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Academic Services Department

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## Links To Recent Changes And / Or Additions To The Published Regulations

- 5 [Protocols for the Provisional Release of Marks](#)
- 14 [Responsibilities of Chairs of Departmental/Divisional and Programme Boards of Examiners](#)
- 14.2 [It is the responsibility of the Chair of a Board of Examiners to verify eligibility to work in the UK](#)
- 20: [Conditions of Appointment of Assistant Internal Examiners for Departmental/Divisional and Programme Boards of Examiners](#)
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- 24: [Taught Programme External Examiners and the Points Based Visa System](#)
- 35 [Special Cases Panels](#)

# 1 General Structure

- 2.5 Provision will be made exceptionally, subject to the approval of the UCL Board of Examiners, for Boards of Examiners to be created in subject areas which do not lead to their own named award but which need to be examined by a Board with expertise in that subject area.
- 2.6 These Boards will be responsible to the Board(s) of Examiners for the named awards to which their subject area contributes. Any Board of Examiners of this type will report directly to the Faculty Board of Examiners of the Faculty in which it resides.
- 2.7 In the case of single Department/Division Faculties where there is a single Board of Examiners for undergraduate programmes, the undergraduate Faculty Board of Examiners and the Board of Examiners for undergraduate programmes within the Faculty will be one and the same and will report to the UCL Board of Examiners.
- 2.8 In the case of single Department/Division Faculties where there are more than one Board of Examiners for graduate programmes, a Faculty Board of Examiners will be set up for taught graduate programmes.

### **3 Boards of Voting Rights**

- 3.1 Boards of Examiners, whether in single subjects or in Combined Studies, will include one Internal Examiner for each main subject area covered and one External Examiner for each main subject area covered except in those instances where the Chair of the Board considers it appropriate for an examiner, whether Internal or External, to be appointed to examine across more than one subject area.

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## **Further Guidance on voting rights**

- i) The role of the non-voting Faculty representative (who may be a member of either the academic or the administrative staff) is to ensure, as a member of UCL staff without responsibility for teaching the programme(s) concerned, that UCL regulations and procedures are followed at meetings making recommendations on progression and final awards and to advise on all matters to do with regulations and procedures.
- ii) If the Faculty representative (or their nominee) is unable to be present, they should be consulted on all points where there is uncertainty as to the interpretation of regulations or the correct procedure to be followed.
- iii) All Chairs of Boards of Examiners should notify their Faculty of the date of their final meeting in good time so that arrangements can be made for the Faculty Tutor or their nominee to be present.
- iv) Inter-Faculty Boards of Examiners in Combined Studies have the option of non-voting representatives from each of the Faculties involved.
- v) Guidelines on the role of the Faculty Representative. (See link at the end of this section.)

### **Link for Section 3**

[Appendix 19, Guidelines for Faculty Representatives on Boards of Examiners \(DOC.\)](#)

## **4 The Management and Administration of Departmental/Divisional and Programme Boards of Examiners**

4.1 The minimum number of examiners permissible at any meetETBT1 9 Tm[{}]]TJET EMC /F

- 4.4 If the above minimum number is not met or the Chair (or, in the absence of the Chair, the Deputy Chair) is not present, a Board of Examiners will not have power to take decisions affecting the final award or decisions on end of year results which may affect progression.

### **Further guidance on management and administration**

- i) In general, Boards must be constituted with Internal Members which form a manageable group representative of the examined programme(s) as a whole.
- ii) It is recognised that, although it is desirable that Internal Examiners attend all meetings of the Board of Examiners and a requirement that External Examiners attend meetings at which recommendations for an award are made, not all examiners may in practice be able to attend every meeting.
- iii) This regulation, therefore stipulates the minimum number of examiners permissible. Most Boards of Examiners will be considerably larger. Generally, the internal membership at the Board meeting should be representative of the examined programme(s) as a whole.
- iv) The Board of Examiners takes decisions on results which are part of the basis for deciding on progression. Actual decisions on whether students may progress to the next stage of the programme or not are taken by the Faculty Tutor on departmental/divisional advice.
- v) Members of the academic staff of a College of the University of London or any other institution may be appointed as External Examiners for a UCL programme on which they have taught provided any students they taught have left the programme.
- vi) Individuals who are neither members of staff of UCL nor of the University of London (e.g. members of NHS staff or external lecturers on short-term contracts), may, in some cases, be appointed as Internal Examiners but only if they have been regularly involved in teaching on the programme examined by the Board to which they will be appointed.

## **5 Protocols for the Release of Unconfirmed Provisional Marks**

- 5.1 The release of unconfirmed provisional marks to students by Departments/ Divisions is recommended by UCL, however, it is not obligatory.
- 5.2 If unconfirmed provisional results are posted on noticeboards, including electronic noticeboards, they must be displayed by candidate number only.





