1 General Structure of Taught Programme Boards of Examiners

1.1 There will be a Board of Examiners for each taught programme or, in the case of Combined Studies degrees, group of taught programmes, leading to an award.

1.2 Each UCL Faculty will have a separate Faculty Boards of Examiners for undergraduate and for taught graduate programmes.

Further guidance on the general structure of taught programme boards

i) where distinct programmes share a number of modules, they may come under one, overall Board of Examiners.

ii) When a new programme is introduced, departments/divisions should initially consider whether it can come under the jurisdiction of an existing Board (by adding to its membership if necessary) before creating a new Board.

iii) Stand alone course units or modules which do not form part of any particular programme may require their own Board of Examiners but, where possible, such course units offered by the same department/division should be grouped under one Board.

2 porting Requirements

2.1 Each Board of Examiners will report in the first instance to the Faculty

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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

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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 meeting of a Board of Examiners with power to take decisions affecting the final award, or decisions on end of year results which may affect progression, is either five members, or one fifth of the membership, including (in either case) the Chair (or, in the absence of the Chair, the Deputy Chair) whichever is the higher number.

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4.3 Meetings at which recommendations for the final award are made will include for each main area covered at least one Internal and one External Examiner, who may in some instances represent more than one subject area examined by the Board.

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.

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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.

5.3 It is permitted to email unconfirmed provisional results to students to their UCL email account.

5.4 It is permitted to provide students with a letter detailing unconfirmed provisional results.

Further guidance on protocols for the release of unconfirmed provisional marks

i) It is permitted to provide unconfirmed provisional results to students at any point through the year. Departments/Divisions may wish to provide results to students, for development purposes, after an assessment (such as a mid term essay or in class test) has been marked.

ii) If any of the above methods are adopted to release unconfirmed

change by the Board of Examiners and the UCL Board of

In addition, Department /Divisions may wish to post the following guidance:

released on Portico in the last week of July and confirmed awards will be

firmed marks and awards will be published on Portico 2-3 weeks after

iii) Departments / divisions must not release unconfirmed provisional results to students (or any other party) over the telephone.

iv) It is recommended that the dates for the release of unconfirmed provisional marks are published on Departmental/Divisional websites and in the relevant handbook.

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v) Unconfirmed and provisional results must not be released to students who are being investigated through the Examinations Irregularities procedure.

vi)

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7.1 Examiners, whether Internal, assistant Internal or External, who have a professional conflict of interest may not be appointed to a Board of Examiners.

7.2 External Examiners who have any current teaching or other collaborative activity with the staff or students examined by a Board of Examiners may not be appointed.

Further guidance on conflicts of interest

i) Professional connection in this context refers to, for example, business partnerships or collaboration on projects.

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 the assessment of that student but should be declared when that

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

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not the student has obtained sufficient academic achievement to be awarded a degree.

8.2 If

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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

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UCL Student and Registry Services Division
Academic Services Department

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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) absence 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.

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 or determination of progression.

Procedures to follow in the event of an emergency

10.5 In general the following key points must be noted:

i) The academic judgement of the Board of Examiners remains of the utmost importance;

ii)

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v) Wherever possible, Boards of Examiners will be expected to meet as normal and undertake business as usual. The information to be provided for a Board of Examiners and the conduct and structure of a Board of Examiners are set out in Item 31 (see below).

vi) It is important that External Examiners attend the Boards of Examiners as arranged to ensure that the key points above are maintained and the Boards can undertake their duties. If an External Examiner cannot be present at a Board the procedures set out in Item 9 (see above) of the Regulations for Boards of Examiners should be followed.

vii) If there are no marks available, the Board of Examiners must put in place arrangements to conclude its business over the summer period once the marks become available. If marks are still missing the procedures set out in Item 8 (see above) should be followed.

