

University of Glasgow**Academic Standards Committee – Friday 17 April 2015****Visiting Student Examination Scheduling in Semester 1****Matthew Hastings, Assistant Director of Registry****Background**

This paper outlines options for exam scheduling for Semester 1 visiting students who are enrolled on full-year courses or semester one courses where the examination takes place in the Spring diet. Previously Schools had been able to set another form of assessment for visiting students, often an essay. Following a review of this practice by the Academic Regulations Sub-Group it was agreed that these students should undertake the same form of assessment as the rest of the students on the course, namely examination but in the Winter examination diet.

The exams for some courses which visiting students can currently enrol on are scheduled to take place in the Spring exam diet and therefore cannot be scheduled in the Winter examination diet. In order for these visiting student exams to be timetabled in the Winter diet separate course codes for visiting students requiring an examination diet of December need to be set up and the visiting students enrolled on these.

Options:

There are three options:

1. Schools create visiting student codes with an examination scheduled for the December examination diet (already the practice in the School of Life Sciences).
2. Where a course is taught in Semester 1 but not examined until April/May, Schools consider moving the exam for all students on the course to December (current practice in the School of Accounting and Finance).
3. Schools limit the choice of courses to which visiting students are allowed to enrol to those which are examined in the December examination diet (current practice in some Schools in the College of Arts).

Pro and cons:

- Option 3 No longer accepting visiting students to some of courses would have implications for the Recruitment and International Office (RIO). RIO has international student income targets of which visiting students are a part, so any reduction in choice could negatively impact on these targets.
- Options 1 and 2 potentially increase the number of exams in the December examination diet. This diet is already very full and introducing more examinations, even with relatively low student numbers, could make examination scheduling more difficult due to the potential for exam clashing. With a nine day examination diet the options are more limited to spread out the exams to avoid clashes and crossovers (evening exam followed by morning exam the next day).

Central Timetabling (CTT) have been consulted to check whether there are implications on room scheduling of multiple courses together, i.e. the visiting students taking the course and exiting at the end of Semester 1 and those students taking the course who will sit the examination in the Spring. The feedback was that there should not be an issue with this as courses can be linked together for room scheduling purposes. SLSD commented that if there was a need to run one full class list to include both groups the visiting students could be

enrolled on the full course as audit only and the visiting student version for examination. The School should then remove those from the full course version once a result was returned so that the audit only version did not appear on their transcript and they are removed from attendance rosters. This would only apply in the case of option 1 above, however Schools that are already using exit codes currently remove students from the main course code once the student has left in December.

The following table describes where the responsibilities for this process lie.

Responsibility Table (Relates to Option 1)

| Action | Description |
|---|---|
| Schools set up exam codes for visiting student version with exam to be held in December | Student Lifecycle Support & Development (SLSD) have provided a query so Schools can check what courses and exams are already set up in MyCampus. The query results include both active and inactive courses to help identify whether there is an existing half course which can be reactivated (UOG_CM_COURSES_BY_SUBJECT) |
| Schools include visiting student exam details in data check information provided to Registry | This to include new course code, exam name, duration and script book requirements. |
| Registry set up visiting student exams, including them in the timetabling process for December. | This would be as a result of feedback from Schools in the data check process and would allow Registry to timetable the exams with data including candidate numbers, exam duration, script book requirements, etc. |
| Registry timetable and accommodate all visiting student exams in the December exam diet | This is the usual exam timetabling process for all exams in the University. |