EMA Monthly Newsletter- March Edition, 2018

What's Happening?

Programme Overview

The Programme continues to progress well and overall according to schedule and budget. One Workstream remains on amber from last month.

Support continues for Undergraduate sub modular mark entry, with just over 50 % of assessment marks now entered (non-exam), as well as support for reassessment. Work for development of PGT and Foundation sub modular marks has commenced.

Integration requirements, options and costs were finalised for submission to the Core Systems Workstream Board in April.

Engagement with T&L Deans, SDTLs, and Heads of Schools (run in collaboration with TEL, ADE and SSC) completed which informed a draft plan for the wider roll-out of electronic feedback, submission and grading (eSFG).

Special Projects are advancing well. Engagement on options for iPad usage/mobile marking progressed significantly this month, as did a collaborative review of functionality and options for Rubric and Quickmarks use.

Potential options for the Student and Staff Feedback Dashboard were reviewed, and further information on the benefits and ongoing costs will take place in April.

Assessment of options and potential costs to inform the Learning Analytics Business Case are progressing well.

Core Systems & Integration

Support continues for sub modular mark entry, with just over 50 % of assessment marks entered (non-exam). Reassessment data has been collated and is being imported into RISIS.

The Student view of Sub Modular marks was officially launched, and queries are being monitored to identify if further communications are required.

Meetings have been held with Support Centre Management and Exams Office to agree the best option to manage adjustments to assessments and weightings as a result of industrial action. Additional development was approved in RISIS to automate this as much as possible.

Scoping for inclusion of Foundation and PGT sub modular marks in RISIS began with initial review of module description information and identification of variations to the UG process.

Scoping of integration requirements completed and clear options emerged to deliver a first phase of requirements. Cost estimates for implementation were reviewed and the recommended option approved by the Workstream Board on 4th April.

E Submission, Feedback and Grading

Engagement sessions with T&L Leadership have been completed, enabling analysis of current schools' assessment types and submissions routes in preparation for eSFG wider rollout workshops. A draft roll-out plan and approach was presented to the EMA Programme board.

A meeting was held to agree on the structure within Blackboard to enable External Examiners access.

Lessons Learned meetings were held with Early Adopter schools, and incorporated into the approach for wider roll-out.

Discussions continued with the Curriculum Framework team on development of a Rubric framework for the wider school rollout.

A report was drafted following exploration on options for iPad usage and mobile marking, to be finalised in April.

Supporting Change for EMA

The detailed Benefits Realisation Plan was presented to the Programme Board.

Planning for an internal symposium in May continues, designed to raise awareness and share good practice among colleagues.

An Online Resources Working Group was held, to agree an approach for providing resources to staff to support adoption of electronic management of assessment.

Work commenced on documenting the ongoing Operating Model i.e. processes, responsibilities, capacity requirements and ongoing costs, ready for wider discussion in April.

An EMA/TEL research group survey for Early Adopter schools was finalised, to seek feedback on the benefits of new ways of working.

EMA Dashboard & Learning Analytics

A summary of the proposed options and potential costs to deliver initial Dashboard requirements was presented at an update at the EMA Programme Board. Further information on benefits and how operational costs would be managed was requested.

Exploration of solution options and potential costs for Learning Analytics were progressed. Initial options were discussed with the Workstream Board and questions taken away to finalise the Options Paper.

The LA Project Manager and Solution Architect attended the Higher Education Smart Campus Association conference, along with the Campus Cards System Manager, to gain further understanding of the potential options for attendance monitoring, as well as using that data for understanding student engagement.

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What's Happening Next?

Core Systems & Integration

Support for undergraduate mark entry and re-assessment will continue.

A Reporting Special Interest Group will continue to meet, considering wider reporting needs now that more data is available, and to ensure that essential operational reports are catered for.

Exception Reports for Programme Administrators will be made live, along with an additional report from Exams Officers and Programme Administrators, which was identified by the Reporting SIG as necessary.

Progress will continue with FD sub modular marks focusing on UK programmes but including UoRM in development requirements. A PGT Implementation Group will be set up to ensure stakeholder groups are included in all stages.

As a result of strike actions, it was approved by the Workstream Board that development of functionality for Formative Turnaround Time and Hard Copy Receipting be re-prioritised to Sept 18 (minimal impact). DNS and re-sit tasks have been prioritised.

The scope, options and costs for integration will be presented to the Workstream board on 4th April, and a Project Initiation Document taken to the April EMA Programme Board, asking them to commit funds and resource to initiate the project.

E Submission, Feedback and Grading

A roadshow style event will be held in April, providing opportunity for Academic staff to drop in to find out more and ask questions about new ways of working.

Further analysis of schools' needs will be conducted and alongside scheduling of wider roll-out workshops. The TEL team continue to develop online training resources/guides.

A review of needs for large files and the internal moderation process continues. Presentation of the options for iPad usage/mobile marking will be presented to the eSFG Workstream Board, including likely demand based on scenario.

A meeting will be organised with IoE to review/discuss current internal moderation processes, to identify standardisation or common practice that can be shared.

A meeting will be held with HBS Programme Admin in relation to HBS Post Experience Programmes (not in EMA scope), to walk through eSFG processes for knowledge sharing as they review their processes.

The External Examiners process and functionality will be finalised.

Supporting Change for EMA

The Benefits Realisation Plan will be shared with the Supporting Change for EMA Workstream Board, and following an update to the Change Impact Assessment, change management activities to ensure benefits are realised and sustained will be discussed with the Board.

Plans for the internal symposium for May will be finalised with ADE and TEL colleagues. Planning for the external event in September will continue.

The Online Resources Working Group will meet again to consider format and content to host online resources.

A review of Core Systems Disaster Recovery and Business Continuity procedures was delayed due to availability and will be progressed in April, to understand impact and responsibilities in relation to electronic management of assessment should systems fail.

A recommendations report in relation to ensuring inclusivity in EMA implementation will be finalised, along with supporting resources.

A Student Engagement Plan to reflect eSFG timelines will be drafted in conjunction with Graduate Partners, MCE and Student Engagement. In addition, as short survey for Senior Tutors will be disseminated to understand the impact of the availability of sub modular marks.

EMA Dashboard & Learning Analytics

The full Dashboard options paper, including expected delivery and operational costs, will be presented to the Workstream Board during April. Depending on the outcome, a PID will be drafted for the May EMA Programme Board to decide if/how to proceed.

The original stakeholder analysis will be reviewed to ensure that appropriate engagement has taken place to inform the Learning Analytics Business Case.

Final detail on options will be presented to the Workstream Board. This will then feed into the Business Case for review in May.

Consideration is being given to whether the implementation of Attendance Monitoring solution should be managed as a separate IT Project, upon which Learning Analytics would have a dependency.