

AUSTRALIAN NATIONAL UNIVERSITY**RESPONSE FROM THE UNIVERSITY EDUCATION COMMITTEE TO THE
ANUSA UNDERGRADUATE REVIEW OF TEACHING AND LEARNING**

1. Anonymous Assessment

The University Education Committee:

- (i) noted that the University Education Committee endorsed the paper, *Guidelines for Assessment* (361/2008), for ANU Colleges to follow at its meeting of 11 April 2008;
- (ii) noted the introduction of a student number only requirement on script books effective from end-of-semester examinations in SII, 2008;
- (iii) noted that the policies for the consideration of individual student performance at examiners meetings remains unaffected by the decision to introduce a student number requirement on script books;
- (iv) Endorsed the proposal that ANU College Deans, on the advice of their College Education Committee, should determine the policy on blind marking of other written assessment conducted locally, including what assessment would be affected and whether or not it may be on an optional basis;
- (v) referred the issue experienced in the end-of-year examinations of errors in student numbers on examination scripts to the Registrar for consideration of the introduction of error checking and other possible streamlining processes.

2. Electronic Communications with Students

The University Education Committee:

- (i) broadly supported the directions of the ANUSA submission, including for all information to be accessible through the internet;
- (i) noted that communication with students by electronic means is one of a range of modes of communication at ANU, noting that email is distinguished also by providing a record of the communication;
- (ii) endorsed that all students should have ready access to all important information relating to their enrolment and courses;
- (iii) recommended that the modes of communication to be used by a lecturer should be set out in the course information guide readily available to all students enrolled in a course and announced in the first lecture.

3. Marking Rubrics and Assessment Criteria

The University Education Committee:

- (i) noted the distinction between criteria under which students are to be assessed in a course and marking rubrics, and that the two academic methods were not interchangeable;
- (ii) endorsed in principle that assessment criteria should be determined for each piece of assessment in a course and included in course outlines and referred this issue to ANU College Deans to be taken forward through their College Education Committees.

4. Digital Lecture Delivery

The University Education Committee:

- (i) noted that DOI supported lecture spaces are equipped, or in the process of being upgraded, for audio recording;
- (ii) noted that currently practices on digital delivery of lectures vary across ANU Colleges, depending on lecturer preferences;
- (iii) noted the existing guidelines are that lectures be recorded and available from the ANU libraries for at least a specified period of time;
- (iv) agreed to develop a University policy on the use of digital technologies in lectures that requires lectures to be recorded, arrangements for accessing those recordings including the time period, and the conditions under which an ANU College Dean may permit a lecturer to depart from the policy;
- (v) agreed to establish a working party to develop the policy consisting of Professor Stanton, Pro Vice-Chancellor (convenor), Professor Beaumont, Dr Baker, Ms Veness, a representative from the ANU Students' Association, and a representative from the Learning Management System, DOI, with other members to be appointed by the convenor as required.

5. Consultation on Means of Assessment

The University Education Committee:

- (i) reaffirmed the existing policy on consultation on means assessment as described in the policy *Determination of Systems and Consultation on Assessment* (at http://info.anu.edu.au/Policies/_REG/Policies/Determination_of_Systems_of_Assessment.asp) that:

“1.1 The University recognises that while lecturers must explain their assessment systems to students in the course and respond to student comments and suggestions, the lecturers in each subject are responsible for determining the assessment system.

1.2 This policy applies to all coursework courses, both undergraduate and postgraduate, offered in the University. (Some provisions, eg 2.2, 4.2 and 5.1, may not be applicable to non-standard or intensive courses. However, the underlying principles should be followed as far as practicable.)

2. Consultation on assessment

2.1 That no later than the first week of each semester, and preferably before, the proposed assessment system for each course to be taught in that semester will be made available to prospective and enrolled students, both in hard copy and in electronic form. This information should state clearly and precisely when assessment tasks would be due, their nature, duration or length, the weighting of each assessable item in the total assessment scheme, and penalties for late submission.....

2.2 That in classes during the first two weeks of each semester the course coordinator or lecturer will discuss and explain to students the assessment system outlined in 2.1.”;

- (ii) request that ANU College Deans take steps to ensure that discourse on assessment occurs in a form that would be appropriate to their College and disciplines.

6. Special Consideration and Special Examinations

The University Education Committee:

- (i) agreed to refer the issues surrounding special consideration and special examinations raised in the Report and in other forums to a working party to be formed by the Pro Vice-Chancellor (Education) and chaired by the Dean of Students;
- (ii) requested that the working party report to a meeting of the Committee in early 2009 with a view to any changes to practices being implemented from SII, 2009.

7. Student Representation

The University Education Committee:

- (i) noted ANU's policy for student representation on all University committees, with the exception of committees dealing with progress, the consideration of individual student cases, or where there is personal medical information;
- (ii) noted that a proposal for liaison committees which could accommodate the assessment function was being considered in the context of the Interim Report from the Survey and Student Feedback Working Party.