## **6 The Conduct of a Board of Examiners and Candidate Anonymity**

- 6.1 Unseen written summative examinations must be assessed against candidate number.
- 6.2 With the exception of the situations outlined in item 5.4, all summative assessed coursework that constitutes more than 40% of a single module must be submitted and marked on an anonymous basis.
- 6.3 All summative assessed marks achieved, progression decisions and awards considered by a Board of Examiners must be conducted on an anonymous basis.
- 6.4 In situations where anonymity cannot be preserved i.e. the

- ii) If such an interest or connection exists, the examiner in question should not be appointed. If it is considered essential to appoint an examiner declaring such an interest or to continue the appointment of an examiner declaring such an interest after the examination process has begun, the appointment must be referred to the Chair of the UCL Board of Examiners for approval.
- iii) If an examiner declaring such an interest is approved for appointment, he or she must not take part in any assessment (or, in the case of a declaration after the examination process has begun, any further assessment) of the student(s) to whom the declaration refers and should not be present during any specific discussion of the student(s) in question at a Board of Examiners meeting.
- iv) Examiners should also declare any interest in the future research supervision of a student. Such an interest will not debar an examiner from results are being discussed in the Board of Examiners meeting.

## **8 Procedures when Marks are Missing: Undergraduate Finalist and Non-Finalist Students and Taught Postgraduate Students**

### **Undergraduate Finalist Students and Taught Postgraduate Students**

- 8.1 If the range of marks available for an undergraduate finalist or taught postgraduate student is not complete, the Board should consider whether or not the student has obtained sufficient academic achievement to be awarded a degree.
- 8.2 If the Board is satisfied that the student has obtained sufficient academic achievement to be awarded a degree, but not sufficient to determine an undergraduate classification or post graduate level of award, the Board should recommend a provisional pass. The classification/level of award will be determined when all marks have been submitted or when there is sufficient evidence to determine the final classification/level of award beyond reasonable doubt.
- 8.3 If it is not possible to determine whether a student has passed enough course units or modules to be awarded a degree, the Board of Examiners should defer making a decision and refer the case to the Faculty Board of Examiners, with information on marks and assessments awarded, together with other relevant information, such as extenuating circumstances and

- 8.4 If are marks missing, but it is clear that the classification/level of award is unaffected by the missing marks, the Board should recommend a degree classification/level of award, indicating that there are still marks missing. In the case of an undergraduate degree, for example, this is clear when a student has all marks except one half-course unit and if all the other marks fall in the Upper Second Class Honours band, a the missing mark would have no impact on classification. For a taught postgraduate degree the same example applies when a student has all marks except for 15 credits and if all the other marks fall into an award with Merit the missing mark would have no impact on the level of the award. However, it is imperative that any decision should be wholly consistent with the scheme of award.
- 8.5 If the majority of marks are available, but it is not entirely clear what the classification should be, Boards of Examiners should determine whether there is sufficient evidence for the award of a degree, including for undergraduate finalist students the requirement that at least two final year course units have been passed. The Board should determine the appropriate awards, and when all the marks are available, on the basis of the discussion by the Board, the Chair, in consultation with the External Examiner(s), should determine the final recommendation
- 8.6 If there are sufficient marks to determine that a degree will be awarded but where the marks received do not indicate that a student is clearly in a given class or near a borderline, then the Board of Examiners can indicate only an Honours degree (classification to be determined).

### **Non-Finalist Undergraduate Students**

- 8.7 Boards of Examiners should consider the range of marks awarded to students together with the rules for progression for the programme and recommend a progression decision for the next year of study. If the full range of marks is not available, the Board of Examiners should determine whether the student has sufficient academic achievement to be allowed to progress.
- 8.8 If the number of marks available for a non-finalist student is almost complete, and if the Board is satisfied that the student has sufficient academic achievement to



## **Further guidance on procedures attend a meeting**

- i) All External Examiners, even if, exceptionally, they are unable to be present at the meeting making recommendations for the final award, must be involved in the assessment process and should be available for consultation during the final examination period. If because of illness or accident they are unable to be involved in any part of the assessment process for which they are responsible, arrangements should be made for another External Examiner to be responsible for that part of the assessment process.
- ii) If no other suitable External Examiner is available, it may be possible to appoint a replacement External Examiner by special permission at a late stage in the academic year.
- iii) When an External Examiner is prevented by illness or other emergency from attending a meeting which is making recommendations for the final award, and this becomes known at too late a stage to appoint a replacement or to allow sufficient time to consult, the following procedure should be followed:
  - a) If the examiner in question is likely to be available soon enough for the final marks to reach Student and Registry Services (Examinations Office) by the published deadline (i.e. one month from the end of term), the meeting of the Board of Examiners should be deferred.
  - b) If the examiner is not likely to be available within this time, the Board of Examiners, if quorate in other respects, may meet to take decisions as far as is possible, even if the examiner concerned is the sole External Examiner on the Board.
  - c) may not be validated until either the External Examiner in question has been consulted or, if this is impossible (e.g. in the event of the serious illness of the examiner concerned), the matter has been referred to the UCL Board of Examiners.

