

MANCHESTER
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The University of Manchester

UCIL

University College for
Interdisciplinary Learning

UCIL UNIT CONVENOR HANDBOOK 2022-23



CONTENTS

INTRODUCTION

[INTRODUCTION](#)
[THE UCIL TEAM](#)

UCIL GOVERNANCE

[ACADEMIC BOARD](#)
[TEACHING AND LEARNING PANEL](#)
[STUDENT STAFF LIAISON COMMITTEE](#)
[UCIL EXAMINATION BOARD](#)

IMPORTANT INFORMATION

[DATES OF SEMESTERS AND EXAMS 2022-2023](#)
[UCIL STUDENT HANDBOOK](#)
[UNIT SELECTION](#)
[UCIL UNIT INFORMATION – COURSE UNIT HANDBOOK AND WEBSITE](#)
[BLACKBOARD](#)
[LIBRARY SUPPORT](#)
[ATTENDANCE MONITORING](#)
[STUDENT ELIGIBILITY FAQs](#)
[GRADUATE TEACHING ASSISTANTS](#)

MARKETING

[PROMOTIONAL VIDEOS](#)
[GENERAL MARKETING](#)

ASSESSMENT

[ALTERNATIVE ASSESSMENT](#)
[ASSESSMENT DEADLINES](#)
[ASSESSMENT RESPONSIBILITIES](#)
[EXAMINATIONS](#)
[UCIL RESIT POLICY](#)
[LATE SUBMISSION OF WORK](#)
[EXTENSION REQUESTS AND MITIGATING CIRCUMSTANCES](#)
[USE OF TURNITIN](#)
[FEEDBACK TO STUDENTS](#)
[INTERNAL MODERATION](#)
[INDICATIVE/OUTLINE/SAMPLE ANSWERS AND MARK SCHEMES](#)
[EXAMPLE ESSAY MODEL QUESTION/ANSWER](#)
[SHORT NOTE MODEL QUESTION/ANSWER](#)

[MARK GRID](#)

[EXAM BOARD - UNIT MARK GRID](#)

[UCIL UNIT MODERATION FORM](#)

[UNIT SAMPLE MODERATION FORM](#)

[EXTERNAL MODERATION](#)

[RELEASING MARKS](#)

[MARK QUERIES](#)

STUDENT FEEDBACK

[FEEDBACK FROM STUDENTS - UNIT SURVEYS](#)

[STUDENT REPRESENTATION](#)

STUDENT SUPPORT AND GUIDANCE

[DASS STUDENTS](#)

[DASS AUTOMATIC EXTENSIONS](#)

APPENDIX

[APPENDIX I - UCIL DATES AND DEADLINES 2022/23](#)

INTRODUCTION

Welcome to new Unit Convenors and welcome back to returning Unit Convenors.

We are very grateful for your interest and support of UCIL and look forward to building on a very successful year for UCIL in 2021-22, which saw over 3000 students taking a UCIL unit.

The aim of the handbook is to provide you with all the information that you will need to run a UCIL unit. We hope that you will find it useful.

The handbook is a live document, which we will update in response to changing University policies and requirements. We will of course email you to highlight any parts of the handbook that have changed.

A full list of UCIL units on offer is available [here](#).

If you have any queries about UCIL or suggestions for how the handbook could be improved, please contact us at ucil@manchester.ac.uk

The information in this handbook is correct as of August 2022. As information changes, we will update Unit Convenors by email.

THE UCIL TEAM

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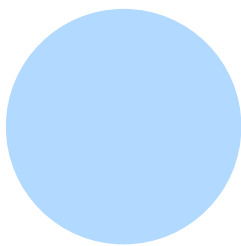
Learning Technologist

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Teaching and Learning Officer (Communications)

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UCIL GOVERNANCE

ACADEMIC BOARD

The [Academic Board](#) is responsible for the strategic development of UCIL in line with the University's Strategy for Teaching, Learning and the Student Experience – specifically focusing on 'No boundaries to learning' and 'Promoting interdisciplinary learning'.

The UCIL Academic Board meets three times a year:

- October 2022
- March 2023
- June 2023

TEACHING AND LEARNING PANEL

The [Teaching and Learning Panel](#) is responsible for the development, delivery, assessment and monitoring of UCIL's teaching and learning activities, in line with UCIL's overall strategy and aims.

The UCIL Teaching and Learning Panel meets three times a year:

- November 2022
- February 2023
- April 2023

STUDENT STAFF LIAISON COMMITTEE

The [Student Staff Liaison Committee](#) is a consultative body and consists of student representatives across a range of UCIL units, the UCIL Academic Director and the UCIL Teaching and Learning Panel members. They engage in discussion with academic staff to bring ideas, suggest units, provide feedback on the UCIL unit portfolio and unit content and make suggestions and comment to enhance the student experience.

