

### Medical Sciences Divisional Board

**Approved:** Experimental Psychology Teaching Policy Committee (21/04/2016) and Divisional Senior Officer (25/05/2016)

#### Title of Programme/ Name of Regulation [if general]

Honour School of Experimental Psychology Part I

#### Brief note about nature of change:

Specifying the format of submission of the reports of practical work.

#### Effective date

For students starting FHS Part I from TT 2016 (i.e. with immediate effect)

#### Location of change

In *Examination Regulations 2015-16* (<http://www.admin.ox.ac.uk/examregs/2015-16/hsofexpepsyc/studentview/>), Honour School of Experimental Psychology

#### Detail of change

1. In *Examination Regulations 2015-16* (<http://www.admin.ox.ac.uk/examregs/2015-16/hsofexpepsyc/studentview/>), Honour School of Experimental Psychology, citation references 2.13, amend the clause as follows:
  3. Reports of practical work completed during the course of study for Part I and submitted for marking shall constitute a portfolio which shall be available to examiners as part of the examination. All such assignments must be uploaded to the Assignments section of the Degrees Weblearn site by the times and dates specified at the start of the practical course. Each submission must be accompanied by a declaration indicating that it is the candidate's own work. ~~Every report submitted for marking must be accompanied by a statement indicating that the work submitted is the candidate's own work.~~ Where the work submitted has been produced in collaboration the candidates shall indicate the extent of their own contributions. Reports of practical work previously submitted for the Honour School of Experimental Psychology may be resubmitted, but reports will not be accepted if they have already been submitted, wholly or substantially, for another Honour School or degree of this University, or for a degree of any other institution. The Head of Department or deputy shall inform the examiners by the end of Week 0 of the Trinity Term in which the Part I examination is to be held as to which candidates have (a) failed to satisfy the requirement to undertake practical work or (b) failed to submit a

portfolio. Candidates in category (a) will be deemed to have failed Paper V. Candidates in category (b) will be deemed to have failed the entire Part I examination. The Head of Department or deputy shall also make available to the examiners records showing the extent to which each candidate has adequately pursued a course of practical work. The examiners shall take this evidence into consideration along with evidence of unsatisfactory or distinguished performance in each portfolio of practical work.

### **Explanatory Notes**

The method for submission of the Core and Block practicals reports has not been specified in the Part I examination regulations before however the electronic submission of these assessments has been managed by the Department (with Proctorial permission) using Drop Boxes on WebLearn for many years. Departmental Teaching Policy Committee (having also discussed this matter at uJCC and PPL JSC, N.B. an identical change will also be made to the FHS PPL Part I examination regulations) has decided to move submissions of these assignments from Drop Boxes to the University's Education Committee approved Assignments tool (and specify the submission method in the examination regulations) in order to standardise the submission methods across both parts of FHS examinations (N.B. it has been decided to discontinue paper and introduce online submissions for Part II research projects and library dissertations).

The Part I students have been notified and given instructions on using the Assignments Tool in the Core Practical Handbook, in their Core Practical classes and via email from the course administrator.