Preamble

As you are aware, we have had to change our teaching plans for SCDR this year, due to the ongoing COVID-19 situation. Thank you very much for your patience while we have worked out how to adapt our material and teaching to an online model, which will be as close to the ‘York experience’ as we can make it. The purpose of this document is to explain how the teaching and assessment will be arranged. Hopefully, we have covered everything, but if there are any queries, please contact the module lead, Katrina Attwood (katrina.attwood@york.ac.uk) or our postgraduate administration team (cs-pgt-admin@york.ac.uk) as soon as possible.

As outlined in more detail below, our intention is to teach SCDR by a mix of pre-recorded lectures and live online exercise sessions. The lecture material will be made available from 11th May onwards, and we ask you to study that material privately, before the live sessions. The live sessions will take place in the week beginning 1st June (this week is referred to below as the ‘exercise week’). As outlined below, we will run several identical slots for each of the exercises, in order to accommodate your childcare, work and other commitments as flexibly as we can: each student is asked to attend one of the three available slots for each exercise (i.e. one slot per day Mon-Thurs).

The assessment will be released at 17:00 on Thursday 4th June and is due in at 12:00 noon on Wednesday 5th August.

Teaching Plan

Lectures will be pre-recorded, and the recordings released via the Panopto system on the VLE site for SCDR. They will be clearly labelled, and full details of how to access the recordings will be sent to you when the first sessions are made available. We will cover all of the material which would have been covered in the York-based module, but will split this into smaller ‘chunks’, so that there will be less for you to ‘get to grips with’ at any one time. The lecture material will be available from 11th May, and we ask that you devote time between then and the ‘exercise week’ (w/b 1st June) in familiarising yourself with the material.

A discussion board will be available on the SCDR VLE site from 11th May, for you to post questions for the lecturers. We will answer them on the discussion board, and will also address significant issues in person during the exercise week.

We will also circulate four exercises, along with the lecture materials with which they are associated, from 11th May. Please work on these individually before the exercise week – the idea is that we will facilitate group discussions where you will compare answers with others in your group and work
towards a group response to the exercise. We will run three live slots for each exercise, Monday – Thursday of the week beginning 1st June (exercise week): we will ask you to sign up in advance for whichever slot each day suits you best. We’ll run an evening slot, as well as two during the day, in the hope that you can work things reasonably around your other commitments. We will be using Zoom to run the exercises, with Google Hangouts as a backup.

We will add additional materials – useful articles and resources – to the VLE site before the week, for your interest.

The assessment will be an individual open assessment, as on our other SCSE modules. The assessment will require approximately 65 hours of work. The assessment will be released via the SCDR VLE (which links to the Teaching Portal) at 17:00 on Thursday 4th June (the Thursday of exercise week), and the deadline for submission of answers is 12:00 noon on Wednesday 5th August. Full instructions on how to submit your work will be given on the assessment paper itself. Feedback will be available to students on 2nd September.

We will hold a live Q&A session about the assessment, from 11:00 – 12:00 on Friday 5th June. We will also keep the Discussion Board open on the SCDR VLE for further questions about the assessment, until 22nd July.

Please Note: In order to access the teaching – especially the live sessions – you will need to be able to log in to University services, and also to have ready access to your University Gmail account. Your University username and initial password will have been sent to you on your initial registration. Please ensure that you are able to log into the VLE (https://vle.york.ac.uk) and to read your Gmail prior to the 11th May.

Technology

We will run short trials of the technology on Wednesday 27th May. These sessions will also provide an opportunity for you to ask questions about the logistics, before the online delivery. Please attend one of the two sessions on that day.

Primary Technologies

(i) VLE

The pre-recorded lecture material, electronic copies of all materials and the Discussion Board will be available through the University of York’s VLE site for Safety Case Development and Review (SCDR). To access this page, login to the VLE via https://vle.york.ac.uk using your University of York credentials. Once you have logged in, you will be taken to a landing page, where there are a list of modules on the left-hand side. In that list should be ‘Safety Case Development and Review (SCDR) - 2019-20’. Click on the module title to enter the SCDR VLE site. Once on the site, the navigation panel on the left-hand side will contain links to ‘Recorded Lectures’, ‘Printed Materials’, ‘Discussion Board’, ‘Assessment Information’ etc.

(ii) Zoom
All of the live exercise sessions will use Zoom. You will receive Zoom invitations to all of the exercise sessions (remember, though, that you are only expected to attend one each day Mon-Thurs in the exercise week). The University’s IT services have prepared a useful guide to setting up and installing Zoom, at [https://www.york.ac.uk/it-services/services/zoom/](https://www.york.ac.uk/it-services/services/zoom/). Note that you do not have to install the Zoom desktop application – it can be run in a web browser. You will need to use your University login details (which will have been provided when you registered for the module) in order to sign in to Zoom. We will use Zoom to record the sessions, and will make the sessions available – to course participants only – on the VLE site.

**Backup Technologies**

In the event that the primary technologies fail, we will use the following as ‘backup’:

(i) **Google Hangouts**

If Zoom fails, we will use Google Hangouts. You will receive Google Hangout invitations to your University Gmail account.

(ii) **Google Jamboard**

If Zoom fails, we will also lose the whiteboard functionality it contains. In that case, we will revert to Google Jamboard. A Google Jamboard link will be sent to your University Gmail account, to enable you to access the shared whiteboard.

**Contacts**

For all administrative queries relating to SCDR, please contact Heather Taylor or another member of the Postgraduate Teaching Team. The email for Heather and the team is [cs-pgt-admin@york.ac.uk](mailto:cs-pgt-admin@york.ac.uk).