The Student Staff Liaison Committee meets twice a year:

- November 2022
- March 2023

UCIL EXAMINATION BOARD

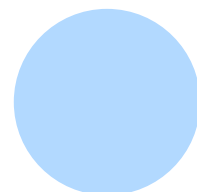
All Unit Convenors are expected to attend the UCIL Exam Board in June or to ask another colleague able to answer any queries or comments relating to the Unit to attend in their place.

The UCIL [Examination Board](#) is the equivalent of a School Subject Examination Board. It runs according to the standard University Guidance on Examination Boards and with reference to the related policies and procedures.

The UCIL Examination Board is responsible for ensuring that the output of the teaching, learning and assessment process is fair and consistent across UCIL units.

The UCIL Examination Board will consider and ratify marks across all UCIL units and feed these into School Examination Boards. External Examiners appointed to UCIL attend meetings of the UCIL Examination Board.

UCIL does not deal with cases of mitigation or progression, which are the responsibility of the home School.



IMPORTANT INFORMATION

DATES OF SEMESTERS AND EXAMS 2022-23

SEMESTER ONE

Teaching Weeks: 26 September 2022 – 16 December 2022

There is no University-wide Reading Week scheduled in Semester One.

Examination Period: 16 January 2023 – 27 January 2023

SEMESTER TWO

Teaching Weeks: (Part One) – 30 January 2023 – 24 March 2023

Easter Vacation: 27 March 2023 – 14 April 2023

Teaching Weeks: (Part Two) – 17 April 2023 – 12 May 2023

Examination Period: 23 May 2022 – 10 June 2022

Resit Examination Period: 21 August 2023 – 1 September 2023

UCIL STUDENT HANDBOOK

The UCIL Student Handbook provides students with an overview of UCIL processes and highlights important information that students need to be aware of. Students are advised that the handbook should be used in conjunction with the information provided by the Unit Convenor in Blackboard, which will be tailored to the individual unit. A copy of the Student Handbook is available to students in Blackboard. Please make sure that you are familiar with the content of the [Student Handbook](#).

UNIT SELECTION

The University permits students to enrol/amend their unit registration up until the end of Week 2 in each Semester.

Students can enrol onto a UCIL unit via UCIL or their home School.

UCIL will deal with any initial student queries about selecting UCIL units. If there is a specific query that we cannot answer, we will forward the email to you as the Unit Convenor.

UCIL UNIT INFORMATION - COURSE UNIT HANDBOOK AND WEBSITE

All unit information regarding UCIL units is available on the UCIL webpage - <http://www.manchester.ac.uk/ucil/units/> and on the University Course Unit Information Portal via My Manchester - my.manchester.ac.uk

- Changes to your unit learning outcomes, delivery or assessment must be approved by the Teaching and Learning Panel, which holds its final meeting of the year in April
- You must inform UCIL of any intended changes to your unit by 15th March in the previous academic year, to ensure there is sufficient time for changes to be considered and approved by UCIL Teaching and Learning Panel.
- If your unit is co-coded, any unit changes will need to be approved in your home School and by the UCIL Teaching and Learning Panel
- You will be asked to check the website information for your UCIL unit by March 15th. It is critical that you check the information carefully, confirm it is correct, or alert us to any inaccuracies.

BLACKBOARD

We require that all UCIL units provide the following documents in their unit Blackboard space, as a minimum:

- A unit description which outlines the unit aims, learning outcomes, delivery method and assessment components
- A unit schedule or calendar which outlines all teaching sessions and submission deadlines
- Assessment information, including
 - Assignment details (focus, format)
 - Work length restrictions (e.g. max word- or page-count)
 - Deadlines
 - Submission instructions N.B. assessed written work should be submitted via Turnitin
 - Marking criteria and the marking scale that will be used
 - A clear statement regarding penalties for late submission and over-length work (see the Assessment section X, which includes template statements)
- Reading list

Blackboard unit information should be up to date and ready for students two weeks prior to the start of teaching in either Semester.

Should you have any queries regarding Blackboard or need any assistance please contact Alice Godliman (UCIL Learning Technologist) - alice.godliman@manchester.ac.uk

LIBRARY SUPPORT

Contact Tristan Hooper (tristan.hooper@manchester.ac.uk), the Engagement Librarian for UCIL, with any queries or requests relating to Library support or services (e.g., Library collections and resources, Reading Lists Online, skills development support via My Learning Essentials).

ATTENDANCE MONITORING

The University requires that Schools monitor student attendance. As UCIL is not a School we are not required to take part in attendance monitoring. However, we do ask Unit Convenors to record student attendance in case there are any queries from Schools/Faculties regarding individual students.

Please let UCIL know as soon as possible if you feel there is an issue with an individual student's attendance (including on online units). We will then notify the student's home School.

Please see:

<http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/student-support-development/recording-attendance/guidelines/recording-attendance/>

STUDENT ELIGIBILITY FAQs

Can undergraduate or postgraduate students audit units or take them for additional credits?

No. UCIL units are only available to undergraduate or postgraduate students taking UCIL units for academic credit.