Informatio

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UCL Student and Registry Services Division
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From the Procedures:

i) The following key points must be noted:

a) The academic judgment of the Board of Examiners remains of the utmost importance;

b)

c) Wherever possible, the Regulations for Boards of Examiners For Taught Courses must be followed except in extreme situations;

d) UCL will maintain the best interests of its students, but will not compromise its academic robustness;

e) Sufficient evidence of a s
determine the level of award or progression.

ii) Wherever possible, Boards of Examiners will be expected to meet as normal and undertake business as usual. Boards of Examiners have the responsibility to ensure that marks for each student assessed are correctly reported by the due date to the Examinations Section in the Student and Registry Services and, in good time, to any other Board of Examiners requiring marks from the Board for the assessment of its students. Boards of Examiners also recommend to the relevant Faculty Board of Examiners awards to students, including, where appropriate, recommendations for the award of honours, taking into account any circumstances which may affect the performance of a candidate and which have been properly reported, according to UCL regulations.

iv) With regard to (c) of the Procedures as set out above, it is not expected that postponement will occur. However, in exceptional circumstances, and in consultation with the External Examiners and the Faculty, the date could be adjusted but the meeting must have occurred prior to 23 June in order to meet the marks deadline set.

v) It is important that External Examiners attend the Boards of Examiners as arranged to ensure that the key points above are maintained and the

assure the standards of our degree programmes and the performance of the students registered on them.

vi) Without the attendance of an External Examiner, the Board of Examiners is not valid and cannot proceed with its business and must therefore refer this to the Faculty Board of Examiners, unless the External Examiner has been unable to attend for reasons, as set out in the Regulations for Taught Programme Boards of Examiners., but has still had the opportunity to input

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into the marking process and the determination of the award of degrees. This is not a departure from normal practices.

vii) If there are no marks available, the Board of Examiners must discuss arrangements made to conclude its business over the summer period once the marks become available. For further information, see the section on Completion of the Business of Board of Examiners Once the Marks Are Released below.

Information for Boards of Examiners

10.10 Boards of Examiners should have the following information:

i) the numerical scores from the Extenuating Circumstances Pre-Meetings;

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 Section;

v) examination scripts, according to normal practices;

vi) other regulatory information, such as rules for referred and deferred assessment, and Special and Aegrotat Provisions.

Quoracy

10.11 In certain circumstances the rules of quoracy can be flexible.

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 e

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conducted. Absence notified prior to the meeting should be noted as normal and as per the regulations in the Regulations for Taught Programme Boards of Examiners. Where a Board is not able to proceed to conduct its business, due to absence of members or other reasons, this should be recorded.

Classifying the students

Finalist students

10.13 From the procedures:

i) Boards of Examiners should consider the range of marks awarded to students together with the scheme of award for the degree and recommend award of honours.

ii) Where the full range of marks is available for a given finalist student, the Board of Examiners should consider the results and make a decision on whether or not the student qualifies for an award. Where the student qualifies for an award the Board should determine the classification of degree to be recommended.

iii) Where the range of marks available for a given finalist student is not complete, the Board should consider whether or not the student has obtained sufficient academic achievement to be awarded a degree.

iv)

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ii) decisions on progression can be made, where the range of marks available makes it clear whether the student has met the progression rules for the degree or has clearly fallen foul of them;

iii) no decision can be made

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determined when all marks have been submitted or sufficient to determine the final classification beyond reasonable doubt.

iv) Where it is not possible to determine whether a student has passed enough units to be awarded a degree, the Faculty Board of Examiners should refer the case to the UCL Board of Examiners Sub-Committee considering awards under the Aegrotat and Special Provisions, with information on marks and assessments awarded, together with other relevant information, such as extenuating circumstances and confirmation of attendance at examinations.

v) Faculty Boards of Examiners should consider the range of marks awarded to students together with the rules for progression for the degree and recommend progression to the next year of study. If the full set of marks is not available, the Faculty Board of Examiners should determine whether the student has sufficient academic achievement to be allowed to proceed.

vi) If the number of marks available for a given non-finalist student is almost complete, and it is satisfied that the student has sufficient academic achievement to proceed, the Board should approve progression.

vii) Where it is not possible to determine whether a student has passed enough units to proceed to the next year of the degree, the Faculty Board of Examiners should refer the case to the UCL 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, who will be required to make a decision about progression before the start of the next session.

