School of Physics & Astronomy

Class & Lab Head Guidance

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The timeline discussed here assumes the course you are running lasts throughout Semester 1 and 2.

The details of duties etc is broadly identical if your course only runs for one semester, but the specifics for the times may differ. If you are uncertain about timings, please consult previous class head, or feel free to speak to the School's Convenor of Learning & Teaching.

If your course had a formal degree examination in December you will need to:

- Prepare exam results for the January exam board
- Attend the January meeting of the Good Cause Committee

The deadline for the return of exam results for December exams is usually around the end of January.

This will be explored in more detail when we get to "May".

Teaching usually begins on the first Monday of the New Year, so you need to hit the ground running here.

- If your course starts in January, then you will need to run an Induction session

- If your course is continuing from Semester 2, then you just need to make sure everyone remembers to come back! A message to Moodle is usually all you need here.

Once the course is up and running, your role reverts back to supervisor …

- Keep an eye on attendance
- Keep an eye on performance/engagement in any assessments
- Respond to any student queries
- Make sure lecturers are uploading notes, responding to queries, etc
- Post regular messages to class if there are important events coming.
- Making decisions on any GCCs

- If you are seeing students who are missing a lot of the course, make sure to pro-actively try to engage with them. An email is usually sufficient to get things going. If you struggle to make contact, though, you should get in touch with the student's Adviser of Studies and/or the School's Student Support Officer

Room booking for next year

- All teaching spaces are controlled centrally via the CTT system.
  - At this time of year the School's Teaching Support Team will get in touch with you about what rooms you will need in the next academic year, and what times/days/etc.
  - In the majority of cases all you will need to do is tell Lynne to duplicate the current year's provision.
  - If you do want to make changes, this is when you need to do it.

Making changes to your course

- If you want to make changes to your course - e.g. alter the content or change the balance of the assessment components – you will need the approval of the School's Learning & Teaching Committee
- To ensure there is time to properly discuss – and get approval for – changes you need to alert the Committee at this time of year.
- The Committee may decide that the change is minor enough that you can go ahead and make the changes on your own
- The Committee may decide that the change requires a formal discussion, in which case you will be asked to bring you proposal to a meeting of the Committee.
- The exact meeting times of the Committee vary from year to year, but the absolute latest that changes can be considered is the June preceding the academic year you want to bring in the changes.

The quiet before the storm …

- Consider putting on revision sessions if you think it is appropriate.

- Make sure your students know where and when their exams are.

- The University will make blanket announcements with these details, but it does no harm to make sure you have also sent one.

- If you have students registered with the Student Disability Service who have additional entitlements for assessments, make sure those students are told the details and acknowledge receipt and understanding. The arrangements will be made centrally, but relaying the details to students is not always robust so doing it yourself is safest.

The storm – main exam diet

- The Teaching Support Team and/or the Technician Team will make contact with you to establish what support you need
- Who will be doing the marking of papers?
- How do you want the marks processed?
- Who will be the "responsible adult" for each exam?

- The TST will then coordinate with your markers to make sure everyone knows what they are doing and when to do it. Doesn't hurt to tell your markers yourself too.

Preparation of exam results

Exam boards usually meet in the first week of June, preceded by the Good Cause Claim Committee. There are many actions associated with these …

Everything here is driven by the University's Code of Assessment.
- What is discussed here is a cut down version of the CoA.
- If you want to read the whole thing …

  - The Code of Assessment
    https://www.gla.ac.uk/myglasgow/apg/policies/assessment/codeofassessment/

  - Guide to using the Code of Assessment
    https://www.gla.ac.uk/media/Media_275332_smxx.pdf

  - Student Guide to Code of Assessment
    https://www.gla.ac.uk/media/Media_106264_smxx.pdf

Preparation of exam results

Once everything is marked you need to …

- Moderate the marking
- Check for any Good Cause Claims relating to the exam
- Compile the overall course grades
- Assemble everything into an understandable spreadsheet
- Attend the exam board to summarise the results

- Upload results to MyCampus
- Make sure results are double-checked once uploaded

- Send Resit Paper(s) to TST for upload.

- Decide how you will mark the resits.

- Discuss support you will need with TST.

- Assign "Responsible Adults" for resit paper(s)

- Compile resit exam results for resit exam board.

Course enrolment opens through MyCampus

- ~10th August for continuing undergraduate students
- ~15th August for MSc students
- ~20th August for new undergraduate students

Before this happens you must ensure that the course is set up correctly within MyCampus

- Is there an enrolment section associated with the course?
- Are all the different class sections in place?
- Are the capacities for those sections correct?

All of this should have been set up with support from the Teaching Support Team in February/March.