

Procedure for the grading and archiving of final work
Academic year 2014-2015

*Please read this procedure carefully if you are:
a supervisor, first or second reader
of a thesis, internship thesis or other 'afstudeerwerk'
in a FASoS Bachelor or Master programme*

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Academic year 2014-2015

Final Version: 26 May 2015

to: **FIRST AND SECOND GRADERS** of final work at FASoS Bachelor & Master programmes

This procedure is based on the Board of Examiner's policy document 'Principles and measures in the quality assurance of final work assessment at FASoS'. Programme directors and final work coordinators are strongly recommended to take notice of this original document, since it addresses many issues of the quality assurance of final work in general. This memo is primarily meant as a helpful guideline for first and second graders. It provides examiners with the procedure to grade and archive final work. This procedure applies to all Bachelor and Master programmes at FASoS.

0. Preamble: changes compared to the previous year

Compared to last year, the specific quality measures per programme (see point 4) have been changed. For the rest, the procedure remains the same.

1. Definition of Final Work

What constitutes final work (afstudeerwerk) varies per programme and depends on the educational vision and didactic approach. At FASoS the final work takes always the form of an **academic thesis**, sometimes in conjunction with other educational units (e.g. internship work, project work, fieldwork report) as in the MA programmes MA EPA, MA GDS or MA MC. When the final work is composed of several deliverables (next to the academic thesis) the term '**graduation package**' is used.

2. Quality measures

The following amendments have come into force as of December 2013:

Amendment/new quality measure:	Aim
<ul style="list-style-type: none">The 2nd grader is the initiator of the intervision process and is the first to fill-in the assessment form	Final product and not process is graded
<ul style="list-style-type: none">Appointment of the 2nd grader by the final work coordinatorApproval of the list of 2nd graders by the Associate Dean for Education	Independent 2 nd grader + Minimization of frequent use of the same 'grading couples'
<ul style="list-style-type: none">Overview of grade calibration criteria to facilitate the final numerical formation of the grade	Consistent match between the assessment comments (qualitative) and the final grade (quantitative)

3. Procedure

The amendments as mentioned in the table above result in the following procedure, starting with the submittance of the final work by the student.

1. The second grader (responsible examiner) downloads the final work from SafeAssign, assesses the work and decides on a grade. The second grader fills-in a first draft of the assessment form.
2. The second grader informs the first grader (most of the time the supervisor) and discusses the assessment and grade. The two examiners can exchange views and discuss their assessment of the final work, and the envisioned grade (i.e. intervision is possible).

3. The second grader adjusts the assessment form. If applicable, she/he adjusts the grade too, on base of the intervention with the first grader.
➔ important note: only the merits of the submitted final work, and no other circumstances need to be taken into account during the grading process.
4. Both graders have to agree on the grade and on the assessment form.
5. Check whether the programme has specific quality measures before proceeding to step 6.
6. The supervisor submits the final version of the assessment form and the final grade to the Exam Administration (fasos-finalwork@maastrichtuniversity.nl) with a copy to the student and to the second grader. The grade on the assessment form is a provisional grade until it is processed by the Exam Administration.

In case of **disagreement** between the two graders, the final work coordinator has to appoint a 3rd grader who is an experienced senior staff member (for example an associate professor or a professor). Having read/heard the opinion of the two graders, the third grader takes a majority decision, agreeing with or convincing at least one of the previous graders, to come to a final grade. In such cases, the 3rd grader completes the assessment form, and sends it to the Exam Administration (i.e. assumes the role of responsible examiner). Following this procedure means that the final grade will always be a grade two examiners have agreed upon.

In case you have any doubts about the intended grade you are encouraged to consult with a senior staff member. The programme director can support you in finding a suitable colleague.

4. Specific quality measures per programme

Please check whether the relevant programme has additional quality measures before sending results to fasos-finalwork@maastrichtuniversity.nl.