We don't allow undergraduate (or postgraduate students) to audit UCIL units or take them for additional or extra credits for several reasons:

- The ambition of UCIL is that all undergraduate and postgraduate students should be able to take a UCIL unit as part of their studies.
- The funding model of UCIL is based on load transfer which means that units must be taken for academic credit.
- Several UCIL units are oversubscribed, and we need every place for UCIL students.

Can postgraduate students take UCIL units?

Yes. Currently we have one unit available for postgraduate students: [Creating a Sustainable World: Interdisciplinary Applications of the Sustainable Development Goals](#) (UCIL60312)

Can students from different year groups take UCIL units?

Yes. Most UCIL units are offered at level 2 to allow level 1 and level 3 students to take units. This does mean that if you offer a level 3 unit you will need to have a resit ready in case level 2 students are required to resit.

Which students can take UCIL units?

Undergraduate or postgraduate students from across the University can opt to take UCIL units. You can therefore expect a diverse group of students to take your unit. A high number of study abroad students take UCIL units as they are used to having a more varied choice of unit at their home university.

GRADUATE TEACHING ASSISTANTS

Many UCIL units make use of GTAs, and the team will be happy to advise on the recruitment and training of GTAs. However, it's important to note that any GTAs on your unit will need to be funded by your School, not UCIL, and that your School will be responsible for liaising with P&OD to set up contracts and arrange payment. Likewise, it is your responsibility to provide unit specific training, support and monitoring for your GTAs.

If you'd like to talk to us about GTAs, please contact us: ucil@manchester.ac.uk



MARKETING

PROMOTIONAL VIDEOS

As part of our Marketing offer, unit convenors are expected to be filmed for a promotional video to provide students with information regarding their UCIL unit and engage students with the unit content.

We will help you create a script, which can be put on a teleprompter. Each video is approximately 1-1:30 minutes in length and is placed next to the unit content page on the UCIL website. The video will also be posted on YouTube.

Please see the example video below:

[AI: Robot Overlord, Replacement or Colleague?](#)

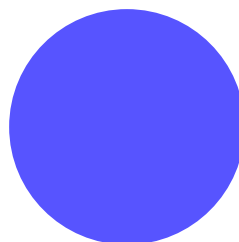
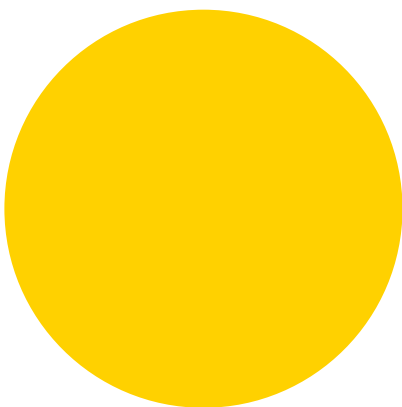
GENERAL MARKETING

The UCIL office produces many marketing resources to promote UCIL including flyers, slides, digiscreens and films.

You can also find resources to download here:

<https://www.college.manchester.ac.uk/staff/marketing/>

We are happy to take part in events, including virtual events, to promote UCIL to students or staff. Please contact us if you would like to arrange this.



ASSESSMENT

UCIL units adhere to the assessment requirements of The University of Manchester.

We recognise that School/subject specific variations in assessment may apply. For co-coded units, the School's assessment requirements will apply.

UCIL units must comply with the standards set out in the assessment framework: <http://documents.manchester.ac.uk/display.aspx?DocID=7333>

The University's policies and guidance on assessment and feedback can be found here: <https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/>

ALTERNATIVE ASSESSMENT

The International Programmes Office may permit students to complete assessment in December, to allow students to re-join their home institutions by January. If a student contacts you to request an alternative assessment, you must direct this to UCIL for action. UCIL administrators will then contact the student's home School.

Unit Convenors must not agree any alternative assessment prior to confirmation from UCIL/ International Programmes Office/the student's home School.

ASSESSMENT DEADLINES

When setting deadlines for assessment submissions, please consult the [Dates and Deadlines](#) provided by UCIL to ensure that your deadlines allow sufficient time for you to mark, moderate and process assessment according to UCIL's schedule.

ASSESSMENT RESPONSIBILITIES

Unit Convenors (or nominated other) are responsible for setting assessments, communicating assessment requirements to students, arranging for marking, moderating, completing and submitting required UCIL documentation, i.e. the Unit Moderation Form.

The UCIL Examination Board will be held in June 2023.

EXAMINATIONS

UCIL will contact you/your School assessment PS team if your unit involves a centrally timetabled examination component in the January or May/June examination periods.

The University's student facing guidance on examinations can be found here: <https://www.exams.manchester.ac.uk>



UCIL RESIT POLICY

As approaches to resits differ across the University, UCIL's policy is that a student's Home School will decide which students will be permitted to resit a UCIL unit, and whether that resit should be treated as a 1st attempt/1st sit or 2nd attempt/2nd sit. Schools usually finalise decisions about resits in early July.