## **10 Procedures in the Event of an Emergency Affecting the Work of Boards of Examiners**

- 10.1 In the event of an emergency affecting the work of Boards of Examiners, it is the responsibility of Chairs of Boards of Examiners to ensure that the academic standards of UCL are maintained and that the system of assessment and award remains robust and rigorous.

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- 10.2 The Provost reserves the right, at any time, to delegate the power to assess students and confirm their awards to other Officers of UCL, persons deemed suitable by the Provost, should emergency circumstances require it.
- 10.3 Throughout a period of emergency, Departments/ Divisions must keep their External Examiners informed and provide regular progress reports.
- 10.4 Throughout a period of emergency, Heads of Departments/ Divisions must keep students informed of developments; they should consequently ensure that this additional communication continues up to the award of degree

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- ii) Results profiles for continuing and finalist students.
- iii) The scheme of award for the degree.
- iv) Information on absences from examinations, which will have been input by the Examinations Office.
- v) Examination scripts, according to normal departmental/divisional practices.
- vi) Other regulatory information, such as rules for referred and deferred assessment, and Special and Aegrotat Provisions.

**Failure of the Board of Examiners to meet**

10.7 The procedures set out in paragraph 10.25 (see below) should be followed when a Board of Examiners has failed to meet.

**Further guidance on procedures in the event of an emergency**

- i) Advice on the procedures to be followed in the event of an emergency affecting the work of Boards of Examiners should be read in conjunction with the scheme of award for the degree in question and additional practices within the Department/Division and/or Faculty.
- ii) The arrangements for the assessment of and award of degrees to students as outlined in the Regulations for Boards of Examiners and in the Academic Regulations for Taught Programmes should be followed as closely as

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- i) It is for the Chair of the Board and the External Examiner(s) to determine whether the attendance at the Board is sufficient in terms of experience in the examination process in order to proceed. These emergency procedures mean that normal rules of quoracy do not have to be strictly followed as long as this assurance is given.
  
- ii)

- v) Where it is not possible to determine whether a student has passed enough units to be awarded a degree, the Board of Examiners should defer making a decision and refer the case to the Faculty Board of Examiners, with information on marks and assessments awarded, together with other relevant information, such as extenuating circumstances and confirmation of attendance at examinations.

10.14 There are four main options available to Boards in considering the performance of their finalist students:

- i) Classification as normal, where all the marks are available;
- ii) A provisional pass with honours, which will be recorded as Honours degree (classification to be determined), where the Board is satisfied that the student has obtained sufficient academic achievement but is unable to determine the classification;
- iii) Non-classification, where it is not possible to determine whether a student has passed the minimum to be awarded an Honours degree, and thus where no judgement can be made;
- iv) Where it is clear that a given case falls within the Aegrotat and/or Special Provisions, the Departmental/ Divisional Board of Examiners should consider the case and make a recommendation to the UCL Board of -Committee.

10.15 Where there are marks missing, but it is clear the classification is unaffected by the missing marks, the classification of the degree should be recommended, indicating that there are still marks missing. This is clear where a student has all marks but for a half unit, where all the other marks fall in the Upper Second Class Honours band, and the missing mark will have no impact on this. However, it is imperative that any decision should be wholly consonant with the scheme of award.

10.16 Where the majority of marks are available, but it is not entirely clear what the classification should be, Boards of Examiners should determine whether there is sufficient for the award of degree, including the requirement that at least two final year course units have been passed, and then consider possible awards, delegating discussion in the Board of Examiner, to determine the final recommendation when all the marks are available. For example, where a student is on the borderline of a Lower or Upper Second Class Honours, but has a critical mark missing, the Board should discuss the case, and delegate the Chair to or over, the student should be awarded an Upper Second Class Honours

- 10.17 Where there are sufficient marks to determine that a degree will be awarded but where the marks received do not indicate that a student is clearly in a given class or near a borderline, then the Board of Examiners can indicate only an Honours degree (classification to be determined).
- 10.18 Where there are insufficient marks, then a Board of Examiners will not be able to indicate an award. This is clear, for example, where there are only marks to the value of 8 course units, when, for example, the minimum passed for an honours degree is 9 course units.
- 10.19 It is expected that there will be further information after 5 June on how widespread the retention of marks is and this will be emailed to Examination Liaison Officers, Chairs of Boards of Examiners and Faculty Tutors, when available. This will give Departments/ Divisions and Faculties a better indication of which marks are available. Some examiners/Examination Liaison Officers/Departments, although withholding marks officially, may be prepared to provide an informal indication of the result. Departments should report this information to the Chairs of Faculty Board of Examiners for them to disseminate this information, i.e. either the marks themselves or the willingness to divulge them, on request to other Boards as appropriate.

