**Consultation Paper to Consider the Timing   
and Nature of Referral Assessments**

**Background**

The University strategic plan 2012-17 is committed to the pursuit of excellence in the enhancement of the student experience. The institution is committed to providing an environment, which provides a personalised academic experience that maximises retention, progression and attainment. As part of the institution’s review of the student experience, Education Committee has commissioned a short consultation regarding the **timing** and **nature** of referral requirements, and the associated student **support** arrangements.

**Proposals**

1. **Timing of Referrals**

The current key dates for the 2016/17 referral period are summarised in the Table below.

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| Key Dates | Current Arrangements |
| Coursework Submission | 11/8/2017 |
| Examinations | W/C 14/8/2017 |
| Mark Finalisation Deadline | 29/8/2017 |
| Board of Examiners deadline | 4/9/2017 |
| Results Notification | 7/9/2017 |

The proposal for consideration is that the referral period is brought forward to earlier in the academic year:

**Option A** – Referral assessments *prior* to graduation week (W/C 10/7/2017)

**Option B** – Referral assessments *during* graduation week

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| **Question**: what is your preferred option (please delete/cross through whichever is not appropriate)?  **Option A** **Option B**  Are there any other comments that you wish to make, i.e. with respect to an earlier referral period? |

1. **Nature of Referral Tasks**

The referral tasks to be undertaken by students can be complex, as a single module can have multiple referral tasks associated with it. This means that students on the same module can be undertaking different combinations of referral assessments. This situation needs to be simplified, and it is being proposed that the Institution move to a **single, common referral assessment task** for all modules, i.e. exams or course work, but not both. Thus, we are also seeking your views on the feasibility of:

* Programme teams developing a **single referral assessment item** to test all module learning outcomes at threshold level.
* Reducing the use of written, unseen examinations as a re-assessment task for referral assessments in favour of course work.

**[Note:** there will be an exception route to allow alternative assessments where the learning outcomes cannot be assessed by the method adopted by the Institution.]

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| **Question**: do you support the development of a **single referral assessment item**? Please provide comments, as appropriate.  **Question**: do you support the reduction of written, unseen examinations in favour of course work? Please provide comments, as appropriate. |

1. **Summer School**

Irrespective of the referral period adopted (i.e. early July or late August) it is being proposed that students are provided with a dedicated Summer School, which will enable support to be provided both efficiently, effectively, and consistently across the institution. Whilst much of this support will be subject specific, there will also be an opportunity to provide generic study skills support (through Professional Services) that complements subject-specific provision. This Summer School will consist, for example, of scheduled classes, staff office hours, problem solving sessions etc.

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| **Question**: Do you support the provision of a Summer School to students? If you do not support this proposal then please outline why below. Please provide any other comments you wish to make. |

**Example Scenarios**: The preferred arrangement is to offer a single referral task consisting of course work, and for the referral period to be brought forward to early July. The table below provides an indication of what the key dates might look like under the scenarios noted below:

**Scenario A** – Referral assessments *prior* to graduation week (w/c 10/7/2017)

**Scenario B** – Referral assessments *during* graduation week

**Scenario C** – Referrals by coursework submission only

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| Key Dates | Scenario A | Scenario B | Scenario C |
| Summer School Dates | w/c 19/6/2017 | w/c 26/6/2017 | w/c 26/6/2017 |
| Coursework Submission | 30/6/2017 | 7/7/2017 | 7/7/2016 |
| Examinations | w/c 3/7/2017 | w/c 10/7/2017 | N/a |
| Mark Finalisation Deadline | 17/7/2017 | 24/7/2017 | 17/7/2017 |
| Board of Examiners deadline | 20/7/2017 | 27/7/2017 | 20/7/2017 |
| Results Notification | 24/7/2017 | 31/7/2017 | 24/7/2017 |

**Please complete and return this pro forma template to [consulation1@ljmu.ac.uk](mailto:consulation1@ljmu.ac.uk)**

**against a deadline date of Thursday 11th November 2016**