For co-coded units, UCIL will follow the approach taken by the unit convenor's Home School.

Resit as a 1st attempt

Students will sit all elements/assessments that they have not already completed and passed and that have been affected by accepted mitigating circumstances, as for the 1st time. Where an element has been completed and passed, but is deemed to be subject to mitigation, the Home School shall determine whether that element should be resat as a first sit.

If resitting a specific element is not possible due to the nature of the assessment - e.g. group presentation - alternative arrangements will be made.

Unit convenors will be asked to highlight any assessment components that cannot be resat as a first sit.

Resit as a 2nd attempt

For resits as a second sit UCIL recommends that all UCIL- only coded units have a single piece of assessment weighted at 100%.

The unit convenor will decide on format. We recommend that the assessment is coursework rather than examination if possible.

The resit must assess the minimum learning outcomes of the unit within the coursework assessment or resit examination paper.

The format of the resit should be made clear to students in Blackboard at the beginning of the unit e.g. 100% coursework etc.

Resit Examination Papers

Resit Examination papers must be provided by unit convenors with their 1st sit papers. Resit papers need to go through the same emendation and review process as 1st sit papers: i.e. confirmed/signed off via any School-based processes and the subject specific external examiner and then by the UCIL external examiners. Please note resits are also required for Level 3 units if second year students are taking the unit.

Coursework Submissions

All resit coursework instructions – essay titles, word length, etc. – **must** be provided to UCIL. The deadline for providing this information for Semester 1 is **Friday 18 November 2022** and for Semester 2 **Friday 17 March 2023**. UCIL will contact students directly to inform them of the details of the resit.

The resit coursework question must not be the same as the 1st sit for students resitting as a 2nd attempt.

The standard deadline for all student resit coursework submissions is the first day of the resit examination period – **Monday 21 August 2023** (2022/23 resit period).

UCIL will create resit mark grids for all units for the unit convenor to complete. Summary of dates:

- The UCIL Examination Board will take place in June 2023.

Confirmed resit marks must be returned to UCIL by Friday 8 September 2023.

LATE SUBMISSION OF WORK

Late penalties

Penalties for late work must be applied in accordance with the University's [Guidance on late submissions](#).

Unit Convenors are responsible for making students aware of submission deadlines and the consequences of late submission.

Unit Convenors are NOT responsible for applying late penalties. Rather, these are applied centrally by UCIL Administrators using Blackboard Turnitin information. Please refer any queries regarding late submissions to the admin team – ucil@manchester.ac.uk

Submission deadlines and information about late penalties should be clearly conveyed on your Unit Blackboard space.

You can use the following text to inform students of the consequences for late submission:

"Any work that has been submitted after a deadline has passed is classed as late except in cases where an extension has already been agreed via mitigating circumstances procedures or DASS extensions. Work submitted 1 minute past a deadline or later will therefore be subject to a penalty for late submission.

Penalties will be applied to late work as follows; your grade will be reduced by 10 marks for each day that it is late, for up to 10 days, after which a grade of zero will be awarded. Please note, where work is being submitted as re-sit attempt, late submission will immediately result in a grade of zero."

You will find further information about late submission in the University's [Guidance on late submissions](#).

Penalties for over-length work

Unit Convenors are responsible for making students aware of work-length restrictions and the consequences of submitting work which falls outside set limits. Unit convenors are responsible for ensuring markers apply penalties consistently and that they include a note to indicate what work-length penalty has been applied in the script feedback. Unit convenors must also ensure that a record is kept where penalties have been applied.

There is no central University policy in relation to work length. Unit convenors can use their discretion, or follow the guidelines established in their home School, to set appropriate work length restrictions (N.B. these must be detailed in the Unit Specification and are subject to approval by the Teaching and Learning Panel). In most instances, a maximum work length will be specified in the form of a maximum word or page count, or a maximum presentation length. Sometimes a minimum work length will also be specified. Please note, you must be clear if there is a permitted buffer zone (e.g. if penalties only apply where work exceeds the word count by 10% or more).

EXTENSION REQUESTS AND MITIGATING CIRCUMSTANCES

All requests for mitigating circumstances are considered by the student's home School.

Unit Convenors cannot agree an extension with a student as this must be referred to the student's home School.

Please contact ucil@manchester.ac.uk with details of any extension requests. **The UCIL administrator will contact the relevant home School and inform Unit Convenors of any approved extension requests and any additional necessary action.**

If a student contacts you directly to disclose difficult personal circumstances, please encourage them to share this information with their home School (e.g. their Academic Advisor). Of course, you can also respond to express sympathy and direct the student to support (see <https://www.studentsupport.manchester.ac.uk/>) but referring them to their home School ensures they will receive guidance about all aspects of their studies.

Please notify the UCIL Administrator **as soon as possible** about any students who repeatedly don't attend, who have failed to submit assessments or who request an extension to submission.

We will then liaise with their home School and update you on the outcome, e.g. if an extension needs to be given.