8. Examinations and In-Class Assessment Outside of Examination Period

The University Education Committee:

- (i) recommended that in principle, ANU Colleges lecturing staff address how mid-semester examination clashes and other reasonable student requests to sit assessment at an alternative time will be handled as part of the consultation on assessment with students at the commencement of the course;
- (ii) rejected the proposal that all in-class examinations weighted at 10% or above be scheduled and run by the Examinations and Graduations Office on the ground that the recommendation does not address effectively the substantive issue of synchronicity of assessment;
- (iii) referred to ANU College Education Committees for discussion and advice, the issue of capturing and registering all educationally significant events and processes through the Learning Management System.

9. Electronic submission of assessment items

The University Education Committee:

- (i) noted that having different practices for the electronic submission of assessment is not necessarily problematic, but that the issue of anonymity for the marking of assessment may raise issues for the practices;
- (ii) recommended that the University should ensure that anonymous assessment is not compromised through electronic submission of assessment;
- (iii) referred the issue to the working party being set up under r4.(iv);
- (iv) requested that ANU College Education Committees set out guidelines for the dissemination of clear information to students about how to submit assessment electronically and, where appropriate, in a manner that is compatible with any ANU College policies on anonymous assessment.

10. Student Evaluation of Learning

The University Education Committee:

- (i) noted that student evaluations of learning at ANU are currently under review by the Survey and Student Feedback Working Party and that disclosure and confidentiality of reports has been one of the issues focussed on by the group;

- (ii) endorsed in principle that ANUSET and other student reports on the evaluation of learning should be accessible to supervisors;
- (iii) referred the issue of disclosure and confidentiality of reports to the Vice-Chancellor and the Deputy Vice-Chancellor for further action.

11. Plagiarism Software

The University Education Committee:

- (i) reinforced the need for lecturers to provide systematic advice to students that plagiarism detection software will be used in a course. This information would be included in the course outline;
- (ii) noted that the President, ANUSA has discussed some residual areas of confusion about plagiarism detection software with Professor Stanton, Pro Vice-Chancellor, and that these are being addressed.

12. On-line Course Descriptions

The University Education Committee:

- (i) noted that work toward improvements to on-line course descriptions are in progress through the Division of Registrar and Student Services;
- (ii) noted that this work is being supported through the Workplace Productivity Program.

13. Viewing Examination Scriptbooks

The University Education Committee:

- (i) noted that this matter is addressed in the *Guidelines on Assessment* paper which was endorsed by the University Education Committee on 11 April 2008 for Colleges to follow;
- (ii) requested that ANU College Deans, through their College Education Committees, ensure that arrangements for students to view examination script books are articulated in course outlines.

14. Plagiarism and Other Academic Conduct

The University Education Committee:

- (i) noted support from ANU Colleges for a review of the *Code of Practice for Student Academic Honesty*;
- (ii) noted that work is currently in progress to address concerns raised in the Report with a view to a revised draft *Code* being made available for consideration by the University Education Committee at its meeting on 17 February 2009;
- (iii) supported access for students to relevant policies via hyperlinks in course outlines.

15. Student Complaints and Appeals

The University Education Committee:

- (i) noted the retraction of the article "Student Complaints and Appeals" and the replacement "Paper of Clarification", tabled at the meeting by the President, ANUSA;

- (ii) noted the need for greater promotion of the avenues available to students to raise concerns and have them addressed informally and for complaints of substance to be initiated and resolved;
- (iii) noted the development by the Division of Registrar and Student Services of a matrix of policies and procedures to be accessible to students that follows the student life cycle;
- (iv) noted the role of the Dean of Students and that the services provided by that Office should be made more widely known to undergraduate students enrolled at ANU;
- (v) noted the position of the ANUSA on the question of a University Sector Ombudsman and its view that ANU should investigate the proposal;
- (vi) advised in relation to a University Sector Ombudsman that the University should await the Government's response and developments that may arise from a forthcoming conference on the topic.

16. Course flexibility

The University Education Committee:

- (i) noted that this issue was addressed at meetings of the Committee in August and September 2008;
- (ii) noted that flexibility of choice in combined undergraduate degree programs will be explored in a proposed review of combined degree structures in 2009.

17. Word Counts

The University Education Committee:

- (i) referred the item to ANU College Deans for discussion by College Education Committees and/or at Divisional level with a view to the development of College guidelines that accommodate different disciplines and lead to clarity for students about expectations;
- (ii) noted that the *Code of Practice on Teaching and Learning* provides guidance on contact hours and independent learning (see: http://info.anu.edu.au/Policies/DVC/Guidelines/Code_of_Practice_for_Teaching_and_Learning.asp)

17. Common Content for Course Outlines

The University Education Committee:

- (i) noted recent discussions by the Committee and in other forums about a template for the provision of course information to students;
- (ii) endorsed in principle the introduction of course outlines with indicative information and noted that hyperlinks should be used to access information published at different websites;
- (iii) requested that the Pro Vice-Chancellor (Education) proceed to develop a modified template that takes account of the substantive issues raised in the responses received from ANUSA and ANU Colleges and a plan for implementation from 2009.