

IICL BIRMINGHAM ASSESSMENTS

ASSESSMENT SPECs MEETINGS (ASM)

March 2025 – Dr Jakub Jan Ceglarz

Assessments Specs Meetings (ASM) aim to be collaborative sessions designed to ensure the successful delivery of assessments. These meetings convene key stakeholders, including academic staff and assessment teams, to discuss and address various aspects of the assessment process for each module.

The primary focus of these meetings is to discuss the support and arrangements needed for assessments, provide technical advice and updates, formulate reassessment plans, and address any additional information or support that may be required. The main objective is to ensure all parties are aligned and working collaboratively. These meetings will result in the creation of an action plan to address any issues and ensure everything is prepared for successful assessments. During the meeting, a member of the assessments team will take notes to ensure the information is recorded and any actions are advised.

ACADEMIC TEAM FAQs

How do I book a meeting and do I need to book multiple meetings?

You can book a meeting via this [LINK](#).

We **recommend** that you book a meeting for each level of your assessment delivery. For example, for the BA LM programme, we recommend booking two meetings – one to review Level 5 Specs and one to review Level 6 Specs. You might not need to review all the specs – it is up to you; however, sometimes there might be some easy improvements to regular delivery.

IMPORTANT – please provide details in the booking page with module codes advised in the ‘Special Requests’ section. You **do not** need to provide us with an address and phone number (**these can be left blank**).



ADD YOUR DETAILS

First and surname *

Email *

Invalid email format.

Address

Phone number

Add any special requests

Can I suggest links and group names for my modules?

The simple answer is, unfortunately, no. The Assessments Team works with the central Moodle Team, and we are now required to adhere to the new naming conventions. If you need more information about this, please see here: [MOODLE IICL BIRMINGHAM \(AY 2425\) \(1\).pdf](#)

Who is the meeting for and who will be attending?

This meeting is for Programme Managers and/or Module Leads, and the Assessment Team Officer. It will be attended by members of the academic staff team and the assessments officer.

Where the meeting held?

The meeting will take place online via MS Teams.

ASSESSMENT FAQs

How do I know what programme will I be looking at?

Once booked, the meeting will appear in your calendar. In that meeting information, you will be given details as provided by the Academic team.

Where can I find Assessment Specifications?

These are available in the IICL Quality Folder.

Where can I take minutes for this meeting?

I have created an online form via MS Forms that you can use to take minutes. Once filled, the information you provided will become accessible via Excel. [LINK IS HERE](#)

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The meeting will be taking place online via Ms Teams.

ACADEMIC TEAM

1. Prioritise Assessment Specs that have a new format of assessment and/or are being delivered for the first time.
2. IMPORTANT – Please prepare a Rubric Document (in MS Word) and bring it to the meeting.
3. Review all the Assessment Specs by checking the types of assessments students need to complete (e.g., Exam, Quiz, Presentation, Group Presentation, Discussion, Demonstration, Poster, Booklet, Essay, Report, etc.).
4. Check if you need different types of submission links other than our usual one (e.g., does the student need to upload a large file, ZIP file, unusual extension file, etc.).
5. Check if you will need support from the Assessments Team during the delivery (Invigilation, etc.).
6. Would you and your team require additional training or information guides?
7. Are there any plans for the “Mop-Up” sessions (Portfolio Submissions Only)? If yes, when are they to be delivered?
8. Reassessments planning and delivery.

ASSESSMENTS TEAM

1. Read the Assessments Specs for the programme you were booked to attend the meeting.
2. Note the Submission Deadlines, Post Dates, and Marking Deadlines for each Task and/or Component (check the IICL Quality Calendar for Final Marking Deadline, etc.).
3. Note the Final Marking Deadline (with time) based on the IICL Quality Calendar.
4. Review and prepare the Meeting Form before the meeting.
5. Review all the Assessment Specs by checking the types of assessments students need to complete (e.g., Exam, Quiz, Presentation, Group Presentation, Discussion, Demonstration, Poster, Booklet, Essay, Report, etc.).
6. Identify any new Assessments Specs (new modules or new types of assessment) and prepare any questions you might have before the meeting.