USE OF TURNITIN

All summative assessments must be submitted online via Blackboard and subjected to plagiarism detection software. Unit Convenors must ensure students are aware that plagiarism detection software is used and should direct them to relevant information.

The following guidance documents are available for staff and students, to improve students' knowledge about academic malpractice and plagiarism and the use of Turnitin, the University's plagiarism checking software:

Academic guidance:

<https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/process-of-assessment/academic-malpractice/>

MLE Avoiding plagiarism resource for students:

https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/story_html5.html

Plagiarism and academic malpractice

If you suspect plagiarism or academic malpractice in assessed work please follow these procedures:

- Mark the work, disregarding the plagiarism or malpractice
- Provide feedback, as normal, without making reference to suspected malpractice
- Do NOT enter a grade on the script
- email uciluniversitycollege@manchester.ac.uk with the following information, before the release of the assessment results:
 - the paper ID
 - a brief summary of your concern (e.g. nature and extent of plagiarism/malpractice)
 - the grade the work would have achieved if plagiarism/malpractice were not an issue
 - an annotated Turnitin report

The UCIL administrator will forward the necessary documentation to the student's home School, and liaise, as appropriate, with the Unit Convenor.

Please note, you must NOT apply a penalty for plagiarism/malpractice directly to the work.

FEEDBACK TO STUDENTS

- Feedback plays an important role in promoting student learning and in identifying areas of high performance and areas where improvements can be made.
- The University Policy on Feedback to Undergraduate and Postgraduate Taught Students can be found here: <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonfeedbacktostudents/>
- Care should be taken with the language used when providing feedback. Feedback should be detailed, allowing students to improve their work and sufficiently clear to enable the diverse cohort of students to interpret the meaning. Feedback should correspond with the mark awarded.
- Any marks and feedback released to students prior to the Examination Board must be noted as provisional until they are ratified. Marks that have not been through a moderation process should not be released to students.
- We advise that semester two examination marks should not be released to students until after the UCIL Examination Board.

INTERNAL MODERATION

All UCIL units (including Level One units) must be subjected to an approved internal moderation process. This is necessary because students from all levels of study can access and complete Level One units.

Unit Convenors are responsible for identifying their own internal moderator(s). UCIL is unable to allocate moderators for units.

On units with a large number of students where the marking is undertaken by multiple markers, the Unit Convenor should compare the mark distribution of all the markers and moderators to identify inconsistencies in marking, or issues with the questions set.

The UCIL model of internal moderation is the minimum standard expected by the University. Schools may employ additional standards as appropriate.

The University Policy on marking advises that once internal examining/first marking has taken place, internal moderation will normally take the form of moderation of a sample of 20% of the work, through the full range of marks awarded. In the case of very small/large numbers, a minimum of 10 scripts and a maximum of 50 scripts are suggested for internal moderation.

The moderator should:

- Look at the full list of assignments for the unit on Blackboard
- Examine the overall mark profile for the unit Check whether the mark corresponds with the comments
- Look at a representative sample from each degree band, including borderlines
- Look at all fails, and any problem cases flagged up by the first marker

The moderator should never adjust individual grades (assuming that only a sample of scripts have been reviewed). If the moderator identifies a problem with the application of grade boundaries, but is satisfied that the rank order of scripts is correct (i.e. grades are systematically too high/low), they should contact the marker to recommend that grades are adjusted accordingly. If the moderator identifies a problem with the rank order of scripts, all scripts assigned to that marker must be re-marked (unless there is convincing evidence that the problem is isolated to a particular point on the grading scale). Where problems with the rank order are identified, the moderator will likely consult with the Unit Convenor (if they are not the same individual) to determine appropriate action (e.g. whether there is a need to re-assign the work to a different marker).

Please note, the moderator is responsible for ensuring that all issues are resolved before the release of results to students. They are also responsible for documenting issues, and their resolution, on the moderation form. The External Examiner should be able to identify the moderated sample easily for each unit.

Any marks and feedback released to students prior to the Examination Board must be noted as provisional until they are ratified. Marks that have not been through a moderation process should not be released to students.

The University marking policy can be found at: <https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/practice-of-assessment/policy-marking/>

University guidance on Moderation, Fairness and Consistency and Marking can be found at: <https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/practice-of-assessment/moderation/>

INDICATIVE/OUTLINE/SAMPLE ANSWERS AND MARK SCHEMES

The University's Policy on Marking makes reference to 'model answers'.

Unit Convenors should produce indicative/outline/sample answers and clear mark schemes in advance, to use as part of the assessment process. These will be used by moderators and External Examiners to aid in the moderation process. In some academic Schools and for some assessments, model answers are not used, in which case detailed marking criteria should be provided.

Paragraph 54 of [The University's Guidance on External Examiner Procedures](#) refers to draft question papers 'normally being accompanied by outline answers, except in disciplines for which more discursive answers are appropriate, alongside marking/grading criteria. In these latter cases, the Subject External Examiner should, on request, be given an indication of the expected length, style and content of the desired answer.'

