



## HIGHER EDUCATION NO DETRIMENT POLICY (COVID-19)

### DOCUMENT CONTROL:

Document No:	4.11	Document Type:	Policy		
Formal Review Cycle:	Annual				
Latest Formal Review (month/year):	2020-05	Next Formal Review (month/year):	Review Due	2021-05	
Policy Owner:	Angela Crabtree, Head of Quality				
Policy Sponsor:	Vice Principal Curriculum and Quality				

### APPROVAL REQUIRED:

SMT Y/N	Y	SMT Date approved:	13-05-2020		
Governor Y/N	N	Committee:	N/A	Governor Date approved:	N/A

### PUBLICATION:

Website Y/N	Y	Intranet Y/N	Y	Student VLE Y/N	Y	Date published:	14-05-2020
Audience:	External, Students and Staff						
Area/s of Staff Intranet:	SPP						

## **Higher Education No Detriment Policy (Covid-19)**

### **1. Introduction**

The Covid-19 pandemic has had a significant impact on the teaching and learning of higher education. Since the lock-down was announced by the Government, the College has put in place a number of measures to support the learning and assessment for our higher education students:

1. All teaching has been adapted for remote learning using a variety of platforms including the College's MOODLE and Microsoft Teams.
2. All assessments have been reviewed and amended where needed, to ensure they are suitable for remote delivery.
3. The mitigation process has been simplified.

In addition to the measures above, the College has introduced this 'no detriment' policy to ensure students are not disadvantaged by the current situation and are able to progress and complete in the face of the challenges posed by Covid-19.

### **2. Key Principles**

The following key principles underpin this policy:

1. The College recognises that student performance has been affected by the challenges presented during the Covid-19 pandemic.
2. Students will receive a grade average that accurately reflects their academic attainment during their time on their course, unimpaired by the current Covid-19 crisis.
3. Where a grade average is lower for assessments set in AY2019-20 and completed after the national lockdown of 23 March 2020, the grade average for AY2019-20 will be adjusted upwards to reflect a student's Semester 1 assessed grade average.
4. Students must complete and be awarded a pass for each module they are registered to study in AY2019-20, under normal rules before 'no detriment' can be applied.
5. This policy will apply only to modules studied during the coronavirus pandemic. Where students have chosen to suspend their studies and return next academic year once classroom based learning has been reintroduced, the classroom delivered modules will not be eligible for 'no-detriment' consideration. Likewise, any failed modules restudied in the classroom following permission from the Board of Examiners, will not be eligible for 'no-detriment' consideration.
6. This policy will be in place until all students who have studied modules during the Covid-19 crisis have been awarded their qualification.

### **3. Responsibility**

1. The Head of Quality has overall responsibility for applying this policy fairly and accurately in their role as Deputy Chair of the Board of Examiners.
2. The Senior Academic Quality Officer (HE) has the responsibility to produce the data sets for the Board of Examiners which clearly demonstrate where 'no detriment' needs to be applied.
3. The Board of Examiners membership has the joint responsibility to agree and award grades established at the meetings of the Board, including grades that have been protected under this 'no detriment' policy.

4. Curriculum staff have the responsibility to grade all assessments under normal rules and will not be involved in applying 'no detriment' uplifts, though may have involvement in the process as members of the Board of Examiners as outlined in 3.3 above.

#### **4. Legislation**

There is no legislation linked to this policy but it does link to the following regulations:

1. [Regulations for Validation Awards of the Open University](#).

## **Higher Education No Detriment Procedure (Covid-19)**

### **1. Introduction**

Craven College is committed to ensuring that Higher Education students are not disadvantaged by the current situation and are able to progress and complete in the face of the challenges posed by Covid-19. The following procedures detail how the objectives of the Higher Education No Detriment Policy will be met and identifies:

1. Key Processes
2. Roles and Responsibilities
3. Objectives
4. Communication
5. Implementation
6. Monitoring
7. Reporting
8. Assessment of Impact
9. Continuous Improvement
10. Associated Documentation

### **2. Key Processes**

The following key processes will be undertaken in order to apply the 'no detriment' policy:

1. Communication of the policy to students and staff and members of the Board of Examiners at the earliest possibility.
2. Initial calculation of each student's grade average to take place under normal rules
3. Analysis of grade averages to be separated into pre and post lockdown calculations.
4. Where grade average is higher post lockdown, normal rules will apply to the overall grade calculation.
5. Where grade average is lower post lockdown, the average of the post lockdown grades will be discounted and the pre lockdown average will be used to calculate the overall grade average for this academic year.

