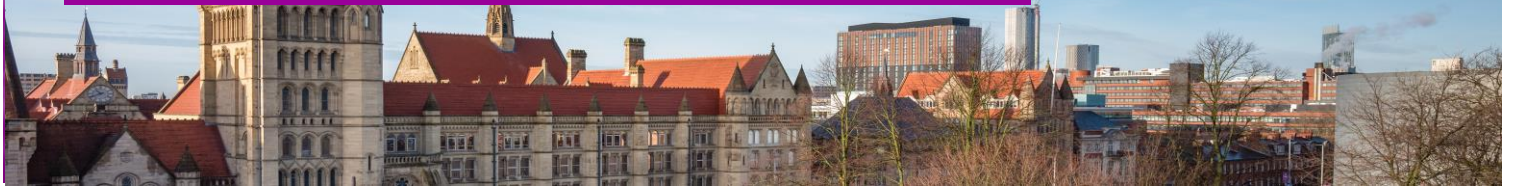


TLD Bulletin

July/August 2023



WELCOME MESSAGE

Welcome to the July/August TLD Bulletin! (Yes, with this weather, we cannot believe it is August either).

STAFFING UPDATES

We would like to welcome Daniel Bayes as our new Teaching and Learning Officer in the Programme Enhancement team. Dan started as a graduate intern with us three years ago and has most recently been in the role of Teaching and Learning Coordinator (Programme Enhancement).

Dan has taken over the role from Rebecca Tyson who has moved into an internal role managing strategic projects in the IT infrastructure.

We wish Rebecca all the best in her new role, and welcome Dan to the role of Teaching and Learning Officer.

THIS MONTH:

- Staffing Updates
- Policy Updates on Mitigating Circumstances, Guidance for Use of Calculators and Dictionaries in Exams
- Guidance for Mental Health Related Academic Appeals
- AI Statement for handbooks
- News from ITL



POLICY UPDATES

Policy on Mitigating Circumstances

During 2022/23, a review of the Policy on Mitigating Circumstances and the Mitigating Circumstances Procedures has been carried out, with the aim of updating the documents, including building in some of the recent temporary arrangements put in place since the start of the Covid pandemic and clarifying standardised processes which have been identified as good practice during recent Student Experience Programme (SEP) development work.

Working across the functional teams, and under the direction of SEP, a number of Professional Services (PS) groups reviewed Mitigating Circumstances processes, with a view to developing standard practice that align with the following principles:

- Students as our focus
- Single PS team
- Excellent service provision
- Simplicity, consistency and agility

Within this, particular attention was given to

- improving turnaround time of applications;
- streamlining activity and reducing opportunities for subjective judgement wherever possible;
- ensuring that the management of mitigating circumstances involves partnership working between PS and academic colleagues;
- striving to ease the burden of administrative tasks assigned to academic colleagues whilst maintaining academic rigour and oversight of decision-making relating to assessment and progression of our students.

The key changes from the current policy and procedures are:

- Extension requests being separated out from other Requests for Mitigation and routinely considered for approval by PS colleagues;
- All other Requests for Mitigation being triaged and considered by PS colleagues in the first instance, enabling them to make decisions to accept or reject requests. Some requests may need to be discussed with relevant academic colleagues as necessary before final decisions are made.
- Academic Programme leads/programme teams in Schools will determine their own clear parameters for each course unit against which requests for mitigation will be considered, including details of cases/situations where PS colleagues will refer requests to academic colleagues.



Heads of School Education/School Directors of Teaching and Learning have been contacted and asked to start considering how to operationalise the updated policy and guidance within their areas.

The updated documents can be found on the [Mitigating Circumstances webpage](#).

Changes to Guidance on the use of Calculators in Exams and Guidance on the Use of Dictionaries in Exams

The *Guidance on the use of Calculators in Exams* and *Guidance on the Use of Dictionaries in Exams* are being updated for 2023/34 onwards. Changes have been made by the Scheduling Team, Teaching and Learning Delivery, who are responsible for implementing guidance around the operation of centrally managed exams.

What is changing?

- University guidance on the use of calculators and dictionaries in examinations is changing from September 2023 onwards.
- **Calculators and dictionaries will not be allowed in examinations, unless the rubric of the exam says otherwise.**



Why are we changing?

- Our previous guidance on calculators was complicated and open to interpretation, making it unclear whether certain models of calculator should be permitted. The guidance also allowed calculators in all exams by default, creating opportunities for exam malpractice. The new guidance limits the use of calculators to only those exams which need them.
- The guidance for dictionaries remains the same (not allowed by default), but the guidance has been simplified to match the new calculator guidance.

What do I need to do?

- If you are setting an exam paper which requires students to use a calculator or a dictionary, the rubric must explicitly state this (e.g. "The use of calculators is permitted.").
- If you wish to limit the types of device permitted, the rubric must also explicitly state this (e.g. "The use of non-graphing calculators is permitted").
- You must also communicate any calculator restrictions to students in advance of the examination.
- If you have any specific questions about how to word your rubric, email paul.brierley@manchester.ac.uk.



