

Ref: C14687

27 April 2020

Dear Students

**COVID-19 response – amendment to the year planner for The Independent Institute of Education and its campuses**



We are committed to completing this academic year successfully and to ensuring that the personal circumstances of students during lockdown do not negatively impact on your ability to complete your semesters. In order to accommodate these two priorities, the following arrangements are currently in place. Please note however that as the progress of the COVID-19 pandemic is uncertain further changes are likely. At all times we will make our decisions based on our commitment to your successful progress, recognizing that some students face additional challenges.



1. As soon as we can, we will allow students on to campus to use the infrastructure (wi-fi, computers and the library) on the campus to study and consult with staff.
2. Online teaching for this semester will continue until **17 July** for those students able to do so, and if safe, you will be able to participate in sessions in small tutorial groups on campus.
3. A “boot campus” of intensive teaching will be instituted for those students who have not been able to participate in the online process. Preliminary dates for the Boot Campus are between **8 June and 17 July** although these dates depend on when we are permitted to have students on the campus.
4. We are mindful of the need to keep student numbers low on campus and thus the timetable for these sessions will probably include extended hours and Saturdays to ensure that students get the support they need in conditions that allow social distancing.
5. Students currently engaging online may book to participate in the Boot Campus sessions.
6. At the moment, the final module completion date (by which all assessments need to have been submitted) is **28 August** and you will then get your results in September. If your assessments are all submitted by **31 July** you will get your results in August. We would encourage all students who are able to submit by the end of July to do so. Remember that you are permitted to resubmit all assessments this semester and you thus need to leave yourself time to do so.
7. Teaching for the second semester is planned to start on **11th August** for most qualifications and for Education qualifications on **3rd August**. We hope to end the year by **27 November**.
8. There were a small number of modules we could not complete the teaching or assessment in the first semester as they require access to our laboratories – these will be taught in the second semester.
9. Where modules are run in both semesters the structure of the assessments will be the same in both semesters – the only difference is that submission deadlines for individual assessments are being reintroduced in the second semester.
10. For most modules, formative assessments in the second semester will also not include tests. That means there will only be tests where the professional bodies require them or where this is the only reasonable way to assess students given the module.
11. The conditions under which summative exams for second semester will be written are still being planned but will hopefully include standard examinations where relevant.

The amended Assessment Strategy and Policy which applies for this period and the year planner as amended, are attached to this letter. We will not leave any group of students behind and will thus respond to whatever changes are required of us to achieve this. Please keep safe and compliant with the regulations about personal safety that are in place – our best chance to return to campus as soon as we can, lies in all of us assisting in combatting the spread of the virus.

Yours sincerely



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## Proposed academic year planner for IIE contact full-time students

The table below explains the current academic year plan for the remainder of 2020. Please however note:

- This remains subject to change depending on the government announcements and the trajectory of the pandemic
- Distance/online timelines may slightly differ and will be communicated to you.

Week Starting	Students able to fully / mostly engage online	Students able to partially / not engage online
20-Apr	Online T&L	Online T&L / self-study
27-Apr	Online T&L	Online T&L / self-study
04-May	Continuation of previous two academic weeks	Online T&L / self-study
11-May	Online T&L	Online T&L / self-study
18-May	Continuation of previous academic week	Online T&L / self-study
25-May	Online T&L	Online T&L / self-study
01-Jun	Continuation of previous academic week	Online T&L / self-study
08-Jun	Online T&L	<b>Focussed support interventions</b>
15-Jun	Continuation of previous academic week	Boot Camp(us) - BLOCK 1
22-Jun	Online T&L	
29-Jun	Continuation of previous academic week	Boot Camp(us) BLOCK 2
06-Jul	Completion of any outstanding assessments Final Course Completion Date: 28 August (Professional qualification exceptions may apply)	
13-Jul		Boot Camp(us) BLOCK 3
20-Jul		Completion of any outstanding assessments Final Course Completion Date: 28 August (Professional qualification exceptions may apply)
27-Jul		
03-Aug	<b>BREAK</b>	