10.26 Where a Departmental/ Divisional Board of Examiners has not been able to fulfil its responsibilities, and a Faculty Board of Examiners is called upon to determine the award of degrees for students in that Department/ Division, it should ensure that it has the following in order to undertake the work:

i) The scheme of award for the degree;

ii) The presence of External Examiners for that degree;

iii) Numerical scores as determined by the Departmental/ Divisional Extenuating Circumstances Pre-Meeting;

iv) The results profiles for continuing and finalist students;

v) Information on absences from examinations, which will have been input by the Examinations Section;

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vi) Examination scripts, according to normal practices;

vii) Other regulatory information, such as rules for referred and deferred assessment, and Special and Aegrotat Provisions.

10.27 Where Faculty Boards of Examiners act in this capacity, they must make judgements on marks available for students consistent with the advice set out in items 9.17 to 9.22 (see above).

10.28 Faculty Boards of Examiners must not undertake the work of the Departmental/ Divisional Board of Examiners where it is clear that they do not have the expertise in the examination process to do so. It is for the Chair of the Board and the External Examiner(s) to determine whether the attendance at the Board is sufficient and appropriate 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.

10.29 Faculty Boards of Examiners should also ensure that Departmental/ Divisional Boards of Examiners have communicated with their External Examiners, where the Departmental/ Divisional Board of Examiners meeting cannot take place.

Completion of the Business of Boards of Examiners Once the Marks Are Released

10.30 Departmental/ Divisional Boards of Examiners should agree with External Examiners the strategy for completing the work of the Boards of Examiners once the full range of marks is known. This could be undertaken in a number of ways including:

i) Arranging a second Board of Examiners meeting, or a first meeting where the original Board of Examiners meeting did not take place;

ii) Making arrangements with External Examiners to communicate witd oa88BT1 0 0 1

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Communication

Communication with UCL

10.33 Communication within UCL is the managerial responsibility of the Head of Department/ Division, who must inform the Faculty if it is likely that the Board of Examiners will consist of the External Examiners and the Faculty observer only, so that alternative arrangements can be made. Additional information is at item 10.30.

i) The Chair of the Faculty Board of Examiners is expected to inform the Examinations Section on UCL internal extensions (external dial numbers) 25503 (020 7679 5503) and 32028 (020 7679 5469) when it is known that a Board of Examiners is not likely to meet and provide information on alternative arrangements.

From the procedures

ii) The UCL Board of Examiners will consider all recommendations for the award of degrees, noting whether the set of marks for a given student is complete or not, and ratify the recommendations made by the Departmental/Faculty Boards of Examiners and/or its Sub-Committee, considering awards under the Aegrotat and Special Provisions.

iii) The Chairs of the Faculty Boards of Examiners are expected to make regular reports to the UCL Board of Examiners on progress and difficulties through the Director of Student Administration internal UCL extension 37389 (external dial number 020 7679 7389).

10.34 Heads of Departments/ Divisions have been instructed to keep students informed of developments; they should consequently ensure that this additional communication continues up to the award of degree or determination of progression.

10.35 Students are being kept up-to-date about the action in general terms through web communications on the UCL Exams and Awards website. (See link at the end of this section.) Students are also being informed about the Emergency Procedures.

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.