### **Oral examinations**

- 10.20 Oral examinations should be undertaken in the best interests of the students; that the arrangements should replicate as close as possible normal practice; and that no student should be disadvantaged. Boards of Examiners/Departments that hold oral examinations are asked to consider their own individual situations and then liaise with either the Chair of the UCL Board of Examiners on 020 7794 0500 then Royal Free extension

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### **Communication with students**

- 10.36 At the point when students are informed of the provisional outcomes of the Boards of Examiners, Heads of Departments/ Divisions, tutors and departmental/ divisional administrative staff should ensure that the results are explained in the context of the different outcomes outlined in the Emergency Procedures: i.e. a classified degree; Honours degree (classification to be determined); or still to be determined.
- 10.37 Heads of Departments/ Divisions are expected to ensure that External Examiners have been kept informed of the developments within a programme of study and about the arrangements for the Extenuating Circumstances Pre-Meeting and the subsequent Board of Examiners.
- 10.38 The Chair of the Board of Examiners has written to the External Examiners informing them of the Emergency Procedures.

### **Further advice**

- 10.39 If you require any clarification about this advice or the Emergency Procedures, please contact the Head of Student and Registry Services Office in the first instance on UCL internal extension 37007 (external dial number 020 7679 7007).

### **Links for Section 10**

[UCL Exams and Awards website](#)

[Extenuating Circumstances Policy \(PDF\)](#)

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- iv) To comply with the Data Protection Act 1998 in accordance with the Instructions prescribed by UCL.
- v) Not to communicate with students on behalf of the Board of Examiners about their performance at the examination, or to reveal the marks on individual scripts except as will be authorised by the University of London and/or UCL. Examination scripts will not be returned to students.
- vi) To conduct the assessments in accordance with the approved programme regulations.

**Further guidance on departmental/divisional and programme examiners**

- i) When it is necessary for tutors to discuss with students their academic performance, the Chair of the Board of Examiners, or a person designated by the Chair, may disclose to students marks for coursework, including marks for the final year coursework, and appropriate written comments, provided that it is made clear that these are not confirmed marks and that they may be subsequently modified by the Board of Examiners concerned.
- ii) This is also the case when the Chair decides (e.g. in connection with Research Council funding) that it is appropriate to disclose, confidentially, to individual students their final examination marks.
- iii) Confirmed numerical marks may be issued only by the Student and Registry Services.
- iv) Under the Data Protection Act 1998, tutors should ensure, when returning coursework that the marks and comments remain private to the student concerned unless, in the case of tutorials etc., it is agreed by the students present that they can be disclosed.
- v) Under the above Act, comments on examination scripts also have to be disclosed in a legible form to the student concerned, should that student request it, although the original scripts themselves do not have to be made
- vi) Work returned via pigeonholes should be in sealed envelopes. If this is not feasible, students should be advised that work will be returned in sealed envelopes only if specifically requested.