<b>Week Starting</b>	<b>All students</b>
10-Aug	<b>SEMESTER 2 STARTS</b> <b>11 AUGUST (10th = Public Holiday)</b> Contact teaching AW 1
17-Aug	Contact teaching AW 2
24-Aug	Contact teaching AW 3
31-Aug	Contact teaching AW 4
07-Sep	Contact teaching AW 5
14-Sep	Contact teaching AW 6
21-Sep	Contact teaching AW 7
28-Sep	Contact teaching AW 8
05-Oct	Contact teaching AW 9
12-Oct	Contact teaching AW 10
19-Oct	Contact teaching AW 11
26-Oct	Contact teaching AW 12
02-Nov	Booster/ Mop up Sessions
09-Nov	Exam Week 1
16-Nov	Exam week 2
23-Nov	Exam week 3 Final Course Completion Date 1: 27 November



<b>POLICY NUMBER</b>	<b>Addendum to IIE009 – Pandemic Version</b>	
<b>POLICY NAME</b>	<b>Assessment Strategy and Policy (Pandemic Amendments)</b>	
<b>LEGEND</b>	This short form policy will govern assessments until it is lifted and the full provisions of IIE009 are reinstated.	
<b>POLICY APPROVAL</b>	<b>Date of Approval</b>	<b>Date of Implementation</b>
	Senate approval by Round Robin	Immediate April 2020
<b>DATES AMENDED</b>		

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## Glossary and Roles

This covers only terms not covered in IIE009

<b>Term</b>	<b>Definition</b>
Take home assessment	These are formative or summative assessments that would ordinarily have been written under examination conditions and have been substituted with an assessment that can be completed at home.
Module completion date	This is the last date by which any assessment for a module can be submitted.

## **1 Purpose**

- (1) The purpose of this policy is to provide direction for the management of IIE assessments during the period of the COVID-19 pandemic.
- (2) In all instances where this policy has not covered any specific provision the provisions of IIE009 stand unless a specific directive is issued by the Director.
- (3) All definitions in IIE009 stand.
- (4) All related policies stand, unless otherwise specified.
- (5) Any provision in this Addendum to IIE009 overrides the current provisions of IIE009.
- (6) There have been no amendments to postgraduate research examination.
- (7) For the avoidance of doubt, these requirements only apply to modules related to qualifications certified by The IIE.

## **2 Guiding Principles and Parameters**

### **2.1 Equity**

- (1) Provisions in the assessment process must be sufficiently flexible to accommodate the significantly different circumstances of students in a manner that gives an equitable chance at success for all students.

### **2.2 Quality and Integrity**

- (1) Accommodations in no way lower the expectation of students demonstrating the mastery of learning outcomes for each module.
- (2) Intellectual integrity and the associated conventions and disciplines are not compromised.

### **2.3 Regulatory constraints**

- (1) Professional body requirements may limit the concessions below.

### **2.4 Scope**

- (1) Where a module or set of modules is excluded from these provisions, or are subject to a specific different requirement, the students will be informed.

- (2) As of April 2020, these provisions apply to the first semester only. This may be amended depending on the trajectory of COVID-19 and its impact on campuses.
- (3) Second semester modules are subject to the following additional variance unless circumstances change:
  - a. Formative tests will be replaced with take home assessments.
  - b. Submission dates will apply for formative assessments.
  - c. The resubmission opportunity will fall away and standard exceptions and concessions in the Assessment Strategy and Policy (IIE009) will apply.
  - d. Standard summative procedures and formats will apply.
- (4) The opportunities for resubmission and other concessions in this document do not apply to the final research report or Masters dissertations and mini-dissertations.
- (5) The scope of this amendment, like the policy, is for modules of The IIE.

## **2.5 Flexibility and Self-pacing**

- (1) Final dates are set for the submission of work but up to those dates students will submit when they are able to, depending on their personal circumstances. Exceptions may be some modules on professional programmes and the limited instances where time-limited tests are still being used.

## **2.6 Appropriateness**

- (1) The number and type of each assessment has been reviewed and modified to accommodate the change in the teaching and learning circumstances.
- (2) Wherever possible assessments will not be done under examination conditions.

## **2.7 Constructive Feedback**

- (1) In order to use assessment for learning as a strategy during this period students are normally permitted to submit each assessment twice and to use feedback on each assessment to improve it.