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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)

11 Departmental/Divisional and Programme Examiners

All departmental/divisional and Programme Examiners have the following overarching responsibilities:

i) To preserve absolutely the secrecy of unseen written examination papers at all stages until the papers have been completed by examination candidates in accordance with the Instructions prescribed by UCL.

ii) To preserve confidentiality in respect of the proceedings of the Board of TJETBT1 0 0 1 1 72.024 674.3(thTm[o)6(f)e)-3(d)-3(ing)s(Ex) ETBT1 0 Tf1 0 0(

vi) To conduct the assessments in accordance with the

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Further guidance on the nomination and appointment of Chairs and Deputy Chairs

i) It is the responsibility of outgoing Chairs, in consultation with their Heads of Department/Division and the proposed new Chairs, to decide on their successors. In the event of any disagreement over the nomination of a Chair, the final decision should be that of the Head of Department/Division.

ii) The outgoing Chair must notify the Student and Registry Services of any change by returning the . (See link at the end of this section.)

iii) The Student and Registry Services will continue to contact the person

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UCL Student and Registry Services Division
Academic Services Department

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Examiners in their reports and dealing with any appeals by students

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vi) 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.

vii) External Examiners should be given advance notice of the meetings in order for them to attend easily.

viii) Advance notice of meetings will also help administrators to take advantage of booking lower fares and therefore avoid unnecessary costs to UCL in travel expenses.

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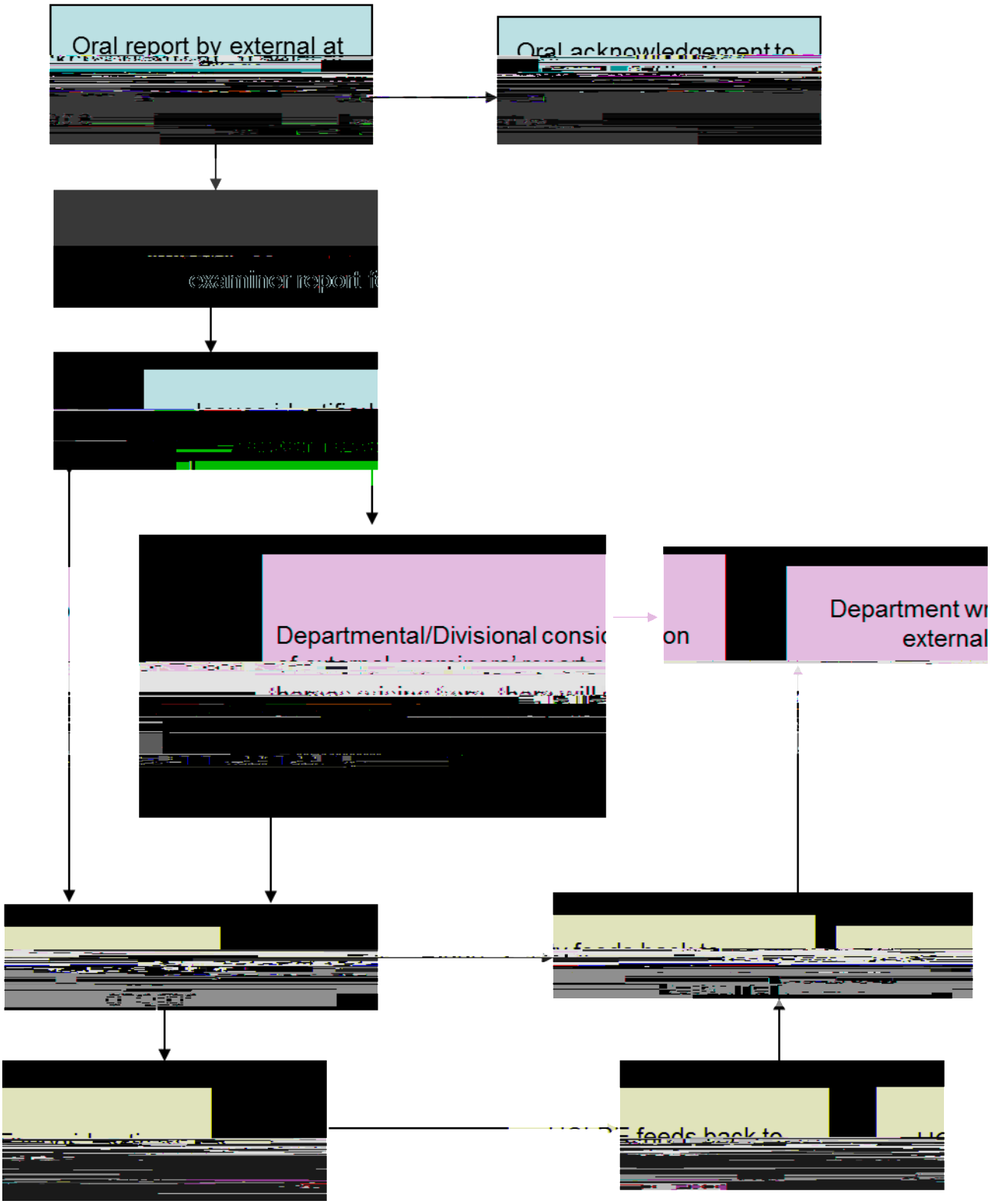
External examiner feedback loop



