JOB DESCRIPTION

Job title: Head of Assessment and Feedback (BSc Medical Biosciences)

Department: School of Medicine

Contract: 0.3 FTE, 3 year, fixed term contract

Reports to: Head of Programme

Responsible to: Associate Dean and Head of Undergraduate Medicine

Key Working relationships: Head of Programme, Medical Biosciences academic leads, academics and teaching staff, FEO technical and administrative staff, assessment leads/experts on other programmes, external examiners, Student Union representatives, Faculty of Medicine and College academic and support staff, students.

Summary of post

BSc Medical Biosciences is a new and exciting biomedical science undergraduate degree that fully utilises Blended Teaching Pedagogy and will be launched by the Faculty of Medicine in October 2017. The appointee will play a key role in ensuring the reliability and validity of Medical Biosciences assessments and in supporting the Head of Programme and other staff to develop and continuously improve assessment and feedback.

The Head of Assessment and Feedback is appointed by the Head of Undergraduate Medicine with the consent of the appropriate Head of Department. The appointee will be an experienced teacher with in-depth knowledge of undergraduate biomedical science education. S/he will have enthusiasm and passion for the teaching and assessment of undergraduates. S/he will have proven organisational, communication and influencing skills and good time management. The appointee is to be prominently and personally involved in undergraduate teaching and have an in-depth knowledge of biomedical science curricula, assessment and feedback. An educational qualification would be highly desirable.

The post holder will need the ability to develop strong working relationships with staff in the School and across the wider Faculty, working closely with colleagues to develop an assessment and feedback structure that aligns across the BSc Medical Biosciences programme and taking account of expertise across the Faculty/College.

Candidates may be employees of Imperial College London or of the NHS organisations associated with the College. The appointee must not stand down from the post without giving three months’ notice to the School. The employee’s department must also commit to releasing the post holder for the required time to undertake the role and not to allow the individual to stand down without giving three months’ notice to the Head of Undergraduate Medicine.
There are two distinct key functions to the post:

1. **Key responsibilities for the delivery of assessment and feedback**
   To lead on written, coursework and practical assessments and feedback mechanisms, ensuring that they are reliable and valid.
   - To liaise with student representatives from the course and Student Union representatives to ensure that summative assessments are fair e.g. students have had exposure to different types of exam questions prior to use in a summative assessment.
   - To liaise with senior and personal tutors, the welfare team, module leads and the FEO to manage mitigating circumstances and additional exam arrangements.

2. **Strategic development of assessments and feedback**
   To work with the Head of Programme, Module Leads, Deputy Module Leads, Educational Developments Team, Programme Team, external examiners and other staff to further develop assessments and feedback mechanisms, ensuring that they are aligned to the curriculum and foster appropriate progression in our students throughout the programme.

1. **Key responsibilities for the delivery of assessments**

   **Before the examination**
   - Agree dates of the examinations and in-course assessments, exam boards and mitigating circumstances panel with FEO staff for publication before the start of the academic year.
   - Check availability of existing external examiners and recruit new external examiners as required, in accordance with deadlines set out by College.
   - Set timelines with FEO staff for key events, such as setting the exam paper.

   **Setting the examination - written paper**
   - Use the blueprint for the examination and ensure that it is aligned to the relevant curriculum.
   - Work with the Module Leads and Head of Programme to ensure selected questions match this blueprint.
   - Work with the Module Leads and Head of Programme to ensure that new questions are written each year.
   - Ensure that draft papers are carefully checked for errors.
   - Ensure that the examination papers are sent to external examiners in good time and address any proposed changes.
   - Ensure that papers are standard set by a validated method.

   **In-Course Assessment (ICA)**
   - Ensure that in-course assessments are produced in accordance with approved criteria and timelines, and that they are carefully checked for errors prior to publication.
   - In conjunction with FEO staff, oversee the ICA process, ensuring that ICAs are published on time to students and that College and local policy is adhered to.
   - Work with the Module Lead and Head of Programme to ensure that marking is undertaken promptly and accurately, in accordance with established policy, and that results and feedback are made available to students within expected timeframes.


**Practical examinations**

- Provide leadership for practical examinations.
- Produce final agreed versions of the mark sheets for sending to external examiners and address any comments/changes to deadline.
- Meet with the external examiners on the day of the exam.
- Ensure that examiner briefing occurs on each site.

**After the examinations**

- Attend and contribute to the mitigating circumstances panel.
- Liaise with FEO Staff before the meeting to check results especially of borderline candidates.
- Chair the exam board meeting.
- Discuss any issues with exam process raised at the meeting.
- Welcome external examiners.
- Ensure information from the mitigating circumstances panel is used to make the final decision on who has passed/failed the exam.
- Decide distinctions and merits.
- Discuss prize winners with Head of UG teaching and Head of Programme, and in the event of a tie, help decide winners.

**After the exam board**

- Respond to comments from external examiners and present the response to the relevant Committee.
- Review process and evaluate outcomes including what went well and lessons learned.
- Write an exam report on the written assessment for the students giving general information on questions answered well and less well.
- Feedback individually to students who have failed the examination and other students as appropriate.

**Appeals**

- Respond in writing to any appeals raised by students after the examination.
- Attend any appeal panels as required by college.
2. Strategic development of assessments and feedback

- Work with the Head of Programme and relevant Module Leads to describe changes in curriculum and ensure the formative and summative assessments, in course assessments and feedback, are aligned to the curriculum.
- Work with the Director of MERU, who will provide mentoring for the post-holder, and the Head of Programme to develop and improve exams and feedback procedures.
- Consider and propose innovation in the assessment process.
- Enhance the assessment and feedback process, to prepare our students for diverse range of scientific and non-scientific careers.
- Liaise with counterparts from other departments and institutions to learn about best assessment and feedback practice.
- Audit the examinations to check for reliability and validity and use the data to inform the make-up of future exams.
- Review progression data from later years and ascertain whether this can be predicted from performance in early exams.

Development and Appraisal

- Maintain continuous personal development and improvement in the areas of assessment and feedback.
- Keep abreast of research into good educational practice with particular emphasis on assessment and feedback.
- Attend regular assessment and feedback update courses.
- Set goals according to Imperial expectations at a regular appraisal meeting.

Other

- Represent the School/Faculty at College and external committees and meetings, as required.
- Promote the activity of teaching and encourage teachers throughout the School.
- Identify teaching staff meriting recognition for their teaching excellence and sit on School awards panels as required.
- Contribute to other School and Faculty activities/objectives related to assessment and feedback, as requested.

Management/administrative support

The Programme benefits from excellent operational/administrative and e-learning support provided by the FEO.

Job descriptions cannot be exhaustive and so the post holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

The post holder is expected to observe and comply with all College policies and regulations, for example Health and Safety, Data Protection etc.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to adhere to the principles set out in our Equal Opportunities in Employment Policy, Promoting Race Equality Policy and Disability Policy and all other relevant guidance/practice frameworks.