

## Number, Composition and Purpose of Examiners' Meetings

1. The outcomes of assessments are approved by Examiners' Meetings.
2. It is the responsibility of Heads of School (a) to decide how many Examiners' Meetings they need to convene each year and (b) to ensure that External Examiners are informed of the dates well in advance (paragraph 9 refers).
3. Normally, Final Examiners' Meetings (at which at least one External Examiner would be required to attend<sup>1</sup>) are held in May for undergraduate programmes and in the final month of the programme for postgraduate programmes. In addition, Schools may elect to hold a meeting of internal examiners<sup>2</sup> after the April/May diet and immediately before a Final Examiners' Meeting, primarily to identify any potential borderline candidates: this would allow a candidate's scripts and in-course assignments to be collated and made available to the Final Examiners' Meeting, in order to ensure that sufficient time is allocated to candidates for whom the assessment outcome may not be unambiguous.
4. Schools may also elect to hold an (internal) Examiners' Meeting at the end of the first half-session or resit (summer) examination diets, to agree the marks, scripts and other information to be sent to the External Examiners: there is no requirement for External Examiners to attend these meetings.
5. Where an Examiners' Meeting is not held at the end of the first half-session or resit diet, it shall be for the Head of School and Course Co-ordinator to approve the marks for an individual course, which should be submitted to the External Examiner for award of the final overall mark.
6. The primary purposes of Final Examiners' Meetings are:-
  - to make recommendations in regard to programme awards;
  - to finalise the grades to be awarded for all second half-session courses and those first half-session courses that are assessed at the end of the second half-session;
  - to finalise the first half-session grades for courses for Honours and postgraduate taught candidates;
  - For borderline candidates only, to take into consideration, in all of the above, any medical or other extenuating circumstances that had been submitted to the School within the required time limits;
  - to assist Heads of School in identifying candidates for the award of any prizes that are the responsibility of a School;
  - to receive oral comments from the External Examiner(s) in regard to (a) the appropriateness of the assessment procedures and the standards attained by candidates, (b) the appropriateness of the curricula, particularly in regard to any external reference points such as the national subject benchmark statement, where relevant, and (c) the

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<sup>1</sup> In cases where a final Examiners' Meeting would be considering a very small number of candidates, it is acceptable for an External Examiner to request that s/he should not be required to attend the University if candidates are not required to undergo an oral examination and if the External Examiner (a) is sent details of any extenuating circumstances that a student has submitted in regard to their performance so that these can be taken into account by the External Examiner in approving overall course grades and programme awards, (b) is sent, for each candidate, the written examination scripts and all in-course assessments not previously seen by the External Examiner, (c) agrees to raise any issues with the Head of School by telephone, facsimile or e-mail prior to confirming the marks and awards and in sufficient time for the School to meet the Senate-approved deadlines for the submission of results to the Registry and (d) agrees to provide feedback to the Head of School in regard to the appropriateness of the assessment procedures and the standards attained by candidates, and the appropriateness of the curricula.

<sup>2</sup> Under current Regulations, internal Examiners are defined as the Professors, Readers and Lecturers responsible for teaching a course, though others may mark, subject to appropriate monitoring.

structure and content of existing programmes of study, as part of a systematic reflection on the provision and appropriateness of these programmes.

*Programmes delivered by one School*

7. Normally, the Head of a School (or his/her nominated Deputy) should serve as Convener of all Examiners' Meetings for that School. In addition, all Course Co-ordinators would be expected to attend where the results for their courses were being considered and/or where the results for their courses would contribute to a candidate's overall programme result. All other examiners are also eligible to attend internal Examiners' Meetings. Other markers may be permitted to be in attendance, but without power to vote.
8. The quorum for a Final Examiners' Meeting would be the Convener, at least one External Examiner, and normally, at least three other internal examiners.

*Programmes delivered by more than one School*

9. For programmes delivered by more than one School, the final decision on the award should be taken by an Examiners' Meeting consisting of up to three examiners from each of the participating Schools, plus appropriate External Examiners where available. Where an External Examiner is not available, decisions will be subject to subsequent ratification by the relevant External Examiner(s). For multi-disciplinary programmes with a designated Honours Co-ordinator, and separately identified External Examiners, the Examiners' Meeting must comprise, as a minimum, the Honours Co-ordinator, the External Examiner(s), and at least one representative from each School which has contributed courses.
10. For joint and major/minor honours degrees in which a candidate has studied two subjects, in practice one School will hold its Final Examiners' Meeting and decide candidates' marks to be awarded for the assessments for which it is responsible before the equivalent meeting for the second subject. Examiners representing the first School/subject will then take joint candidates' marks to the Final Examiners' Meeting for the second subject in accordance with paragraph 7: the examiners for the two subjects, jointly, will then determine the overall programme award.