

External Examiners and Marking

1. External Examiners should have the opportunity to view samples of all assessed work. If the assessment cannot be easily viewed by the External Examiner the process by which the assessment has been graded should be made available to the External Examiner.
2. External Examiners should be asked to comment on the general standard of marking and assessment and may recommend an increase or decrease in *all* grades for a particular assessment. Any actual change to grades, however, needs the approval of the final Examiners' Meeting. External Examiners may not make isolated changes to any student's grades.
3. External Examiners are not normally expected to mark or re-mark assessments. Where second marking has been adopted and the two markers cannot agree on a final mark the assessment should first be sent to a third, internal, marker rather than the External Examiner. The External Examiner should, however, have such disagreements brought to their attention.
4. The results (i.e. Achieved or Not Achieved) of all courses at all levels of study assessed at the end of the first half-session are provisional until the final examiners' meeting later in the same Academic Year (with one exception). The exception is that while E1 (Not Achieved) for a first half-session course that forms part of an Honours or postgraduate taught programme may be changed at the final Examiners' meeting to D3 or above (Achieved), D3 or above can NOT be changed to E1 or lower.
5. For Honours programmes of more than one year's duration, the grades for courses taken in previous years can NOT be modified at the end of the Final Honours Year – they are regarded as having been signed-off in previous years by the External Examiner in office at that time (who may not be in post when a candidate reaches the end of his/her programme). However, the External Examiner in office at the end of the Honours programme may request that a candidate's scripts and in course/continuous assessments taken in previous years be made available at the end of the Final Honours Year to assist the Examiners in determining the final degree classification: this may be particularly the case for borderline candidates where the Examiners wish to use their discretion in departing, in an upward direction, from the classification indicated by the Grade Spectrum or Grade Point Average.
6. The signature of two Examiners must be appended to the list of results as evidence that the marks and results are agreed and approved and that processes have been carried out in accordance with the conventions of the University. Normally, no result will be published unless the results are signed by the Examiners.
7. Normally, the decision of the External Examiner in confirming a course or programme result shall prevail. Where, after appropriate discussion, two External Examiners disagree as to the grade or result to be awarded to a particular candidate, the higher grade or result shall be awarded, i.e. the candidate shall receive the benefit of any doubt.