinations as mentioned in our last update. Programmes that come into this category are as stated for Year 2.
- We recognise that many students are in the process of completing their final year dissertation or project. This work should continue and assessments for other parts of your programme will continue around this.
- As is the case with other universities who were planning a summer graduation ceremony, unfortunately we have had to postpone this event due to restrictions that may still be in place on social distancing. We appreciate that this will be disappointing for you and your families and we will plan to reschedule a ceremonial event once national and international circumstances are clearer. Please be assured, however, that on successful completion of your programme, we will award you graduated status so that your achievements can be recognised by you, your family and friends and future employers. We will confirm shortly how we will confirm this status.

#### **Suspension of Extenuating Circumstances process and introduction of new Supporting your Academic Success process**

As stated in our previous update, we'll be suspending the Extenuating Circumstances process throughout this time, and temporarily replacing it with a new Supporting your Academic Success process. This process allows you to complete an online self-declaration form to tell us where your circumstances (both related and non-related to the Coronavirus) may have an impact on your assessments so we can support you. We will now publish the form for this process by 9<sup>th</sup>

April.

### **Topics we still need to confirm with you**

We know that there is more information you need from us and we will provide this as soon as we are able. This includes:

- Specific assessment information for your programme
- Support available to you to complete different types of assessment
- Mark calculations
- Arrangements for feedback on assessed work
- When you will receive your results or for final year students, your degree
- Arrangements for graduation for final year students
- First attempts, resits/reassessment periods
- Any changes to the schedule for the next academic year

### **Any questions**

If you have any questions at this stage about the information we have provided or if you have particular concerns, please contact your Programme Director.

Best wishes,

Susannah Marsden  
Director of Student & Academic Services and Registrar