



University Centre Myerscough Higher Education Student Coronavirus Update

9 April 2020

Dear Student

Information relating to Arrangements for Assessments impacted by the COVID-19 Situation

In view of the ongoing COVID-19 situation and the move to remote teaching and learning, we want to provide a further update on the actions that we and the University are taking in relation to your learning and assessment.

In line with the University, all assignments and examinations should go ahead as far as possible (albeit with modification where necessary) to enable as many students as possible to complete and progress within the normal timescales. There may be some exceptions to this and your tutors will inform you if this is the case for your course.

We appreciate that you will be anxious to know the details of any altered assessments as soon as possible. Course teams will share finalised assessment arrangements directly with you as soon as these are agreed. In a small number of subjects, course teams are still finalising approvals in line with professional body requirements, and details of these will be confirmed to you as soon as possible.

Coursework Assignments

Please make every effort to submit your remaining semester 2 coursework assignments and submit online as instructed by your tutors.

Examinations

As previously outlined, we are intending to set alternative forms of assessment for the examinations to take place during the normal examination period (mainly between 05-15 May). Your course team will send you a list of dates/times for each module along with guidance on arrangements for taking each alternative form of assessment and arrangements for submitting your completed work.

As previously advised, these assignments will mirror any previous examination papers, so please prepare for such assignments as you would for a normal examination. Please contact your tutors if you have any concerns about your ability to complete assessments due to COVID-19.

Many alternative examinations will be open-book as we cannot monitor your study environment and it will be made clear to you in the guidance what resources you can use. This does not however mean that it is acceptable to collude or plagiarise, and we reserve the right to sample any work through Turnitin to check the originality of the work. Please rest assured, this should not be of any concern to you if you have undertaken the work independently and used sources freely available to you.

Clearly it is important to make sure that you have access to a PC and internet over the examination period. Please contact your tutor if you have any concerns in this respect.

Progression and Awards

Unfortunately, we have had to postpone the Graduation Ceremony in July and we will let you know as soon as we have a re-scheduled date. However, we are still proceeding on the basis that Assessment Boards are taking place as planned, results will be announced as planned on 29 June and, where possible, the current situation will not delay your award or progression.

There are further guidance notes and example questions and answers from the University in Appendices 1 and 2 below. We will be in touch with further updates over the weeks ahead, but please send individual questions to your tutors in the first instance and we will endeavour to respond promptly.

Thank you for being so accommodating and for adapting to new ways of studying during this unusual period.

I hope you manage to enjoy your Easter break.



Mick Cottam
Assistant Principal Higher Education
University Centre Myerscough

Appendix 1: University/College-wide principles that will be applied across all modules and courses

1. All teaching and assessment will now be facilitated online or remotely for the remainder of the academic year, with appropriate learning materials being made available through CANVAS.
2. Opportunities for online interaction between lecturers and students will continue to be provided and tutors will notify students of how they should access this.
3. To ensure we maintain the quality and standards of your degree, all planned assessments such as coursework and online examinations will take place as expected, where possible. Some other assessments, such as practical and face to face exams, may need to be modified so they can be completed remotely.
4. On-campus examinations will now normally be replaced by online alternative assessment (unless you have been advised otherwise by your tutors).
5. Scheduling of submission deadlines will be staggered as far as possible. Some deadlines may now be extended in order to give you more time to complete the work.
6. Feedback will be provided as usual, but online.
7. Assessment Boards will use the guidance in relation to the operation of Extraordinary Circumstances concerning students' progression and degree classification, giving particular emphasis to those assessments where COVID-19 has impacted teaching and learning and assessment. Assessment Boards have a great deal of experience in dealing with extenuating circumstances and ensuring that all students are treated fairly. In addition, for all students we already have a set of marks that we can use to make well-informed judgements on classification or progression. The provisions within the Academic Regulations and the Extraordinary Circumstances Regulations enable Assessment Board Chairs to ensure there is no detriment to students as a result of COVID-19. These rules will continue to apply to the affected assessments where classification decisions are reached in future years of your course.
8. If you are a non-final year student who, due to the current situation, will not have the opportunity to demonstrate that you fully meet all learning outcomes intended for your current year of study, we will revise our delivery of the learning outcomes and their assessment to ensure that you are able to show how you meet these learning outcomes during the remainder of your course. You will be able to progress by successfully meeting the remaining agreed learning outcomes for this year of your course.
9. Given we are now operating within Extraordinary Circumstances, Extenuating Circumstances applications relating directly to COVID-19 will be automatically approved, as will applications relating to child and caring responsibilities resulting from school closures, and the requirement for evidence will be waived.
10. We know that it is likely that some students will fall ill over the coming period, and some students will be trying to study whilst dealing with difficult family circumstances; we will deal with these circumstances and others flexibly and sensitively. We will do everything we can to support you to complete this academic year successfully.

