

MATHEMATICAL INSTITUTE

Examinations Database Working Group: Terms of reference **DRAFT**

The current Examination Database was developed in 20XX and although a number of changes have been made since then, it is now clear that the underpinning IT structure needs considerable updating or replacing. This provides an opportunity both to develop a new more robust database, and also to review the current scaling processes for undergraduate examinations in light of External Examiner feedback.

The primary purpose for this working group is to review the provision for the undergraduate examinations. Should time and resource permit, however, the group may consider whether to recommend the longer-term use of the examinations database for postgraduate taught examinations.

1. Terms of Reference of the Working Group

- a) To review the current examination scaling processes for undergraduate examinations and consider if they remain fit for purpose;
- b) To consider alternative scaling processes and the feasibility of their implementation and subsequent administration;
- c) Should time and resource permit, to consider the use of the examination database for postgraduate taught examinations;
- d) To consider the impact on equality of any proposed revisions, as well as the department's key priorities identified in its Athena Swan action plan, when making recommendations;
- e) To prepare a report and recommendations for consideration by the department by the end of TT23.

2. Working Group membership

- a) Associate Head of Department (Education): Professor Jan Kristensen (chair)
- b) OMMS Course Director: Dr Kathryn Gillow
- c) Representative from Department of Statistics: Dr Neil Laws
- d) Representative from Department of Statistics: TBC
- e) Head of IT: Dr Waldemar Schlackow
- f) Head of Academic Administration: Charlotte Turner-Smith
- g) Member of faculty and previous examiner: TBC
- h) Member of faculty and previous examiner: TBC
- i) Member of faculty and previous examiner: TBC
- j) External member (previous external examiner): TBC
- k) Secretary: Clare Shepherd

3. List of documents to be provided to the Working Group

- a) Feedback from external examiners
- b) University guidance on examinations
- c) Relevant sections from the Race Equality and Athena Swan action plans

4. Potential timeline for the Working Group

To be confirmed.