## **2.8 Culture of Agency**

- (1) While every effort is made to assist students by providing equitable, flexible alternatives it is up to the student to manage themselves in order to complete the requirements of a module.

# **3 Module Marks**

## **3.1 Composition**

- (1) Where there are professional body requirements that do not permit adherence to the following the requirements of the professional body will apply.

- (2) Assessment weightings and composition for distance students are not changed – only the flexibility of submission deadlines.
- (3) The final mark for a module will normally be made up of the two highest formative marks and the summative assessment mark. Where there is only one formative the mark will be made up of the mark for the formative and for the summative.
- (4) The mark for each formative is the highest of the two submissions if both submissions are made. There is no capping of the second submission mark.
- (5) The calculation will be a simple average of the three (or two where there is only one formative) marks, reducing the high stakes nature of summative assessments considerably except where this is precluded by a professional body.
- (6) For modules that have a PoE and no discrete formative assessments the mark calculation is unchanged.
- (7) ICE will not contribute to the module mark but will be used as additional opportunities to give students feedback on work that will contribute to the formatives or the summatives.
- (8) Where a student has already submitted or completed a formative assessment prior to the lockdown that result will be included in the calculation unless the student chooses to resubmit the assessment in which case the higher of the two marks will stand.
- (9) This composition stands even where a summative under examination conditions is still written except where this is precluded by a professional body.
- (10) Wherever a module is run in this semester and the same module is taught in the second semester of 2020 the assessment rules applied this semester will apply in the second semester.

### **3.2 CASS and Subminimum and Pass Marks**

- (1) Students can submit their next assessment (formative or summative) irrespective of the mark obtained for work already submitted – there are no subminima and there are no CASS requirements for entrance to the summative assessment.
- (2) A simple average of 50% is required to pass the module.
- (3) Prerequisite rules based on these impacted modules fall away.

## **4 Take-Home Assessments (as a different assessment type)**

- (1) For existing assignments, tasks, projects and PoE's the existing requirements stand unless an explicit alternative communication has been issued for that module. The key exception is the amendment to many of these to exclude group work.



- (2) A take-home assessment in the context of this addendum to our policy is a replacement for an assessment that was originally planned to be written under examination conditions (formative or summative).
- (3) In the first semester many of these examination conditions have been substituted with take-home assessments.
- (4) The decision about the second semester depends on the progress of the national COVID-19 restrictions on student presence on campuses.
- (5) The structure of the assessment that will now be a take home assessment has been amended but the same learning units, and thus module outcomes, will be covered as was originally planned for that assessment.
- (6) The technical referencing rubric is now part of the assessment process for these assessments.

## **5 Releasing Assessments to Students and Deadlines**

- (1) As soon as possible the amended formative and summative take home assessments will be released to students on their portal so that they can work at their own pace to complete these.
- (2) There are a limited number of modules that cannot be taught or examined effectively this semester. They are to be carried over to semester 2.
- (3) Specific submission dates have been replaced with recommended submissions periods, although students are not required to adhere to these dates if their submissions are complete by the module completion date. Students are encouraged to:
  - a. Complete the assessments in sequence
  - b. Submit the assessments with enough time to make the resubmissions that are possible if they need them
  - c. Pace their work
- (4) An assessment schedule will be released which will assist students to plan when to begin work on an assessment and assist with pacing.
- (5) Any work not submitted by the module completion date will not be marked.
- (6) The current intended module completion date is the end of August 2020, but this may be amended depending on national extensions or lifting of lockdown restrictions. If new dates are set, they will not be before 31 August 2020 although it is possible that teaching for semester 2 may begin before the completion date for semester 1 or shortly after it. For this reason, students are encouraged to complete their assessments as soon as the relevant work has been done.

## **6 Intellectual Integrity**

- (1) The provisions of the Intellectual Integrity Policy (IIE023) apply in intent and principle although the mechanisms for escalation are temporarily altered.
- (2) The responsibility not to plagiarise rests with the student and a lecturer's failure to identify plagiarism cannot be used as a mitigating factor by a student.