Mark schemes should be made available to students in Blackboard.

EXAMPLE ESSAY MODEL QUESTION/ANSWER

Describe and illustrate the neural circuitry underlying generation of the swimming motor rhythm in lower vertebrates (lamprey, tadpole).

Answer should describe and explain the following points. An excellent answer will also give some of the underlying experimental evidence.

- Spinal central pattern generator
- Half-centre model – crossed inhibition; mutual excitation
- Tonic drive
- Mechanism for switch between two sides
- Neurotransmitters: glycine, glutamate
- Role of sensory input to trigger/gate the rhythms, and to facilitate switch between sides
- Include at least one circuit diagram

SHORT NOTE MODEL QUESTION/ANSWER

Draw a diagram of the neural circuitry underlying the mammalian stretch reflex. What is its function?

Answer

- Diagram should include and label antagonistic muscles, spinal cord and neural reflex arc
- Maintaining muscle length; compensating for unexpected stretch/load

MARK GRID

When marking has been completed, the UCIL team will create a mark grid for each unit and send a copy to the unit convenor prior to the Examination Board meeting.

See example of completed mark grid below:

EXAM BOARD - UNIT MARK GRID

Term: Academic Year 2021/22
Semester: Two
Module UCIL 21302
Module Title: Communicating with Confidence
Credit Value: 10

| | Pres | Formative | Essay | Report | Module Mark | Year of Study | Programme and Plan | Notes * (including word count penalties) |
|--------------------|-----------|-----------|-----------|-----------|-------------|---------------|--------------------------------|---|
| Components: | | | | | | | | |
| Weight | 25 | 0 | 25 | 50 | | | | |
| Student ID | | | | | | | | |
| *****2 | 79 | 70 | 72 | 75 | 74 | Second Year | BSc(Hons) Psychology | |
| *****3 | 79 | 72 | 74 | 70 | 72 | Second Year | BSc(Hons) Psychology | |
| *****4 | 77 | 65 | 69 | 72 | 71 | Second Year | BSc(Hons) Psychology | |
| *****5 | 75 | 74 | 70 | 70 | 70 | Second Year | BSc(Hons) Psychology | |
| *****6 | 70 | 66 | 73 | 69 | 70 | Second Year | BSc(Hons) Psychology | |
| *****7 | 74 | 68 | 66 | 66 | 67 | Third Year | BSc(Hons) Psychology | |
| *****8 | 57 | 79 | 61 | 66 | 65 | Third Year | BSc(Hons) Mathematics | |
| *****9 | 42 | 72 | 65 | 65 | 64 | Third Year | MPharm(Hons) | |
| *****10 | 37 | 64 | 65 | 63 | 62 | Second Year | BSc(Hons) Psychology | |
| *****11 | 46 | 57 | 68 | 60 | 62 | Second Year | BSc(Hons) Psychology | |
| *****12 | 34 | 20 | 61 | 64 | 59 | Second Year | BSc (Hons) Management with IPE | |
| *****13 | 58 | 40 | 57 | 62 | 59 | First Year | ERASMUS French - ERASMUS | |
| *****14 | 60 | 48 | 32 | 24 | 29 | Third Year | BSc(Hons) Psychology | |
| Average: | 60 | 61 | 64 | 63 | 63 | | | |

The University Policy on marking advises that once internal examining/first marking has taken place, internal moderation will normally take the form of moderation of a sample of 20% of the work, through the full range of marks awarded. In the case of very small/large numbers, a minimum of 10 scripts and a maximum of 50 scripts are suggested for internal moderation.

UCIL UNIT MODERATION FORM

All Unit Convenors must complete the Unit Moderation Form, clearly identifying the second marked or moderated sample for the External Examiner. Unit Convenors must detail all Student ID numbers used within the sample.

UNIT SAMPLE MODERATION FORM

| | |
|---|-------------------|
| Unit Title: | Unit Code: |
| Becoming an Inspirational Individual | UCIL 21331 |
| Unit Convenor(s) Jonathan Styles | |

| Sample | | | | |
|--------------------|--------------------|---------------|---------------------------|--|
| Assessment Type | Type / Title | Weighting (%) | Submission method/ format | Location of sample – Blackboard, Hard Copy (Exam Scripts), Turnitin, Feedback Form |
| Powerpoint Slides | Powerpoint | 0% | Turnitin | Blackboard |
| Presentation | Group Presentation | 50% | In Class | Blackboard Feedback Form |
| Written Submission | Individual Roadmap | 50% | Turnitin | Blackboard |
| | | | | |

Marking Arrangements

Name of 1st Marker Jonathan Styles

Name of Moderator/2nd Marker Cathy McCrohan

Details of Moderation:

The presentation element was completed in class. All students were provided feedback which can be found on Blackboard.

The written submission was submitted via Turnitin and the noted feedback can be found on Blackboard.

