Annual Review of the Academic Manual

The LSHTM Academic Manual was introduced in 2019-20 bringing together all the academic regulations and procedures which constitute LSHTM's framework for quality and standards for credit-bearing taught provision, research degrees and special programmes. The Academic Manual consists of 11 Chapters all of which are reviewed annually and published as separate documents on LSHTM website together with a summary of amendments. With the exception of most minor editorial changes (e.g. typos, formatting and spelling or grammatical corrections), all revisions and amendments are noted and approved by Senate before the start of each academic year.

This document is available electronically, along with copies of relevant forms, on the Quality & Academic Standards webpages.

Postgraduate Diploma	Full time: 8 months Part time/split study: 16 months

8a.6.9 The assessment process is subject to rigorous quality assurance procedures, including moderation by nominated internal moderators and sampling by External Examiners.

8a.6.10 Any suspected assessment irregularities (including, plagiarism, cheating or fraud, as defined by LSHTM) will be subject to procedures and penalties as detailed in the Academic Integrity(Assessment Irregularities) Policy in Chapter 7, General Academic Regulations of the LSHTM Academic Manual.

8a.6.11 Where assessment of individual students has been affected by unforeseen extenuating circumstances, this should be taken into account according to the procedures set out in the Extenuating Circumstances Policy in Chapter 7 of the LSHTM Academic Manual.

8a.6.12 Students who fail assessments such that they fail to gain credits for a relevant module or degree element should be granted a re-sit opportunity by the relevant Board of Examiners, unless the module fail can be compensated, in line with the Re-sits regulations detailed in section 8a.12 of this chapter.

8a.6.13 Students who are absent from, or fail to submit an assessment without prior approval will have that assessment counted as an attempt and will be awarded a mark of zero for that assessment unless they have acceptable extenuating circumstances in line with the LSHTM's Extenuating Circumstances Policy in Chapter 7 of the LSHTM Academic Manual.

Assessment structures & methods

8a.6.14 LSHTM operates a credit system covering the bulk of award-bearing

Table 1 sets out the standard descriptors for matching standards of assessment to grade points:

Grade point	Descriptor	Typical work should include evidence of…
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Grade point	Descriptor	Typical work should include evidence of...
0	Not submitted (null)	Null mark may be given where work has not been submitted, or is in serious breach of assessment criteria/regulations.

8a.7 Regulations for Examinations

8a.7.1 Students must keep to the instructions on the Examinations Admissions Notice issued to them before the exams.

8a.7.2 The Board of Examiners may permit the use of books, notes, instruments or other materials or aids in specific examinations (written, practical, oral or similar). If this is permitted the requirements will be set out in the instructions for the examination. If the exam is being taken in an examination room, all other belongings (including bags and coats) not expressly permitted for the exam must be placed at the front or side of the examination room well away from the students and in sight of the invigilators.

8a.7.3 Except as provided in paragraph 8a.7.2 above, no books, notes, instruments or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of the student on entry to the examination room must be deposited immediately with the Invigilator.

8a.7.4 Where electronic calculators are permitted, they must be hand-held, quiet and with their own power supply; the model used should be states clearly on the exam script; and candidates are entirely responsible for ensuring that their machines are in working order.

8a.7.5 Any unauthorised materials or aids introduced by a student into an examination room must be given to the Invigilator upon request. Any aids may be handed over by the Invigilator to LSHTM authorities which may make copies and the original aids (together with any copies) may be retained by Lea3-4

8a.8 Internal Moderation

Related Policies & Procedures	External Moderation

8a.8.1 This section

a number of programmes, but will be allocated to one named Board of Examiners (even if the module is seen as equally core to other programmes). DL modules are generally moderated by the Board for the programme to which the module code prefix refers.

8a.8.6 Reconciliation of grades: All assessments are marked by a first and second marker, with the first marker responsible for compiling feedback. When the first and second markers disagree about the grade to be given to a particular piece of work or question, then the differences must be reconciled by discussion between them, and not averaged away. It is considered that through discussion the true benefits of blind double marking – ensuring that every grade awarded truly represents the quality of the work submitted – can be obtained. Where the first and second markers strongly disagree, they should seek additional 841eere the fi

(v) Finally, confirming the validity of all grades by means of a Module Moderator's Report.

8a.8.8 Moderation will normally be carried out by the relevant Exam Board Chair, or may be delegated by the Chair to a nominee. Persons undertaking this role are referred to as the 'Moderator' in this policy. Chairs of the Boards of Examiners should report back to their Board on how moderation work has been divided or allocated.

MODERATION FOR MODULES (Intensive Programmes)

8a.8.9 All module assessments and examinations must be formally moderated using the process outlined in this Policy.