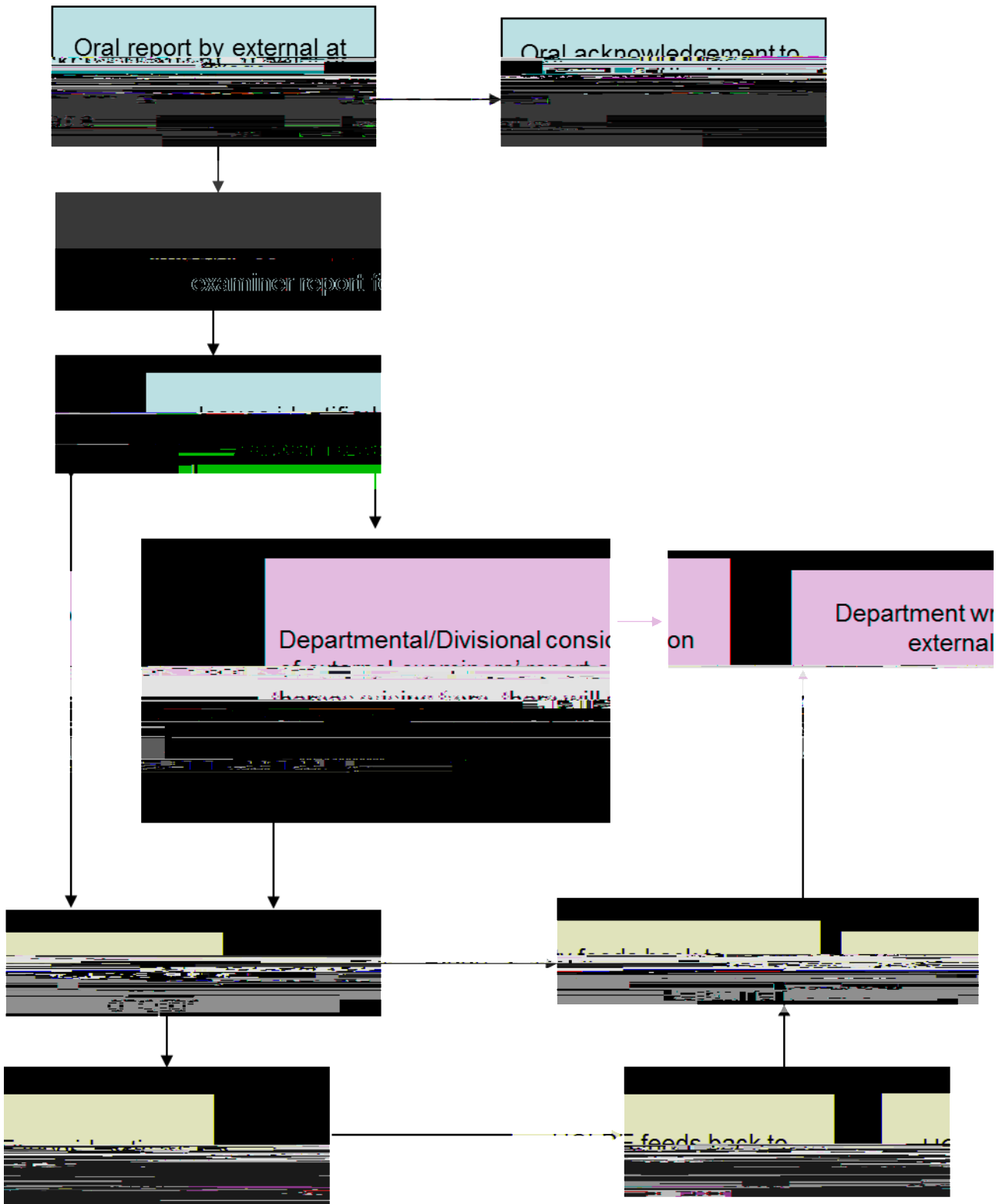
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- vi) Ensure that External Examiners are invited, in good time, to attend meetings of Board of Examiners at which significant decisions are to be taken.
- vii) Be responsible for all communications between the Board of Examiners and UCL, including resolving matters raised by External Examiners in their reports and dealing with any appeals by students against examination results.
- viii) Ensure that any pre-board meetings are convened in good time, including a Board to consider student extenuating circumstances.
- ix) Endeavour to ensure that all instructions of UCL as to the conduct of the examination are complied with, in particular with regard to the secrecy of examination papers
- x) Ensure that dates of Board of Examiners meetings are agreed well in advance and that all concerned, in particular the External Examiner(s), are informed of them well in advance.
- xi) Follow the Advice on Procedures in the Event of an Emergency Affecting the Work of Boards of Examiners.
- xii) Attend as a full member the Faculty Board of Examiners responsible for oversight of his or her Board of Examiners.
- xiii) Prepare an annual report on the examination process, in consultation with the Board of Examiners, for forwarding to the Faculty Board of Examiners and, where appropriate, the UCL Board of Examiners.

**Further guidance on the**



### External examiner feedback loop



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## **15 Entitlements of Chairs of Departmental/Divisional and Programme Boards of Examiners**

- 15.1 Chairs are entitled to act on behalf of the Board of Examiners in respect of any matter delegated to them by the Board of Examiners, the Faculty Board of Examiners and the UCL Board of Examiners.
- 15.2 Chairs have a casting vote in addition to their own vote at any meeting of the Board of Examiners.
- 15.3

- 16.5 A member (or, if appropriate, members) of the department/division, usually the Examinations Tutor/Liaison Officer, should be designated for each Board of Examiners for which the department/division is responsible to co-ordinate all communications between Internal Examiners and External Examiners for that Board.

### **Further guidance on appointing internal examiners**

- i) In practice, the Internal/Assistant Examiner nomination lists will be submitted to the Faculty Boards in the first term of the session in which the nominated examiners will act. The lists should include the full Internal Board membership, including the Chair and Deputy Chair.
- ii) Faculties may individually decide how they administer the collection and approval of the nominations from their departments/divisions (it is assumed
- iii) Chairs of Boards of Examiners in Combined Studies will recommend names of examiners to the responsible Faculty Board.
- iv) Internal Examiners (including Assistant Internals) are nominated by the Board of Examiners through the Chair, who has, with the Head of the Department/Division from which the Board of Examiners is administered, final responsibility for all nominations.
- v) It is expected that Chairs will consult their colleagues as to appropriate examiners as a matter of course, but in the event of any dispute between the Chair and the other members of the Board, the final decision on nominations should be that of the Chair and the Head of Department/Division.