The following students were moderated by the 2nd marker:

Student ID 8*****

Student ID 8*****

Student ID 9*****

Student ID 9*****

Student ID 1*****

Student ID 1*****

This has been noted on the mark grid and the requirements below have been included in the sample.

The following student received a penalty for word count:

Student ID 9*****

All marks were confirmed and ratified by the moderator and no further comments were noted.

Date 12 February 2021

EXTERNAL MODERATION

UCIL has two External Examiners, nominated by the Academic Board and approved by the Vice President (Teaching, Learning and Students). These Examiners attend meetings of the UCIL Examination Board.

If you have any questions, please contact:

ucil@manchester.ac.uk

RELEASING MARKS

Any marks which are released to students before the Examination Board in June must state that the marks are provisional until they are ratified at the Examination Board.

Marks should not be released to students until they have gone through internal moderation. Please ensure that marks are not visible to students in Blackboard before internal moderation has taken place. Please contact ucil@manchester.ac.uk if you need help to do this.

We advise unit convenors not to release Semester Two marks until the Examination Board has taken place.

MARK QUERIES

Students cannot challenge marks based on academic judgment, but they are entitled to ask for further feedback on assessed work. If a student contacts you to query their mark, you should explain that work cannot be remarked and reassure them about the quality assurance process in place (internal moderation and review by external examiners). You should also refer them to their feedback and, if appropriate, expand on that feedback or offer to discuss it with them.

You must NOT change individual student marks after the release of results to students. These grades will have been downloaded by the UCIL administrators and so any changes will not be recorded. If you believe that a mark is incorrect, please alert the UCIL administrators for guidance. Please do not tell a student that you think their mark is wrong until a resolution has been identified.





STUDENT FEEDBACK

FEEDBACK FROM STUDENTS - UNIT SURVEYS

UCIL participates fully in the University's Unit Survey process.

Unit Convenors should strongly encourage their students to participate in the Unit Survey process as this feedback will enable UCIL to develop and improve its offer to students.

We ask Unit Convenors to provide a response to the Unit Survey. You will be emailed a copy of the results of your Unit Survey and a Unit Survey Response Form to provide your response and any proposed actions.

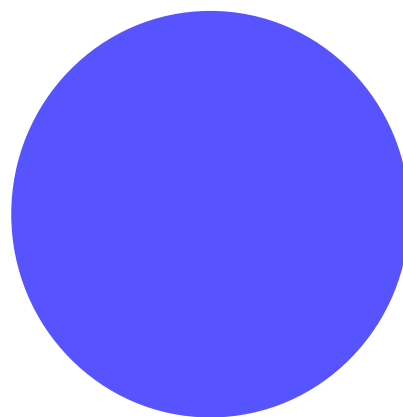
To close the feedback loop with students and to provide feedback on any changes that have been made to units in response to student feedback we ask you to provide a 'You Said We Did' style response to students. This is noted on the Unit Survey Response Form. This will be posted on Blackboard for students to view.

STUDENT REPRESENTATION

There are opportunities for students to provide feedback via Unit Convenors, unit surveys and student representatives on the Student Staff Liaison Committee.

There is also UMSU representation on the UCIL Academic Board, Teaching & Learning Panel and Student Staff Liaison Committee.

Convenors are encouraged to email individual student comments to ucil@manchester.ac.uk. We will explore or review any areas of concern with Unit Convenors and positive comments or feedback may be used for marketing purposes.



STUDENT SUPPORT AND GUIDANCE

DASS STUDENTS

If a student has any additional support needs identified by DASS the UCIL disability co-ordinator will send you a copy of the student's University Support Plan. This will occur around week 3.

DASS AUTOMATIC EXTENSIONS

DASS related automatic extensions (updated August 2018): <http://documents.manchester.ac.uk/display.aspx?DocID=37271>

The DASS automatic extension does not apply to all disabled students. Automatic extensions must only be applied where this is explicitly stated on the student's University Support Plan.

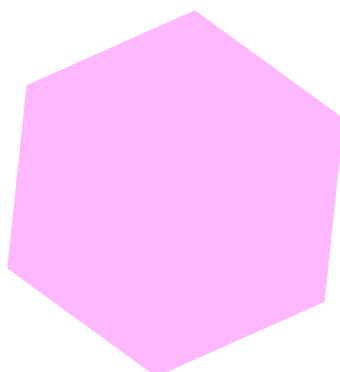
The UCIL DASS coordinator will circulate your reports to you. Please contact UCIL if you have any queries about what the recommendations in the Support Plan mean.

The extension is usually for a period of seven calendar days.

Please note the following assessments would not normally be eligible for an Automatic Extension:

- Group/team work
- Presentations
- Formative coursework
- Assessments limited by logistical constraints e.g. assessments to be completed whilst on a field trip; short recurring deadlines e.g. where assessments are to be submitted weekly for a particular unit; continuous ongoing course work e.g. portfolios; or where feedback needs to be provided to students before the extension end date

Please see the [Guidance Document](#) for a more complete list.