8a.8.10 When module grades have been confirmed through moderation they may only be altered by the Board of Examiners at cohort level to ensure equity between all students who have taken a particular module regardless of which MSc programme they are on. Alteration of module grades by the Board of Examiners will normally only occur after consideration of a recommendation by the External Examiner or where the Board is otherwise informed of an issue or irregularity that is likely to have impacted the cohort. Issues related to an individual or small proportion of students taking the assessment should be dealt with under the Extenuating Circumstances Policy.

8a.8.11 External Examiners are not involved in the module moderation process.

8a.8.12 In order for confirmed grades to be available to all final meetings of Boards of Examiners, it is essential that the moderation process be conducted in a timely manner. The standard deadline is that all modules should be moderated within 4 weeks of the assessment being marked, i.e. 8weeks after the end of the module. An 'absolute' deadline is set annually for all modules to be moderated ahead of interim Board of Examiners meetings – see paragraph 8a.8.25

NOMINATION OF MODERATORS FOR MODULES (Intensive programmes)

8a.8.13 The Exam Board Chair is by default the Moderator for all modules under the authority of their Board, unless they delegate this responsibility to another member of the Board of Examiners. Responsibilities may be divided up, with the Chair and/or different Board members moderating different individual modules.

8a.8.14 Moderators must be members of that Board of Examiners. If a potential Moderator is identified who is not currently a member of the relevant Board then they may be co-opted as a new member.

8a.8.15 Moderators should not normally have been involved in any of the assessments, e.g. question-setting or marking, for the module they are moderating. However, it is permissible for them to have had some involvement (especially on specialist areas where it may be very difficult to identify staff who have not already been involved in some way) if a strong argument can be made that they would otherwise be the best Moderator for this material.

8a.8.16 MOs must not act as Moderator for their own module(s). In the event that the Exam Board Chair is also MO for a module under the authority of that Board, moderation must be delegated to an alternate.

8a.8.17 The Exam Board Chair should advise the

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available from the

CONFIRMATION OF GRADES TO STUDENTS

8a.8.39 Grades for students registered on LSHTM programmes (whether Intensive or DL) should be fed back to them directly after marking, as "provisional subject to final ratification by the Board of Examiners".

8a.8.40 Grades for Module students (i.e. those not registered on a formal or award-bearing LSHTM programme) should be treated as final following moderation, and fed back to them directly with their certificate of attendance. Procedures and record-keeping should, however, make allowance for cases of assessment irregularities or administrative errors subsequently being identified which might necessitate a revision to the mark.

8a.8.41 If provisional marks change following moderation, for registered students, the changes may (at the discretion of the Moderator or the Exam Board Chair, and the MO) be fed back prior to the Board of Examiners confirming them – but still indicated as provisional, despite marks being unlikely to change again. Definitive marks should only be fed back after the Board of Examiners has confirmed them.

8a.8.42 Final grades for inclusion in degree transcript or Diploma Supplement records will be generated from master data held on SITS for London-based students, and held on a University of London Worldwide database for University of London Worldwide students.

8a.9 External Oversight

8a.9.1 The purpose of external oversight by an External Examiner is to give LSHTM confidence in the appropriateness and consistency of its assessment process, and assuranc

to by the Exam Board (interim or final), along with grade sheets covering all candidates from the programme.

8a.9.3 A sample must consist of at least six pieces of work for each assessment task, two each from the top, middle and bottom of the range of grades. External Examiners will be sent all further distinction-level or fail-graded exam scripts or project reports. For smaller programmes all the exam scripts and projects are often sent.

8a.9.4 Ahead of the final Exam Board meeting, the Programme Administration Office will provide External Examiners with a sample of programme module work to review. External Examiners are expected to review a sample in order to gain a clear understanding of programme content, marking standards and student attainment. This is for information purposes as the results for modules are ratified at the relevant Exam Board following internal moderation

8a.9.8 External Examiners are asked to complete an External Examiner Exam and Project Moderation Form to confirm to the Board of Examiners that the sample they have reviewed has been fairly and consistently marked at an appropriate standard. The External Examiner Moderation form will be provided with the samples. This is a report to support the Board of Examiner business, not the formal annual External Examiner Report, however, this commentary can be used to form the basis of the formal report.

8a.9.9 External Examiners may use the External Examiner Moderation form to raise issues to the board of examiners or make recommendations about standards, e.g. suggesting that marks from certain marking pairs should be reviewed, or recommending that marks for certain groups of work may need to be adjusted. Any issues raised should be considered by LSHTM ahead of the final Exam Board meeting, while any recommendations should be raised and agreed at the Board.

8a.9.10 If an External Examiner has significant concerns with the marking standards they can request that all affected assessments be reviewed and where necessary re-marked by an internal third marker. Revised grades should be put forward for ratification at the final Board meeting.