## **17 Conditions of Appointment of Internal Examiners for Departmental/Divisional and Programme Boards of Examiners**

- 17.1 An Internal Examiner will be appointed annually but there will be no limit to the number of years that an Internal Examiner may serve.
- 17.2 An Internal Examiner will be a UCL member of the academic staff or a UCL teacher with appropriate experience and expertise or, where applicable, a member of the academic staff of a College of the University of London involved in teaching a programme at UCL.
- 17.3 If a member of the academic staff of UCL, involved in teaching a programme at UCL, is coincidentally registered as a student on another

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## **19 Entitlements of Internal Examiners for Departmental/Divisional and Programme Boards of Examiners**

- 19.1 Internal Examiners will have the right to attend and speak, but not to vote, at meetings of the Faculty Board of Examiners at which issues relating to the Board of Examiners to which they are appointed are being discussed.
- 19.2 Internal Examiners are not be entitled to attend meetings of the UCL Board of Examiners except by invitation and will be entitled to speak but not to vote at such meetings.

## **20 Conditions of Appointment of Assistant Internal Examiners for Departmental/Divisional and Programme Boards of Examiners**

- 20.1 The Chair of the relevant Board of Examiners may appoint Assistant Internal Examiners
- 20.2 Assistant Internal Examiners will not be members of the Board of Examiners, but may attend meetings of the Board by invitation.
- 20.3 Assistant Internal Examiners will be suitably qualified research students or staff registered at UCL and contributing to the teaching of the programme to which they are appointed as Assistant Examiners.
- 20.4 A newly appointed Assistant Internal Examiner must receive appropriate training and induction.
- 20.5 An Assistant Internal Examiner will be appointed annually but there will be no limit to the number of years that an Assistant Examiner may serve.

### **Further guidance on conditions of appointment of assistant internal examiners**

- i) Assistant Internal Examiners must be approved and appointed by the Faculty Boards of Examiners in, essentially, the same way as Internal Examiners. Assistant Internal Examiners should therefore be included in the internal Board membership lists sent by departments/divisions to the Faculties for approval.
- ii) Assistant Internal Examiners will typically:

- a) Be a postgraduate research students not appointed to the academic staff, or a member of staff and not registered on the programme to which they are appointed as Assistant Examiner.
  - b) Contribute to teaching of programme.
  - c) Appointed annually with no limit to tenure.
  - d) May contribute to, but does not set, assessment.
  - e) Attend practical examinations where necessary.
- iii) It is preferable to appoint from the outset sufficient Assistant Internal Examiners to cover the examining duties required, even if in the event all are not needed, than to delay appointing them until the need for them becomes apparent.
  - iv) No central record of Assistant Internal Examiner appointments is kept by the Student and Registry Services. Assistant Internal Examiners who are not formally approved by Faculty procedures may not act.

## **21 Responsibilities of Assistant Internal Examiners for Departmental/Divisional and Programme Boards of Examiners**

- 21.1 Assistant Internal Examiners may be required to assist Boards of Examiners in one or more of the following:
- i) Contribute to, but not set summative assessment tasks.
  - ii) Subject to the relevant Faculty policy on marking, an Assistant Internal Examiner may be a first marker. When this is the case the second marker must be a permanent academic member of staff.
  - iii) Attend practical examinations.

## **22 Students as Assistant Examiners**

- 22.1 Students, other than postgraduate research students, will not be appointed as an Assistant Internal Examiner. This includes any member of staff who is also registered as a student on the programme examined.



## 24 Taught Programme External Examiners and the Points Based Visa System

24.1 External Examiners for postgraduate boards of examiners who are not eligible to work in the UK must obtain a Tier 5 visa or a Permitted Paid Engagement letter to enter the UK. External Examiners for undergraduate programmes must be eligible to work in the UK.