Specific Information for Professionally Regulated Courses

Separate arrangements are required for elements of some programmes (including Veterinary Nursing) due to professional body requirements. You will be notified about the specific alternative arrangements where they sit outside of the above principles.

Appendix 2: Some Questions and Answers

- Q. I already have an extension, do I get an extra 5 days on my new deadline?
A. An extension has already been granted previously and therefore no further extension will be given unless you are applying for Extenuating Circumstances.
- Q. Does this extension apply to all modules this year? For example, year-long modules with deadline in July and August.
A. The extension applies to all modules that have started this year, for example year-long modules with deadlines in July and August.
- Q. Does the extension apply to semester 3 modules that have not started yet?
A. The extension does not apply to semester 3 modules that have not started yet.
- Q. Does the extension apply to reassessments and in-module reassessments?
A. The extension applies to reassessments and in-module reassessments.
- Q. Does the 5-day extension include students from Partner Colleges?
A. Yes.
- Q. Does the 5-day extension include Distance Learning Students?
A. Yes.
- Q. Does the extension include Dissertations?
A. Yes.
- Q. I already have Extenuating Circumstances, do I get an extra 5 days on my new deadline?
A. If you already have ECs you will not get an extra 5 days on your revised deadline.
- Q. I have symptoms of Coronavirus, do I have to apply for Extenuating Circumstances and will I have to provide evidence?
A. You will still need to apply for ECs through the UCLan [student portal](#), although evidence will not be required.
- Q. I have got ECs which are not related to COVID-19. Do I apply through the normal channels?
A. Yes, you apply through the UCLan [student portal](#), together with your evidence.
- Q. I have an assessment that is not written coursework (practical/lab-based/presentation) what are the arrangements for this?
A. Your module tutor will advise you.
- Q. I have an exam from the previous academic year that I have yet to sit. What happens about this?
A. Your module tutor will advise you and normally this will be via online assessment.
- Q. Will my degree be predicted if I only have one resit exam outstanding?
A. Assessments Boards have a great deal of experience in dealing with extraordinary circumstances and ensuring that all students are treated fairly. The board will use the results available to make well-informed judgements on classification or progression. The regulations enable Boards to apply 'no detriment' provisions.

- Q. Will the alternative assessment that I take remotely consider rest breaks that I am usually entitled to?
- A. Provision will be made for any reasonable adjustments that have been agreed with students. Your Module Tutor will advise how these will be implanted for your assessment.
- Q. My children are now off school, how will I do the alternative assessment as I am the main carer?
- A. Where possible, we encourage you to try to attempt the assessment. You will need to consider submitting Extenuating Circumstances if this makes it impossible to do the assessment or if the assessment attempt is impacted by the situation.
- Q. I am an overseas student who has gone home, what will I do about my exams?
- A. Like other students, you would be expected to undertake the alternative assessments remotely. If you have problems accessing technology, you need to advise your Course Leader or Module Tutor as soon as possible and well before the assessment date.
- Q. I don't have internet access how will I do an alternative assessment?
- A. If online learning and assessment is a new part of your course as a result of the changes we have had to make, and you cannot do this as you have no access to internet or hardware, please inform your course leader by email or in writing that you are in this situation if you have not already done so. As previously requested, you should tell us about this as soon as possible.
- Q. What does the 'no detriment' policy mean?
- A. The no detriment policy acts as a 'safety net' to ensure that by attempting your assessments, you obtain at least your average grade up to the start of COVID-19, or a better grade depending on the results of assessments and exams in the coming weeks. This applies to all subject areas across the University but how these adjustments are applied will differ by course, professional body requirements and circumstances. It is therefore important to continue preparing for your assessments and exams as these results could not only help improve your grades even further but are also core to your learning and future success on the course or in your chosen career.

For our final year students, we know these assessments and exams will be a culmination of years of learning and we are determined that this global crisis will not be detrimental to your final qualification and you will be able to become a graduate as planned. Therefore, please be reassured that provided assessments are attempted, your performance will be judged as equal to, if not better than previous assessments, or against any previous cohort.

We also recognise that for students in years one and two, achievements this year could potentially affect future classifications in final years. Please do not worry, we will still be taking this into our consideration in future years, even if the COVID-19 situation is then a distant memory.