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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 Attend and speak but not to vote at meetings of the UCL Board of Examiners at which issues related to their Board of Examiners are discussed.

16 The Appointment of Internal Examiners for Departmental/Divisional and Programme Boards of Examiners

16.1 Internal Examiners for the coming session will be nominated, on a yearly basis, by the Chair of the Board of Examiners of the current session and approved by the Faculty Board of Examiners. In the case of a newly instituted Board of Examiners the nominations will be made to the Faculty Board of Examiners by the appropriate department/division or departments/divisions.

16.2 Chairs of Boards of Examiners will submit, on a yearly basis, nominations of Internal Examiners (including Assistant Internals) to the relevant Faculty Board of Examiners early enough for the complete lists of Internal/Assistant Internal Examiners to be approved by the Faculty Boards by the end of the first term of the academic year in which the examiners will act.

16.3 Internal Examiners have the responsibility to declare at the time of appointment or renewal of appointment 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. They must also declare any such interest or connection that develops during their period as an examiner.

16.4 All members of the academic staff who are eligible under this regulation and who have been involved in the assessment of students on a given programme will be appointed to the Board of Examiners for that programme as Internal Examiners.

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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.

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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

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23 The Appointment of External Examiners

23.1

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24.2 It is the responsibility of the Chair of the Board of Examiners to verify eligibility to work in the UK for undergraduate examiners.

24.3 For postgraduate examiners, it is the responsibility of the Chair of the Board of the Board of Examiners to verify eligibility to work in the UK or arrange the provision of a Tier 5 visa or a Permitted Paid Engagement letter to enter 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. (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 variation in the amount of time it takes for the Border Agency to approve a Tier 5 certificate and control.

Links for Section 24

All links go to UCL website unless stated otherwise:

UCL Human Resources

Sponsored Researchers and Visiting Academics

25 The Nomination of Taught Programme External Examiners

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i) If content with the nomination, the Faculty can proceed by sending the form to the Chair of UCLBE, via the Examinations Section 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

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ii) Chairs of Boards should consider the travelling distances involved

practicalities of travel and the likely costs to UCL in expenses, noting the Student and Registry Services will pay up to a maximum of £400 (for one night), £550 (for two nights) and £700 for three nights for taught programme examiner expenses and any additional sums will be charged to the relevant department/division.

iii) Departments/divisions should book and pay for External Examiners travel arrangements well in advance to ensure the best rates are achieved. They should also book and pay for any hotel accommodation, submit an interdepartmental transfer to the Examinations Section also within the maximum amount of £400 (for

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27 Period of Appointment of Taught Programme External Examiners

27.1 Taught Programme External Examiners are appointed for a four year term, subject to annual confirmation of their continuation in appointment by the Board.

27.2 If an external examiner will not be nominated for reappointment within the four year appointment period, the Chair of the Board should formally notify the external examiner co

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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

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i) Whether the academic standards set for the programme awards, or part thereof, are appropriate.

ii) The extent to which the assessment processes are rigorous, ensure equity of treatment for students and have been fairly conducted within .

iii) The standards of student performance in the programme, or parts of programmes, which they have been appointed to examine.

iv) Where appropriate, the comparability of the standards and student achievements with those in some other higher education institutions.

v) Identify good practice.