Before sending in grades to the exam administration, the supervisor should send MA AC/CW results (assessment form and relevant thesis) to marjo.krebbeks@maastrichtuniversity.nl. Marjo Krebbeks will inform you about the further procedure.

Before sending in grades to the exam administration, the supervisor should send BA AC/CW marginal passes (6 or 6.5 -- assessment form and relevant thesis) to marjo.krebbeks@maastrichtuniversity.nl. Marjo Krebbeks will inform you about the further procedure.

Before sending in grades to the exam administration, the supervisor should send ReMA CAST envisioned marginal passes (6 or 6.5 -- assessment form and relevant thesis) to the director of studies k.bijsterveld@maastrichtuniversity.nl. Karin Bijsterveld will inform you about the further procedure.

5. Max number of final work per grader

In order to safeguard the quality of the assessment process, the maximum of BACHELOR final works that a grader can supervise and second-grade per academic year is 20 (i.e. maximum 10 supervised and maximum 10 second-graded), and the maximum MASTER final works that a grader can supervise and second-grade per academic year is 10 (i.e. maximum 5 supervised and 5 maximum second-graded).

6. Meetings-workshops

Furthermore, the Board stresses the importance of the team meetings, bringing together experienced and young examiners and allowing them to share their personal assessment of an (anonymous) sample thesis and make explicit all considerations in the grading process. This meetings-workshop - organized by the Programme Directors on a yearly basis and for each programme - are very necessary, especially as most programmes have an international teaching staff with different disciplinary backgrounds, and different conceptions of grading scales. Because of their

calibration effect, final-work-grading-workshops are certainly indispensable for new staff, in order to ensure the fairness and consistency of grading.

7. Assessment form

In the grading process a designated assessment form is used that explicitly specifies the grading criteria per programme. Given its legal obligations to act as a warrant of the final educational qualifications, the Board of Examiners approves of the assessment forms. For the approved and most up-to-date version of the assessment form, examiners of final work should download a copy on: MyFASoS > Education Institute > Organisation > Board of Examiners > Assessment forms of final work. Outdated versions or forms that do not correspond with the relevant programme will not be accepted by the Exam Administration.

8. Archive

It is required by law to archive:

- 1 copy of the final work itself
- 1 copy of the completed assessment form

Roles in the archive procedure:

- The supervisor forwards the final version of the completed assessment form to the Exam administration via email address: fasos-finalwork@maastrichtuniversity.nl *with a copy to the student and to the second grader*. The grade on the assessment form is a provisional grade until it is processed by the Exam Administration.
- the Exam Administration:
 - retrieves a copy of the final work from Safe Assign.
 - processes the official grade, the title of the final work and the names of both appraisers.
 - saves all 2 documents in one student dossier.

9. Overview of deadlines

In the academic year 2014-2015 first and second graders have 16 working days to complete the marking procedure. The table below gives an overview of deadlines this summer (2015). Please realize that these deadlines should be met.

	First sit		Second sit		Conditional Fall/Winter Graduation Track *	
	deadline student submits thesis	deadline supervisor submits result	deadline student submits thesis	deadline supervisor submits result	deadline student submits thesis	deadline supervisor submits result
Bachelors	Friday 19 June	Monday 13 July	Friday 21 August	Monday 14 September	Monday 04 January 2016	Tuesday 26 January 2016
Masters	Tuesday 30 June	Wednesday 22 July	Monday 31 August	Tuesday 22 September	Monday 04 January 2016	Tuesday 26 January 2016

**Conditions:*

- ✓ the Final Work is the only study unit the student has to submit;
- ✓ the student took both submission opportunities in summer 2015 (June and August) or is exempted (by the BoE) from doing so because of exceptional circumstances (hardship clause);
- ✓ the conditional Fall/Winter Graduation Track is a once-only opportunity;
- ✓ this track starts on 1 October 2015 and the student will be offered full supervision.