### Further guidance on Taught Programme External Examiners and the Points Based Visa System

- i) The UKBA have created a route for permitted paid engagements for a limited group of professionals who are invited to come to the UK because of their particular skill or expertise. Permitted activities will include visiting to give a lecture, examining students and participation in or chairing selection panels. It is the responsibility of the chair to organize the provision of this letter, via Human Resources. (See link at the end of this section.)
- ii) Details about the required Tier 5 visa are available by following the link below and Chairs of Boards of Examiners nominating external examiners who are not eligible to work in the UK must arrange for UCL sponsorship by following the guidance set out on Sponsored Researchers and Visiting Academics. (See link at the end of this section.)
- iii) It should also be noted that there is wide variatio



## **Further guidance on the nomination of Taught Programme External Examiners**

- i) Nominations for new External Examiners should be conducted before the start of the first academic session so that they can begin their responsibilities by reviewing assessment tasks.
- ii) The nomination and appointment of new taught programme External Examiners is conducted using an on-line process that manages the UCL norms for scrutiny and approval of nominees.
- iii) To nominate a new examiner, Chairs of Boards, or their nominees, should establish informally that the nominee is suitably qualified and willing to be nominated. Thereafter the following procedures should be followed:
  - a) In order for examiners to complete the nomination form on-line External Examiners need access to a restricted area of Portico (UC records system). NB - This is particularly important because examiners will submit their annual reports to UCL also using an on-line tool constructed for this purpose.
  - b) Access is gained by sending brief details to [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk) providing the following information: Title / Forename / Surname / Title of Board / Email address and Date of Birth (if possible).
  - c) The Examinations Office

- i) If content with the nomination, the Faculty can proceed by sending the form to the Chair of UCLBE, via the Examinations Office via the in-tray and email process set out in f) above.
- j) The Chair of UCLBE can accept or reject the nomination or send queries back to the Chair of the Board.
- k) If the nomination is accepted the external examiner is appointed by UCL for a period of 4 years (or less if requested) to be confirmed on an annual basis.
- iv) Annual confirmation of continuing appointment is conducted by the Chair or their nominee via a task set out in their staff home page on Portico.
- v) When confirmed, the External Examiner will receive an email, issued by the Student and Registry Services, appointing them for another year.

## **26 The Conditions of Appointment of Taught Programme External Examiners**

- 26.1 External Examiners must be competent in assessing students' knowledge and skills at higher education level; expert in the field of study concerned and have appropriate academic and/or professional experience and authority.
- 26.2 External Examiners being appointed to programmes that have professional or accrediting body criteria must meet any specified qualification requirements of the relevant professional or accrediting body.
- 26.3 In order to have sufficient time for the proper performance of their function, External Examiners are not expected to hold more than the equivalent of two substantive external examinerships at first degree level at the same time, whether within the University of London or in any other institution.
- 26.4 External Examiners for postgraduate boards of examiners who are not eligible to work in the UK must obtain a Tier 5 visa to enter the UK.  
External Examiners for unde

## **UCL Student and Registry Services Division**

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- 26.6 Only one External Examiner from the same department/division of an institution will be appointed to examine the same programme at any one time.
- 26.7 An External Examiner will be appointed from the same department/division of an institution only after at least two years have elapsed since the termination of the previous appointment from that department/division.
- 26.8 Exceptions to the foregoing stipulations may on occasion be permitted, for example, in the case of subjects taught only in a very small number of institutions or subjects with an unusually high number of specialisms.
- 26.9 External Examiners will be asked at the time of appointment or continuation in appointment to declare any interest in or connection with any student on the programme for which they are acting as examiner whether that interest or connection is personal or professional. If such an interest or connection exists, the examiner in question should not be appointed.
- 26.10 Former members of UCL staff will not be appointed as External Examiners before a lapse of at least five years and provided that all students taught by that member of staff have left the programme being examined.<sup>1</sup>
- 26.11 After serving for a period of four consecutive years, (or five years if an extension to service was approved), an examiner is not eligible for re-appointment for a period of two further years. The period of service is

- iii) Departments/divisions should book and pay for External Examiners travel arrangements well in advance. They should also book and pay for any hotel accommodation, submit an interdepartmental transfer to the Examinations Office also within the maximum amount of £400 per visit and retain receipts locally.
- iv) Examiners should claim subsistence expenses using the expenses claim form sent to them upon their appointment. (See link at the end of this section.) The claim should be met by the relevant department/division and an interdepartmental transfer should be submitted to the Examinations Office also within the maximum amount of £400 per visit.
- v) It is the responsibility of the Chair nominating an external examiner to examine an undergraduate board to establish that the examiner is entitled to work in the UK.
- vi) The appointment of overseas examiners should be limited.
- vii) If it is considered essential to appoint an examiner who declares a conflict of interest after the examination process has begun, the appointment must be referred to the Chair of the UCL Board of Examiners for approval.
- viii) If an examiner declaring such an interest is approved for appointment, they must not take part in any assessment (or, in the case of a declaration after the examination process has begun, any further assessment) of the student(s) to whom the declaration refers and should not be present during any specific discussion of the student(s) in question at a Board of Examiners meeting.

## **Link for Section 26**

[UCL Staff Intranet: Forms and documents](#)

## **27 Period of Appointment of Taught Programme**

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- 27.4 In making a nomination, the Chair will take account of the appointment criteria specified by UCL Board of Examiners including confirmation of approval of the nomination from the relevant Chair of the Faculty Board of Examiners.