- (3) If a lecturer identifies plagiarism in a first submission, feedback on the work will be given to the student but no mark allocated, which means the student will not be able to use the first submission towards their module mark. It will however not incur any other penalty.
- (4) The IIE reserves the right to withdraw a result that has been released if it is subsequently identified or communicated that plagiarism is being investigated or has been identified. The student will be informed of the reason for withdrawing the result.
- (5) If there is plagiarism in a second submission it will be handled in terms of the Intellectual Integrity Policy (IIE023) as an offence, except that no further resubmission will be permitted. For the avoidance of doubt, while there will be no disciplinary penalty for plagiarism in a first submission and students will be entitled to a second submission of that work, the full weight of the Intellectual Integrity Policy will apply on all second submissions and there will be no further opportunity to resubmit.
- (6) For the avoidance of doubt, as the requirements of IIE023 are not being lifted the level of offence process applied to the second submission will depend on the status of the student concerned in terms of this policy – if there has been an earlier offence recorded it will be taken in to consideration.
- (7) **All** appropriate submissions, including the replacement take home assessments for the summative assessment portion, should be made through the intellectual integrity tool such as Safe Assign. If this is not possible, such as if a student submits photographs or handwritten assessments the lecturer will check the referencing as per normal practice.
- (8) The IIE may require a student to type up and resubmit the identical work through a tool once campus contact classes recommence if there is a dispute about plagiarism/similarity.
- (9) Cheating or collusion when an assignment should not have involved group work will be handled as per current practice including reference to the disciplinary process as may be appropriate.

## **7 Formative Assessment**

- (1) Where there are formative assessments that make an independent contribution to the module mark the number of such assessment points will be reduced where there were three or more in the original assessment strategy for the module.
- (2) Normally, with discipline and level specific exceptions, all formatives will be completed by the students in non-examination conditions meaning that students will work independently and unsupervised on these assessments.
- (3) The requirements for these assessments will be appropriate for such independent work.
- (4) Students are expected to make use of intellectual integrity tools such as SafeAssign and appropriate referencing to demonstrate adherence to normal rules of intellectual integrity in their work.

- (5) Except for discipline and level specific exceptions most work will be done independently and the requirements for group work are minimised if not removed.

## **8 Summative assessments**

- (1) Wherever possible the summative assessments that were to be written under examination conditions, are also take-home assessments.
- (2) Those that must be written under examination conditions will be scheduled for when the campus is operational.
- (3) Students will be informed what applies to each of their modules.

## **9 Submission and Marking**

- (1) Students may consult with their lecturers while preparing their assessments for submission. They may ask questions but may not submit drafts of work for comment or feedback.
- (2) A module completion date will be communicated after which no further work will be accepted for marking.
- (3) Students are required to manage their work and their submissions leading up to this module completion date.
- (4) If a student has not made use of a second submission opportunity by the module completion date or has not submitted work by the module completion date, they will forfeit the right to submit. Students must thus manage their work to ensure that time is available for currently unforeseen events and that enough time is available for resubmission – resubmissions are forfeited if insufficient time is available.
- (5) They may submit the assessment when they are ready to do so but are advised to follow the proposed schedule as communicated for the group with whom they are being taught.
- (6) The assessments will be marked in the same turnaround time as currently provided in the Assessment Strategy and Policy (IIE009) providing that the submissions are made at least two weeks before the module completion date.
- (7) Students may use the feedback on a submitted assessment to improve their work and resubmit it.
- (8) The timing of the resubmission is also flexible subject to the completion date.
- (9) The higher of the two marks obtained will be included in the module mark.
- (10) Research reports and projects and dissertations and mini-dissertations are not subject to the two submission opportunities – in fact, all research reporting is not impacted and

normal feedback processes for parts of the final research report, for example, remain in place.

## **10 Assessment Disputes and Concessions**

- (1) Students may use the standard provision of the Assessment Strategy and Policy (IIE009) to request that their second submission be remarked.
- (2) Given that students are being given feedback on their first submissions (formative and summative) no assessment dispute or appeal will be entertained on a first submission.
- (3) All normal assessment exceptions and concessions are suspended until this addendum is formally cancelled because submission dates are flexible, and provision is made for resubmission.