APPENDIX I - UCIL DATES AND DEADLINES 2022/23

Dear UCIL Course Unit Convenors

Please find below the **UCIL Academic Programme/Assessment monthly timelines for timetabling**, mark grids, examination board meetings, etc. Should you have any queries please email ucil@manchester.ac.uk. Thank you in advance for your adherence to these deadlines.

| | |
|-----------------------|--|
| September 2022 | <ol style="list-style-type: none"> 1. Welcome Week/Semester One 2. Course Unit Selection/Enrolment 3. UCIL Administrators to resolve any start of academic year queries |
| October 2022 | <ol style="list-style-type: none"> 1. Semester One deadline for students to enrol/drop Semester One course units – Friday 7 October 2022 (Enrolments are still possible for Semester Two course units) 2. UCIL Academic Board Meeting |
| November 2022 | <ol style="list-style-type: none"> 1. UCIL administrators will send course unit convenors the proposed examination list from the Central Examinations Office for their confirmation. Course Unit Convenors should confirm any amendments by Friday 4 November 2022 (midday) 2. UCIL Student Staff Liaison Committee Meeting – 3. UCIL Teaching and Learning Panel Meeting– 4. Examination papers (including resit examination papers and any resit coursework submissions) to be confirmed/signed off by academic colleagues via their home Schools/Assessment Administrators by Friday 11 November 2022 when they will be sent to UCIL (ucil@manchester.ac.uk) This deadline will allow UCIL external examiners to view the examination papers prior to them being taken to the Examination Office) |
| December 2022 | <ol style="list-style-type: none"> 1. UCIL administrators to send all confirmed examination papers to the UCIL external examiners for their perusal/comment 2. UCIL administrators to work with relevant 'home Schools' to deliver UCIL examination papers to the Examinations Office 3. UCIL administrators to resolve any end of semester queries |
| January 2023 | <ol style="list-style-type: none"> 1. Semester One University Examination Period – Monday 16 – Friday 27 January 2023 2. Semester Two 3. Semester Two Course Unit Selection/Enrolment 4. UCIL administrators to resolve any end of semester queries |
| February 2023 | <ol style="list-style-type: none"> 1. All completed Semester One assessment mark grids and completed moderation forms should be returned to UCIL (ucil@manchester.ac.uk) by Wednesday 8 February 2023 2. Semester Two deadline for students to enrol/drop Semester Two course units – Friday 10 February 2023 3. UCIL Teaching and Learning Panel 4. Semester One Mark Review - (UCIL Academic Director to address any queries at the UCIL Internal Semester One Mark Review) - Wednesday 15 February 2023 5. Semester One marks to be released to students (University deadline - TBC) |

| | |
|-------------|--|
| March 2023 | <ol style="list-style-type: none"> 1. Course unit convenors to confirm their timetabling requirements with UCIL for 2022/2023 (Date to be confirmed by CTS and confirmed with you as soon as possible) 2. UCIL Academic Board Meeting - UCIL Student Staff Liaison Committee Meeting – 3. Examination papers (including resit examination papers and any resit coursework submissions) to be confirmed/signed off by academic colleagues via their home School/Assessment Administrators by Friday 17 March 2023 when they will be sent to UCIL (ucil@manchester.ac.uk) This deadline will allow UCIL external examiners to view the examination papers prior to their being take to the Examination Office) |
| April 2023 | <ol style="list-style-type: none"> 1. UCIL Teaching and Learning Panel – 2. UCIL Administrators collate all necessary documentation for the UCIL External Examiners |
| May 2023 | <ol style="list-style-type: none"> 1. Semester Two University Examination Period – Monday 15 May – Friday 9 June 2023 2. UCIL Administrators to collate mark grids from Blackboard. 3. UCIL Unit Convenors to return examination marks to UCIL (ucil@manchester.ac.uk) |
| June 2023 | <ol style="list-style-type: none"> 1. All completed Semester Two assessment mark grids and completed moderation forms should be returned to UCIL (ucil@manchester.ac.uk) by DATE TBC 2. UCIL Examination Board/UCIL Academic Theme Lead to confirm/ratify examination marks – DATE TBC 3. UCIL Academic Board Meeting – |
| July 2023 | <ol style="list-style-type: none"> 1. Schools must note any resit candidates by Friday 7 July 2023. All resit information to be provided by UCIL to students and all Schools informed accordingly week beginning Monday 24 July 2023. 2. UCIL course unit information publishing update to be completed by Friday 21 July 2023 3. UCIL Course Unit Enrolment to commence week beginning Monday 24 July 2023 4. Timetable to be released/confirmed with course unit convenors |
| August 2023 | <ol style="list-style-type: none"> 1. Semester Two University Resit Examination Period – Monday 21 August - Friday 1 September 2023 2. Any timetabling amendments to be confirmed by DATE TBC 3. Marking deadline for resit coursework/exam marks (all completed and confirmed mark grids to be returned by Friday 8 September 2023 |