The updated guidance documents can be found on the Teaching and Learning Delivery website: [Guidance on the use of Calculators in Exams](#) and [Guidance on the Use of Dictionaries in Exams](#).

As the two sets of guidance form part of the Assessment Framework, which is undergoing a review during 2022/23 and 2023/24, there will be opportunities for colleagues to feed into any further updates they feel are required to these guidance documents during the coming year.

APPEALS, COMPLAINTS AND MALPRACTICE (REVIEW)

Guidance for Mental Health Related Academic Appeals

The Division and Campus Life and Division of Student and Academic Services have recently produced a guidance document for colleagues handling academic appeals at any stage where the student cites mental health difficulties. It is hoped this guidance will aid colleagues in processing appeals, reduce the burden on DASS, and remove barriers for students. It is linked from TLD's Appeals, Complaints, and Discipline Intranet pages (<https://www.staffnet.manchester.ac.uk/tlso/academic-appeals-complaints-and-misconduct/academic-appeals/>) and will soon be accompanied by a short training/awareness video.

INSTITUTE OF TEACHING AND LEARNING (ITL)

ITL Conference

[The Conference](#) took place on 6th July 2023, and was the inaugural event of its kind for the [Institute of Teaching and Learning](#) at Manchester. We would like to thank the co-chairs, Hannah Cobb and Jennie Blake, the conference committee and the amazing team of student and staff helpers who made it all happen and run by the rest of the ITL team. A [highlights reel](#) of the conference provides an insight into the day.

Each of the paper presentations was recorded and have been uploaded to the Staffnet [Minisite](#), which will serve as a resource bank for outputs from the Conference, along with the Posters and Plenary sessions.



TEA Blog

[The Importance of 'Voices': The ITL Teaching and Learning Conference 2023](#) - By Freya Corrywright

AdvanceHE Teaching Excellence Recognition Schemes now open for nominations

The Institute of Teaching and Learning welcomes expressions of interest in being nominated for the following AdvanceHE Teaching Excellence recognition schemes in the next annual cycle (2023/24).

Are you a future National Teaching Fellow?

The Institute of Teaching and Learning welcomes expressions of interest in being one of our University's three nominees for AdvanceHE National Teaching Fellowship (NTF). This prestigious annual award is given to up to 55 individuals from across the HE sector.

[Submit your completed Expression of Interest proforma before midday on Monday 02 October 2023](#)

Could your team be nominated for a Collaborative Achievement Award?

The Collaborative Award for Teaching Excellence (CATE) recognises and celebrates collaborative work that has had a demonstrable impact on teaching and learning. Each award will recognise a team which has enabled a change in practice for colleagues and/or students at an institutional or discipline level.

[Submit your completed Expression of Interest proforma before midday on Monday 02 October 2023](#)

If you want to learn more about either Award, there's further information on the AdvanceHE websites:

- [CATE](#)
- [NTF](#)

For more information, feel free to contact Patricia Clift Martin via email - patricia.clift-martin@manchester.ac.uk



ITEMS FROM OTHER AREAS OF THE UNIVERSITY

AI Statement for Handbooks

It is suggested that the following statement, provided by the AI stream of the Assessment for the Future project, is included in programme handbooks/information communicated to students:

The use of Artificial Intelligence (AI)

We urge students to be cautious when using a chatbot or AI tool within their learning. Chatbots and AI tools can be useful, but there are a number of risks associated with using them.

Please ensure that you are aware of what is permissible use of AI for each assignment. You can utilise AI to generate ideas, key themes, and plan your assessment but not to write your assessment. Do not use AI to generate text, or partial text for use in your assessment unless the assignment brief explicitly states that this is permitted, otherwise use will be deemed academic malpractice. This is academic malpractice because the words and ideas generated are not your own and not an accurate reflection of your learning. Further to this, the words and ideas generated by the chatbot or AI tool may make use of other, human authors' ideas without referencing them, which is plagiarism.

Where a chatbot or other form of AI has been used, make sure you acknowledge that use. Information on how to cite can be found here: <https://manchester-uk.libanswers.com/teaching-and-learning/faq/264824>

Some units, for example those on AI and technology, permit the use of AI. However, they require you to sign a code of conduct which must be adhered to. Make sure you understand and follow these codes. If you are unclear on what is permissible, speak to the unit lead.

CONTACT

If you are aware of other staff members who would like to be added to the TLD Bulletin mailing list to receive future editions of the Bulletin, please contact Ellie Powell (email eleanor.powell@manchester.ac.uk).

If you are from a Collaborative or Validated Partner and you are having difficulties accessing any of the linked documents or web pages, please contact teaching-policy@manchester.ac.uk.