8a.9.11 For exams where questions have been shared across several programmes, any remarking must take place prior to the final meetings of any involved Exam Boards.

8a.9.12 External Examiners are asked to complete and return External Examiner Moderation forms ahead of final Exam Board meetings. Forms should be returned to the Programme Administrator's email or postal address at LSHTM. However, if there are no concerns, the External Examiners may confirm orally at the meeting that they were satisfied with the material provided and this will be recorded in the minutes.

be required to review a sample either a few days before the Board of Examiners or in the morning ahead of the meeting.

8a.10 Boards of Examiners

8a.10.1 LSHTM shall set up Boards of Examiners for each programme. Full details of the membership and terms of reference for Boards of Examiners can be found in Chapter 10, *Governance*

Autumn term Board of Examiners meeting will consider and confirm examination and project grades and to ratify final awards or, progression/re-sit recommendations.

On occasion it may be appropriate for the Board of Examiners to consider re-sit or deferral assessment grades via circulation and approved by Chair's Action.

8a.10.6 Report on Chair's action

General Appointment Criteria

8a.10.10 The Chair, Deputy Chair and Internal Examiners should be members of LSHTM staff, including honorary staff. The Director, Faculty Deans, Pro-Director of Education, Associate Deans of Education and Faculty Taught Programme Directors (TPDs) cannot serve as Chair, Deputy Chair or Internal Examiners.

8a.10.11 Staff should normally only hold one appointment as an Exam Board Chair at any given time unless there are good reasons (e.g. chairing

8a.10.17 Detailed criteria regarding conflicts of interest in External Examiner appointments are set out in Chapter 5 of the LSHTM Academic Manual.

8a.10.18 If a declaration is made, the Head of Registry will decide upon reasonable action to take in consultation with those involved. Records will show only that a declaration has been made and the action taken but not the details.

Periods of Appointment

8a.10.19

to examine the programme, in terms of the subject area and the level

8a.11 Decisions of the Board of Examiners

8a.11.1 The Board of Examiners review

8a.11.7.2 Compensation can only be awarded by a Board of Examiners and must be applied within the limits and conditions outlined in the award schemes (Chapter 2.6).

8a.11.13 Deferred Assessments and Extensions

8a.11.13.1 Students who have had extenuating circumstances approved under the Extenuating Circumstances Policy as outlined in Chapter 7 of the LSHTM Academic Manual, may have been granted an extension or deferred assessment.

An extension will typically be for a matter of days or at the most a few weeks, with the expectation that the work can be marked in time to go forward to the same Board of Examiners due to confirm grades for other work submitted at the original deadline. Extensions are possible for Project and coursework only;

A deferred assessment means the student should normally submit at the next scheduled re-sit assessment deadline or opportunity and may need to undertake a revised assessment task for this purpose. The Assessments team within the Registry can be consulted on when the next re-sit opportunity will occur.

8a.11.13.2 Students will be clearly notified of extensions and deferred assessment requirements or options, being given suitable advance notice of key dates and deadlines.

8a.12 Re-sits of Assessments

Related Policies & Procedures	Award Schemes

8a.12.9

8a.12.15 For joint programmes, the relevant Award Scheme will determine when re-sits are required or permissible, which may differ from the standard LSHTM rules set out in the re-sit regulations. However, re-sits of any LSHTM elements of provision (e.g. modules run by LSHTM) should operate in accordance with these re-sit regulations, save where rules for individual joint programmes specify otherwise.

8a.13 Confirmation of Grades and Notification of Final Results

8a.13.1 After the Board of Examiners has reached a decision, every student will be formally notified of their results.

8a.13.2 All results are provisional until ratified by the Board of Examiners and formal notification has been confirmed by LSHTM's Registry.

8a.13.3 A certificate under the Seal of the University of London (UoL) shall be subsequently provided to each student who has been awarded a Master of Science Degree, Postgraduate Diploma or Postgraduate Certificate of the University.

Formal communication of results

8a.13.4 The Exam Board Chair and the External Examiner(s) will sign an ER1 form, to declare that candidates' grades and award outcomes have been confirmed; it is attached as a covering page to final versions of the results sheets seen and ratified at the Board of Examiners.

8a.13.5 Once completed, Registry produces a pass list, which is signed by the Director and submitted to Senate House.

8a.13.6 The Registry enter and confirm results on the student database for transcript reporting purposes.

8a.13.7 Students on LSHTM-based programmes are sent a copy of their transcript from LSHTM..

Transcripts

8a.13.8 The formal degree award date is 1 December. Transcripts will be sent out to each candidate in mid-December. For students on LSHTM-based programmes, this constitutes t

sent out. Boards of Examiners will not be told which students are