Online Assessment at UCD

Working Group Membership and Terms of Reference

Context

The implementation plan for the UCD Strategy for Education and Student Success 2020-2024 was endorsed by the UMT Education Group on 26 January 2022. The projects identified in this plan resonate with the aims and objectives of the UCD Strategy Rise to the Future and the national and international trends in the higher education landscape. A proposed assessment project, led by the Dean of Undergraduate Studies, identified a diversity of assessment approaches as essential to supporting student learning. The provision of online assessment has gained sectoral significance following the COVID-19 pandemic, and the University needs to develop a longer-term approach to online assessment that will support the full lifecycle of assessment from design and delivery through to marking, moderation and external examination, the transfer of marks and reporting.

A Working Group of the UMT Education Group, with appropriate reporting mechanisms, is proposed to scope, initiate and oversee the implementation of online assessment in UCD.

Membership

Prof. Marie Clarke (Chair)
Ms Judith Archbold, UCD Teaching and Learning
Mr Keith Barrett, UCD Registry - Assessment
Assoc Prof Edward Cox, School of Mathematics and Statistics
Ms Genevieve Dalton, UCD IT Services
Ms Orla Daly, School of Nursing, Midwifery and Health Systems
Ms Audrey Dempsey, School of Business
Assoc Prof Suzanne Donnelly, School of Medicine
Assoc Prof Orla Doyle, School of Economics
 Assoc Prof John Dunnion, School of Computer Science
Ms Aine Galvin, UCD Teaching and Learning
Dr Tom McCormack, School of Physics
Ms Karen McHugh, UCD Registry - Assessment
Assoc Prof Tara McMorrow, School of Biomolecular and Biomedical Science
Ms Martha Ní Riada, UCD SU Education Officer
Assoc Prof Sue Rackard, School of Veterinary Medicine
Assoc Prof Paul Ryan, School of Business
Dr Joyce Senior, School of Education
Dr William Smith, School of Mechanical and Materials Engineering
Prof James Sullivan, School of Chemistry
Mr Adam Tattersall, School of Medicine

The Working Group may co-opt academic or non-academic staff as required. Co-opted members will not have voting rights.

Working Group Terms of Reference:

The Working Group will:

i. Oversee university-wide consultation process to explore current online assessment practices and areas for development.
ii. Consider the evidence and data relating to both the pedagogy and the operation of online assessment, to best inform approaches for its adoption in UCD. Evidence and data will be gathered through appropriate mechanisms including, but not limited to:
   - National and international benchmarking
   - Direct consultation with internal stakeholders
   - Published scholarship
   - Existing institutional data
iii. Consider, and make recommendations relating to, resources to best support online assessment, which may include:
   - Piloting and procurement of third-party end-to-end online assessment software
   - Campus capacity
   - University wide funded projects to support online assessment
   - Updates to existing university systems
iv. Ensure that the project approach upholds, at all stages, the promotion of academic integrity, access, quality assurance in academic delivery, and data security.
v. Consider and make recommendations relating to necessary training and supports for faculty, staff, and students to ensure the successful implementation of online assessment.
vi. Be cognisant of possible changes to existing policies and regulations, and to notify the appropriate governance body in a timely manner.
vii. Agree and oversee university-wide communications relating to the implementation of online assessment, if adopted.
viii. Consider and report on benefits and risks of the implementation of online assessment and provide appropriate mitigation measures in respect of the latter.

Reporting:

The Working Group will report to UMT EG, with updates as necessary to the Academic Council and its Executive Committee.

Conduct of Business:

- The Working Group will meet as required for the duration of the project.
- Meetings will be considered quorate when a third of its members are present, one of whom must be the Chair.
- Meetings will be convened by the Chair with notice of at least 2 weeks.
- The agenda and meeting papers will be circulated by email no later than 7 days before the meeting.
- Members may not nominate others to attend meetings on their behalf.
- Decision by electronic consultation may be facilitated in exceptional circumstances.
- The Working Group will be supported by the relevant project support.