

Academic Calendar and Assessment Arrangements: 2020-21

Academic Calendar: Semester 2

The standard Academic Calendar 2020-21 was approved by Education Committee in February 2020. In this calendar Semester 2 teaching followed immediately on from the two week Semester 1 assessment period, w/c 18 January (week 17). Given the demands of teaching and assessing on-line it is proposed that teaching starts one week later on w/c 25 January (week 18), and that this is restricted only to on-line teaching, except for teaching in specialist spaces which may also be scheduled from the w/c 25 January (week 18). Face-to-face general teaching (Tier 1 delivery) will begin w/c 1 February. To partly accommodate these changes, Week 23 (currently designated as '*Teaching or Curriculum Enrichment Activities*') is to be used exclusively for teaching.

The schedule for Boards of Examiners and Reassessment Boards remains unchanged, in order for students to complete assessment by the end of July. This approach delivers a definitive break in delivery and assessment between academic years. Minor changes have been made to deadlines within the assessment envelope to support marking and the provision of extensions for students. These are listed below.

IMT endorsed the revised calendar on 15 October. There has been wide consultation in Faculties, through the ADEs and Heads of Ops. The Academic Calendar has also been discussed within JMSU.

1. **Board Reporting Deadline [BRD]**: moved from 12 to 19 February 2021 to provide additional marking time if required; this also supports student extensions.
2. **Finalised Marks Release Deadline [FMRD]**: moved from Friday 19 February to Monday 1st March 2021.
3. **Course Work Deadline in Semester 2**: has moved from 30 April (Week 31 first Assessment week) to the 7 May (Week 32 second Assessment week).

The revised academic calendar provides for additional time to mark assessments and prepare teaching materials following January assessments. However, the inclusion of an additional week provides for only 11 weeks of teaching in Semester 2, with Spring Break occurring after nine weeks of teaching.

Academic Calendar 2020-21: Semester 2

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
Jan 2021					Week 14, BH			Week 15: Assessment						Week 16: Assessment							Week 17: Marking / Preparation Week							Week 18 (Teaching Week 1 Online or Specialist Teachr										
Feb 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28										
Mar 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Apr 2021				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May 2021						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Jun 2021		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Jul 2021				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Aug 2021							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

BH = Bank Holiday
 CWD = Course Work Deadline
 BRD = Board Reporting Deadline

FMRD = Finalised Marks Release Deadline
 OMS = On-line Module Selection
 BED = Board of Examiner Deadline

RND = Results Notification Deadline
 RSD = Referral Submission Deadline

Managing Assessment During the COVID-19 Pandemic

Academic Year 2020/21

These arrangements apply to all LJMU taught undergraduate and postgraduate (PGT) programmes that lead to a validated award, wherever delivered. The term 'Director' refers to Director of School or an equivalent post-holder who is responsible for ensuring the School, Department, Centre or Institute's compliance with the rigorous arrangements in place to maintain quality and secure standards. In the event that a student's personal circumstances fall outside the public health crisis, their circumstances will be considered within the spirit of the arrangements outlined here. A schedule of assessment deadlines and activities is provided in **Appendix 1**.

These alternative arrangements should be read alongside relevant policy (provided as links) and the **Academic Framework Section C: Assessment Regulations**. Please note that whilst some policies have been adapted the assessment regulations have not be changed for this academic year.

These arrangements are aligned with:

- **Guidance for providers about quality and standards during the coronavirus (COVID-19) pandemic** (available [here](#)).
- **COVID-19 support: New QAA guidance for HE providers on maintaining quality and academic standards** (available [here](#)).

For further information, please contact the Academic Registrar or the relevant Faculty Registrar.

<i>Academic Registrar</i>	Professor Clare Milsom
<i>APS Faculty Registrar</i>	Drew Li
<i>FBL Faculty Registrar</i>	Liz Whitfield
<i>FET Faculty Registrar</i>	Graham Sherwood
<i>FHE Faculty Registrar</i>	Henry Forsyth
<i>SCS Faculty Registrar</i>	Stuart Borthwick

1. Introduction

Liverpool John Moores University is committed to upholding academic standards as determined by the Academic Board. In ongoing COVID-19 circumstances, the University will take all reasonable efforts to enable students to complete their studies, to assess achievement reliably, and to award qualifications securely.

The primary purpose of these arrangements is to ensure that no student is unfairly disadvantaged as a consequence of the current COVID-19 restrictions while ensuring that institutional standards have not been compromised.