### **3. Roles and Responsibilities**

1. The Head of Quality has overall responsibility for applying this policy fairly and accurately in their role as Deputy Chair of the Board of Examiners.
2. The Senior Academic Quality Officer (HE) has the responsibility to produce the data sets for the Board of Examiners which clearly demonstrate where 'no detriment' needs to be applied.
3. The Board of Examiners membership has the joint responsibility to agree award grades established at the Board of Examiners meetings, including grades that have been protected under this 'no detriment' policy.
4. Curriculum staff have the responsibility to grade all assessments under normal rules and will not be involved in applying 'no detriment' uplifts, though may have involvement in the process as members of the Board of Examiners as outlined in 3.3 above.

#### **4. Objectives**

The following objectives define the intention and purpose of this policy and procedure.

1. To ensure that students are not disadvantaged by the current Covid-19 situation.
2. To ensure that students receive a grade average that accurately reflects their academic attainment, unimpaired by the current Covid-19 situation.
3. To ensure that academic rigour is maintained through an approved process.
4. To provide clarity on how and in which circumstances 'no detriment' will be applied.
5. To ensure that grade averages agreed and awarded at the Board of Examiners fall in line with this policy and are applied with fairness and accuracy.
6. To review impacts of this policy, including mitigation of risk to grade inflation.

#### **5. Communication**

The following principles are fundamental to the communication of the Higher Education No Detriment Policy (COVID 19)

1. [Higher Education No Detriment Policy (COVID 19)] will be published on a standardised template
2. [Higher Education No Detriment Policy (COVID 19)] will be reviewed by the Head of Quality and Senior Academic Quality Officer (HE), before being escalated to the SMT for approval.
3. This policy will apply to all students studying courses validated by the Open University during AY2019-20. It will be the responsibility of the Senior Academic Quality Officer (HE) to communicate the content of the policy with the students
4. This policy will be overseen by the Board of Examiners and as such will be shared with the membership of the Board including: Heads of Faculty; curriculum staff; External Examiners and partner university representatives.
5. This policy will be published on the College's intranet, Moodle and website

#### **6. Implementation**

The following calculations will be completed prior to the Board of Examiners meetings and discussed at the pre-board meeting. The result of both calculations will be presented to the Board of Examiners.

It is noted that students must complete and be awarded a pass under normal rules for every module studied.

##### **Continuing students**

Two overall averages will be calculated and presented to the Board of Examiners. The first will be based only on work submitted on or prior to 23 March 2020. The second will be based on the whole academic year. The higher of these will be recorded for AY2019-20.

The average recorded at the end of this academic year, which has been protected by the no-detriment policy, will be taken forward to their degree classification at the end of the course.

##### **Completing students**

Two overall averages will be calculated and presented to the Board of Examiners. The first will be based only on work submitted on or prior to 23 March 2020. The second will be

based on the whole academic year. The higher of these will be used in the degree classification calculation

## **7. Monitoring**

1. This policy will apply only to modules studied during the coronavirus pandemic. Where students have chosen to suspend their studies and return next academic year once classroom based learning has been reintroduced, the classroom delivered modules will not be eligible for 'no-detriment' consideration. Likewise, any failed modules restudied in the classroom following permission from the Board of Examiners, will not be eligible for 'no-detriment' consideration
2. This policy will be in place until all students who have studied modules during the Covid-19 crisis have been awarded their qualification.
3. It is the responsibility of the Board of Examiners to monitor compliance when agreeing progression and recommending award.

## **8. Reporting**

1. The use of this policy will be recorded in the minutes of each of the meetings of the Board of Examiners.
2. The grade averages and decisions made at the Board of Examiners meetings will be reported through the normal channels to the partner university.
3. This policy will be reviewed by the College's HE Team, discussed with the partner university through the partnership meetings and reported to the College's Scheme Management Board for information.

## **9. Assessment of Impact**

The impact of this policy is in line with QAA guidance and has been authorised through the validating partner. The policy is considered to have no impact on current College policy. There is a risk of grade inflation as result of applying 'no detriment' which will be mitigated through two conditions:

1. All assessments must achieve at least a pass against all learning outcomes in order for 'no detriment' to be applied.
2. Average grades are calculated using assessed grades prior to lockdown to accurately reflect academic attainment.

Assessment of impact has been discussed and verified by the following:

3. Senior Quality & Partnerships Manager
4. Scheme Management Board (Chair's action and subsequent board discussion)
5. Vice Principal Curriculum and Quality
6. Head of Quality
7. Senior Academic Quality Officer (HE)
8. HE Business and Development Leader

## **10. Continuous Improvement**

This policy will be evaluated during the first partnership meeting of the College and partner university, following the meeting of the Board of Examiners. This meeting will consider any improvements or amendments required. Any amendments made will then be reported to the HE Scheme Management Board prior to the next meeting of the Board of Examiners.

## 11. Associated Documentation

1. [Terms of Reference – HE Scheme Board of Examiners – Open University](#)

**End – add flowchart here if appropriate and any additional forms or guidance in appendices. Use a page break and start these on new pages as appendices. Please ensure appendices are referred to in the policy or procedure area (e.g. see Appendix 1) so that the audience is aware of where to refer to these and why.**