29.2 highlight areas of concern not satisfactorily resolved at the meetings of the Board of Examiners. The form must be returned to Student and Registry Services within one month of the final meeting of the Board of Examiners so that their comments can be taken into account for the next academic session. The External Examiner feedback procedures are set out in Item 14. authorised when the report is received by Student and Registry Services.

29.3 Examiners should consider the totality of the degree in respect of both syllabus and examination.[2] The major part of their time should be devoted to modules and examinations which are the main determinants of the degree classification.

29.4 External Examiners should be invited to participate in the setting of examination papers and other forms of summative assessment. This annual task should take place before any students submit coursework or any other form of assessment and each individual written examination paper must be approved by an External Examiner.

29.5 External Examiners should have sight of a representative sample of a range of scripts or other forms of assessment that will enable them to make an informed judgement as to whether the internal marking and classifications are of an appropriate standard and are consistent. Departments/divisions should make suitable, practical arrangements for this task either by sending a sample by post/email or by arranging a suitable time and location in advance of a Board for the examiner to review a sample.

[2] In some cases this will not be possible as examiners are appointed to examine specific module(s) and not a programme as such.

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iv) External Examiners have the right to raise matters of serious concern at the highest level of UCL.

Further guidance on Entitlements of Taught Programme External Examiners

i) In most instances of dispute it is expected that External Examiners will accept the majority vote of the Board of Examiners and, if they feel it appropriate, ask for their dissent from any decision of the Board to be recorded in the Minutes of the meeting.

ii)
the External Examiners feedback loop. (See diagram in Section 14.)

iii) Withholding a signature is the ultimate sanction, to be resorted to only when serious matters of principle are involved, e.g. when one or more External Examiners considers that the overall standard of degrees or other awards recommended by the Board of Examiners is wholly inappropriate or considers that one or more students is being seriously and unfairly disadvantaged by the decisions of the Board.

iv) External Examiners may raise issues of serious concern at the highest level, this means either with the Chair of UCLBE or Vice-Provost (Education).

32 The Structure and Membership of Faculty Boards of Examiners

32.1 The members of each Faculty Board of Examiners for undergraduate programmes will be the Chairs of Boards of Examiners in the Faculty responsible for assessing undergraduate programmes and the Faculty Tutor/Sub-Dean of the Faculty or their nominee.

32.2 The members of each Faculty Board of Examiners for taught graduate programmes will be the Chairs of Boards of Examiners in the Faculty responsible for assessing taught graduate programmes and the Faculty Tutor/Sub-Dean of the Faculty or their nominee.

32.3 Each Faculty Board of Examiners will have a Chair and a Deputy Chair. The same person, the Dean, will be the Chair of both the undergraduate and taught graduate Faculty Boards of Examiners.

32.4 Internal and External Examiners appointed to Boards of Examiners at UCL will have the right to attend meetings of the relevant Faculty Board of Examiners and the right to speak but not to vote at such meetings, but may

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be requested by the Chair of the Faculty Board of Examiners to withdraw temporarily if their nominations as examiners are the subject of discussion.

32.5 The quorum of a Faculty Board of Examiners will be one-fifth of the membership including the Chair or Deputy Chair.

Further guidance on the Structure and Membership of Faculty Boards of Examiners

i) It is expected that the Chair of the two Faculty Boards of Examiners will be the Dean of the Faculty but it is recognised that there may be circumstances in which this is not possible or desirable.

ii)

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33.5 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.

33.6 Faculty Board of Examiners receives the Minutes of the meeting at which recommendations for the final award are made from each Board of

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expected that Faculty Boards of Examiners will have been informed, via the Faculty Chair, where this is the case and will report to the UCL Board of Examiners any discussions held or recommendations made in respect of the reports in question.

34 The Membership of UCL Board of Examiners

34.1 Members of the UCL Board of Examiners will be Chairs or Deputy Chairs of all Faculty Boards, undergraduate and postgraduate (in practice one Chair from each Faculty), the Chair, the Dean of Students (Academic), the

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