- ***For accredited programmes, Professional, Statutory, and Regulatory Body (PSRB), requirements will need to take precedence over these assessment arrangements.***

2. Principles

- Wherever possible students should be assessed in line with normal practices, adapting them as necessary for the current situation.
- Students should be fully supported to complete their assessment within their current year of study rather than, for example, request deferral.
- Examinations where students sit together in a room invigilated under examination conditions should be managed on-line or replaced with alternative assessments. *Unless PSRB requirements state otherwise.*
- If necessary, students should be offered a coursework extension or provided with the opportunity to engage in an alternative assessment.
- All alternative arrangements need to be appropriately documented to offer a clear rationale for the approach taken, the factors considered, and the reasons for the decisions.

3. Examinations

Face-to-face examinations should be replaced with an equivalent on-line assessment or coursework. Where programmes require a time limited assessment, allowance should be made so that students without reliable internet access or individual IT equipment are not disadvantaged. Guidance for developing on-line examinations is provided [here\[to be added\]](#).

- Please note: the University does not have proctoring software. Therefore, where 'examination conditions' are specified by a professional body the examination will have to be scheduled on site. These assessments will have to be arranged in discussion with the Head of Operations, Programme Leader, University Timetabling Manager, and Faculty Registrar.

4. Extensions

Where illness or other causes prevent a student from completing an assessment, module leaders should offer an extension or an alternative assessment (See **Point 5.**).

- Please note: the Academic Framework does not put a specific limit on the length of the extension. It states that an extension deadline/alternative assessment must allow all processes, such as moderation and mark verification, to be completed prior to the *Board Reporting Deadline* (BRD). The feedback policy (available [here](#)) does not apply to written coursework were the deadline has been extended.

5. Alternative assessment

Alternative assessments must assess the same learning outcomes as the original assessment, and be at an equivalent level and standard. See the University's Alternative Assessment Policy (available [here](#)).

The School Director as Chair of the Board of Examiners must endorse all alternative assessments that contribute to the final award mark. The Faculty Registrar and School Director will maintain a record of all alternative assessments. Alternative assessments must be formally reported for information to the Board of Examiners. External Examiners should approve the alternative assessment. Guidance for developing alternative assessments is available [here](#).

6. Moderation

The Policy on the Moderation of Assessed Work (available [here](#)) applies at all Levels of the programmes. Recognising the pressures associated with the management of assessment in the on-line environment, the Moderation Policy is limited to only those levels where the marks contribute to the final award. Therefore, internal and external moderation is not required for Levels 3 and 4, unless it counts towards the final award mark, for example Foundation Degrees.

7. Personal Circumstances

Students unable to attempt or complete a scheduled assessment (including alternative assessments) will be required to submit a Personal Circumstances form via the **MyLJMU** portal in line with the current policy (available [here](#)) and process. However, COVID-19 related verification will not be required.

8. Board of Examiners

Boards of Examiners will operate under normal quoracy as specified in the Academic Framework, not the reduced quoracy that operate for referral assessment. All Boards will be held virtually using Microsoft Teams.

DEADLINES

Please note that this information relates to all **undergraduate programmes** that operate within the **standard LJMU academic calendar**. Please contact the Faculty Registrar for deadlines for non-standard programmes delivered outside the standard calendar and for taught postgraduate programmes.

	Approval/ Reporting Requirement	Deadline (Module)	Deadline (Individual Students)
	<i>Assessment Submission</i>	7th May 2021	Extensions beyond the <u>7th May 2021</u> can only be approved by the module leader if all marking and moderation can be completed prior to the Sem 2 Board Reporting Deadline (BRD)
	<i>Board Reporting Deadline (BRD)</i>	28th May 2021	
	<i>Board of Examiners Deadline</i>	4th June 2021	
	<i>Results Notification Day</i>	14th June 2021	
	<i>Academic Misconduct Panel</i>	These need to be reported to the relevant Faculty Registrar for the BRD.	
RE-ASSESSMENT BOARD	<i>Reassessment Submission Deadline</i>	2nd July 2021	Extensions beyond the <u>2nd July 2021</u> can only be approved by the module leader if all marking and moderation can be completed prior to the referral Board Reporting Deadline (BRD)
	<i>Reassessment Board Reporting Deadline</i>	19th July 2021	
	<i>Reassessment Board of Examiner Deadline</i>	23rd July 2021	
	<i>Reassessment Results Notification Day</i>	2nd August 2021	

Academic Misconduct Panel

These need to be reported to the relevant Faculty Registrar as soon as identified and to meet the BRD wherever possible.

Personal Circumstances: Faculty Personal Circumstances Panels

Faculty Personal Circumstances Panels must be convened prior to the BRD as per local arrangements and published schedules, and as frequently as necessary so that the outcomes can be reported on SIS by the Board Reporting Deadline. Panels should note that verification will not be required to evidence the effect of the current situation on any student.