



ACADEMIC REGULATIONS

Universal Assessment Regulations

The University's Internal Examiners and Assessment Co-ordinators

Document Control

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1 Implementation

These existing regulations were revised for implementation from the 2022/23 academic year incorporating a revised Board structure.

2 The Internal Examiners

2.1 The Internal Examiners comprise the University's academic staff who undertake the setting, marking and/or internal moderation of the assessments.

2.2 The Internal Examiners are members of the relevant Subject Meeting and may be members of the School/ Department Continuation & Award Board [as appropriate].

2.3 The Internal Examiners are specifically responsible for:

- [a] the preparation of coursework assessment requirements and draft examination question papers, and ensuring that they are appropriate to the Level, syllabus content and learning outcomes;
- [b] the initial assessment, and internal moderation, of coursework assignments and examination scripts;

- [c] ensuring that the Assessment Co-ordinator is able to make available to External Examiners an agreed range of internally moderated coursework assignments and examination scripts in good time to enable the External Examiners to undertake external moderation before the meeting of the School/ Department or University Continuation & Award Board.
- [d] attending the Subject meeting, and [as appropriate] the relevant School/Department Continuation & Award Board at which the results are to be considered.

3 The Assessment Co-ordinators

3.1 Introduction

Each School/Department [or equivalent] will appoint an “Assessment Co-ordinator”. The Co-ordinator will be responsible for ensuring that all the tasks listed in 3.2 below are undertaken in an efficient manner.

3.2 Areas of Responsibility

- [a] Specifically, Assessment Co-ordinators are responsible for:
 - representing the views of the School/Department at meetings related to assessment;
 - disseminating decisions relating to assessment across the School/Department;
 - ensuring, in their unavoidable absence, that another senior member of staff from the School/Department attends the assessment meeting in their place, and feeds back outcomes to the Co-ordinator.
- [b] To ensure, in liaison with their Head of School/Department, that:
 - academic and administrative staff in the School/Department are aware of, and operate in harmony with, key regulations and policies governing assessment;
 - the School/ Department adheres to assessment timescales agreed annually by Senate.
- [c] To attend all School/ Departmental examiners meetings for undergraduate and taught postgraduate students, notably:
 - Subject Meetings;
 - School/Department Assessment, Continuation and Award Boards.
- [e] In liaison with administrative staff, to ensure that External Examiners:
 - are given School/ Departmental induction to complement that offered by the University;
 - are given the opportunity to comment on draft examination papers, and to advise on the form and content of summative coursework assessments [and that their comments are considered by the School/Department];
 - EITHER are sent samples of students’ work, together with mark sheets, questions and marking schemes, sufficiently in advance of the Board to give the External Examiner[s] enough time to form judgments about standards, OR are given access to such material when they visit the University before the Board to scrutinise students’ work;

- are notified in good time of the dates of examiners meetings, and other key dates.

[f] In liaison with administrative staff, to ensure that May and August examinations operate effectively, by ensuring that:

- draft papers undergo internal scrutiny before they are submitted to an External Examiner for comments;
- definitive 'camera-ready' copies of papers are produced according to the Assessment calendar approved by Senate each year.
- draft examination timetables are checked to ensure that all examinations are listed on the appropriate timetable, and no clashes occur.
- printed examination papers are checked to confirm that papers are printed for each examination and that the numbers of copies are appropriate.
- the Student Enrolment and Administration office is aware of any specialised stationery and other supporting papers that are required for each examination.
- for each examination, a member of academic staff who is knowledgeable about the contents of the question paper, arrives in the examination room at least 20 minutes before the scheduled start of the examination [or is available by phone in the case of Network of hope examinations], to:
 - ✓ ensure that the correct paper is being taken, check papers for any errors, and assist with its distribution;
 - ✓ ensure that, where required, specialised stationery and supporting papers are provided;
 - ✓ inform the Invigilators there are any amendments to be made;
 - ✓ answer any queries about the question paper, and, before leaving the examination room, inform an Invigilator of contact details for a subject specialist for the duration of the examination.