

Selection of Scripts and other work to be sent/made available to the External Examiner

It is important that External Examiners are able to satisfy themselves that the boundaries between Pass and Fail and between each grade band have been set at the appropriate standard. Consequently, each candidate's scripts and any in-course assignments (including projects and dissertations) either should be sent to the External Examiner or should be made available to the External Examiner where they prefer to review candidates' work while visiting the University, for the following:-

Courses and summative assessments (e.g. general or language papers) which are part of an Honours or postgraduate taught programme

- those for which the internal markers have agreed a grade of E1;
- exceptionally those for which the internal process has failed to agree a grade;
- a representative 10% sample of all other assessments (unless there are fewer than 20 students in which case a 50% sample);
- a sample of coursework that individually contributes more than 30% to the course grade;
- all assessments for courses worth 30 credits or more which are assessed by a single piece of course work designed to demonstrate a large element of independent learning (such as a project thesis or dissertation);
- any others requested by the External Examiner or the Head of School.

For all other courses

- those for which the internal markers have agreed a grade of E1
- a representative 10% sample of all other assessments (unless there are fewer than 20 students in which case a 50% sample)
- exceptionally those for which the internal process has failed to agree a grade.

Notwithstanding the above, for all Honours and postgraduate taught courses each candidate's in-course assignments (including projects/dissertations) should be made available to the External Examiner on request.

There is no requirement for a School to photocopy written examination scripts: it is acceptable to send scripts and other assessments to External Examiners by registered post or other secure means.