For technical queries, please check the University’s IT Services web pages: [https://www.york.ac.uk/it-services/](https://www.york.ac.uk/it-services/). If the answer to your query is not readily findable there, please email the help desk ([itsupport@york.ac.uk](mailto:itsupport@york.ac.uk)) or telephone them +44 1904 323838.

For academic queries, please contact one of the lecturing staff:

Dr Katrina Attwood (Module Lead) - [katrina.attwood@york.ac.uk](mailto:katrina.attwood@york.ac.uk)

Dr Ibrahim Habli - [ibrahim.habli@york.ac.uk](mailto:ibrahim.habli@york.ac.uk)

Dr David Pumfrey - [david.pumfrey@york.ac.uk](mailto:david.pumfrey@york.ac.uk)
### Timetable & Key Dates

The timetable for the module is as follows:

<table>
<thead>
<tr>
<th>11 -31 May</th>
<th>1 June</th>
<th>2 June</th>
<th>3 June</th>
<th>4 June</th>
<th>5 June</th>
<th>5 June to 5th August</th>
<th>5th August</th>
<th>2nd September</th>
</tr>
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<tbody>
<tr>
<td>Lecture &amp; exercise material available Wednesday 27th May 11:00 – 12:00 Technology Trial and Q&amp;A (1) 15:00 – 16:00 Technology Trial and Q&amp;A (2)</td>
<td>10:30 – 12:00 Exercise 1 (slot 1) 15:00 – 16:30 Exercise 1 (slot 2) 19:00 – 20:30 Exercise 1 (slot 3)</td>
<td>10:30 – 12:00 Exercise 2 (slot 1) 15:00 – 16:30 Exercise 2 (slot 2) 19:00 – 20:30 Exercise 2 (slot 3)</td>
<td>10:30 – 12:00 Exercise 3 (slot 1) 15:00 – 16:30 Exercise 3 (slot 2) 19:00 – 20:30 Exercise 3 (slot 3)</td>
<td>10:30 – 12:00 Exercise 4 (slot 1) 15:00 – 16:30 Exercise 4 (slot 2) 19:00 – 20:30 Exercise 4 (slot 3) 17:00 Assessment released</td>
<td>10:30 – 11:30 Q&amp;A on Assessment</td>
<td>Students working on individual open assessment</td>
<td>12:00 Submission deadline for assessment</td>
<td>12:00 Feedback available to students</td>
</tr>
<tr>
<td>Private study on lecture and exercise material Ask questions via discussion board</td>
<td>Each student attends only one slot each day on Zoom; work as a group to agree response to exercise</td>
<td>Each student attends only one slot each day on Zoom; work as a group to agree response to exercise</td>
<td>Each student attends only one slot each day on Zoom; work as a group to agree response to exercise</td>
<td>Each student attends only one slot each day on Zoom; work as a group to agree response to exercise</td>
<td>Zoom session – questions and answers will be made available in a summary document on Discussion Board afterwards</td>
<td>Discussion board available for questions (until 22nd July)</td>
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FAQs

1. I am not in the UK, and my access to the internet is restricted. Can I still access the materials?

You should still be able to access all of the relevant materials by using a VPN, such as the one provided by the University. For details of how to set up the VPN using your University credentials, please see https://www.york.ac.uk/it-services/services/vpn/.

2. I am working on a laptop provided by my work, which does not allow the installation of new programmes and plug-ins (e.g. for Zoom, Google Hangouts etc.).

We acknowledge that different programmes will work for different people, and we apologise that this is the best we can do with technologies which are supported by the University. A Tablet should be sufficient to access the materials and the exercise sessions. Recordings of the exercise and Q&A sessions will be made available through the VLE as downloadable videos. Please let us know as soon as possible if you have encountered any problem with the technologies. We will do our best to help, but please remember that we will need to work within the constraints established by the University in these exceptional times.

3. I will not be able to join in some of the live sessions.

We have provided alternative slots for all of the group activities, and have spread them through the day – we have included an evening slot, in the hope that this will help you to manage your work and other commitments. Please do try to attend one of the exercise slots each day. If none of the options are feasible, the live sessions will be recorded for you to review at a different time.

4. I am concerned about the exercise discussions being recorded.

We will make sure that parts of the discussion – particularly the beginning and the end – are not recorded, and that it is clear to everyone when the recording is started and when it ends. Recordings will be made available only to course attendees. If, in retrospect, you feel that you have said something that you should not have said, please let us know and we will try to edit the recording if we can. We ask attendees not to make private recordings of the exercises. As in our York-based teaching, Chatham House Rules apply to all discussions – nothing should be attributed to individuals or to their organisations.

5. I am no longer able to attend the module.

We recognise that circumstances have changed dramatically, and that there may be consequences arising from our having postponed the module, as well as from the developing COVID-19 situation. We will do everything possible to accommodate you, should you need to postpone your studies. If you are a fully-registered student on our MSc, Diploma or PGCert, please contact your supervisor in the first instance, to discuss the situation. If you are attending on a one-off basis, please contact Heather Taylor or our Postgraduate Administration Team by emailing cs-pgt-admin@york.ac.uk.
6. I am unable to complete the assessment before the deadline.

We understand the difficulties many of you are facing, juggling unusual work and domestic circumstances, and potentially also dealing with illness. A two-week blanket extension has already been applied, beyond our usual assessment period. Should you require an additional extension, you will need to file an Exceptional Circumstances (EC) claim. The University recognises that the usual requirements for evidence may not be practicable during the COVID-19 outbreak. Details of the relevant process are at https://www.york.ac.uk/students/studying/progress/exceptional-circumstances/. In the first instance, please email your supervisor or Heather Taylor (cs-pgt-admin@york.ac.uk) to discuss the matter. They will be able to advise you of the next steps.