### **Further guidance on Period of Appointment of Taught Programme External Examiners**

Upon receipt of confirmation of appointment of the nominated examiner by UCL, the Chair of the Board of Examiners should ensure that the newly appointed examiner receives the following, together with any additional information required:

- i) The name of Departmental/Divisional Board contact (e.g. Examinations Liaison Officer).
- ii) Relevant departmental/divisional booklets such as a Student Handbook or syllabus information.
- iii) The composition of the Board of Examiners (e.g. number of Internal Examiners and any inter-departmental/divisional involvement).
- iv) The number and subject area of other External Examiners appointed to the Board.
- v) The Scheme for the Award.
- vi) The marking scheme for individual units of assessment.
- vii) In late August preceding an academic session Chairs of Boards of Examiners will be prompted by Student and Registry Services to nominate new examiners using the on-line form.
- viii) Chairs of Boards of Examiners may nominate an administrator to carry out this task on their behalf.

## **28 Confirmation of Continuing Appointment of Taught Programme External Examiners**

- 28.1 Chairs of Boards of Examiners will confirm that External Examiners are continuing in appointment annually.
- 28.2 An examiner has the right not to seek continuation in appointment at any time during the period that they are eligible to serve.
- 28.3 UCL has the right not to continue the appointment at any time during the period that the Examiner is eligible to serve.

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- ii) If it is decided that the undergraduate and graduate Faculty Board of Examiners should each have a different Chair, it is suggested that the Chair of each should be the Deputy Chair of the other, in order to maintain links between the two Boards.
- iii) If the nature of the Faculty requires it, it is acceptable for both Faculty Boards of Examiners, undergraduate and graduate, to meet at the same time under one Chair.

## **32 The Responsibilities of Faculty Boards of Examiners**

- 32.1 The primary responsibility of each Faculty Board of Examiners, whether at undergraduate or postgraduate level, will be to ensure that assessment procedures within the Faculty are administered in accordance with UCL programme regulations and in a proper and impartial manner.
- 32.2 In carrying out this responsibility Faculty Boards of Examiners will meet at least once a year.
- 32.3 Faculty Board of Examiners are responsible for ensuring that Boards of Examiners are set up for every programme within the Faculty leading to an award and that Boards of Examiners are set up for any other programme for which the Faculty Board of Examiners deems this necessary and to make appropriate arrangements for the examination of programmes shared with other Faculties.
- 32.4 Faculty Board of Examiners recommends to the UCL Board of Examiners the External Examiners for each Board of Examiners for which the Faculty Board of Examine  
Action administered by the department/division nominating the External Examiner.
- 32.5 Faculty Board of Examiners approves marking schemes, including in the case of the undergraduate Board Schemes for the Award of Honours, for each Board of Examiners for which the Faculty Board of Examiners is responsible.
- 32.6 Faculty Board of Examiners receives the Minutes of the meeting at which recommendations for the final award are made from each Board of Examiners for which the Faculty Board of Examiners is responsible.
- 32.7 Faculty Board of Examiners recommends for approval to the UCL Board of Examiners awards, including, where appropriate, the award of Honours (UG) and Merit and Distinction (TPG).

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- 34.6 UCL Board of Examiners will recommend to the Education Committee an annual schedule for examination procedures means agreed deadlines, to operate across UCL, including dates by which examination papers are scrutinised, dates by which all internal papers must be marked, dates after which meetings for the award of Honours can take place.
- 34.7 Detailed examination timetabling is the responsibility of the Examinations Office.

## **35 Special Cases Panels**

- 35.1 The purpose of a SCP is to consider academic assessment decisions on a case-by-case basis only when the following circumstances occur:
- i) but the decision of the Board of Examiners has remained unchanged; Or
  - ii) When there is an unresolved dispute between a Board of Examiners and Faculty Board of Examiners or between a Faculty Board of Examiners and the Education Committee regarding an academic assessment decision.
- 35.2 The decision recommended by a Special Case Panel to the Education Co
- student records will be changed with the authority of UCL.
- 35.3 The panel membership will be the Chair of EdCom together with three Chairs of the Faculty Boards of Examiners, or their nominees<sup>3</sup>, together with the Director of Student Administration or nominee<sup>4</sup> in attendance. Where there are different Faculty Chairs for undergraduate and taught postgraduate boards the Chair of the undergraduate board (or nominee) should consider undergraduate cases and the Chair of the postgraduate board (or nominee) postgraduate cases. The representative of the Faculty involved in either circumstance noted above may attend a Special Case Panel to provide information but will not be a member of the SCP and cannot vote.
- 35.4 Special Case Panels can meet formally or be convened virtually.
- 35.5

**UCL Student and Registry Services Division**  
Academic Services Department