

# Regulations on the Conduct of Assessment

*These regulations apply to the assessment of all awards made by the College, except that the examination of the thesis for the specialist doctorates and the assessment of the degrees of MPhil, PhD, MA/MSc by Research and PhD by Prior Publication are governed by the Research Degree Regulations. These regulations are to be read in conjunction with any special instructions or contractual arrangements for individual courses.*

1. School Progression and Awards Boards
2. Executive Committee for Assessment
3. Department Assessment Boards
4. Extenuating Circumstances Committee
5. Internal Examiners
6. External Examiners
7. Assessors and Assistant Examiners
8. Chairs and Deputy Chairs of Boards of Examiners
9. Procedures following the appointment of examiners and assessors
10. Quorum for meetings
11. Conduct of meetings
12. Setting work
13. Marking work
14. Publication of results
15. Certification of results

## BOARDS OF EXAMINERS

### 1. School Progression and Awards Boards

- (1) The Academic Board shall convene two Progression and Awards Boards for each School one for the consideration of undergraduate courses and one for the consideration of postgraduate taught courses. Each board acts on behalf of Academic Board in respect of such courses assessed wholly or partly within that School.
- (2) The membership of each School Progression and Awards Board shall comprise a Chair, a Chief External Examiner and the Chair, Deputy Chair or academic representative of each Department Assessment Board reporting to the School Progression and Awards Board and normally a member of the Academic Quality and Policy Office or Student Administration as an observer.
- (3) The terms of reference of the School Progression and Awards Boards will be:
  - (a) to act in accordance with the Regulations and Procedures of the College and to meet as necessary to fulfil this requirement;
  - (b) to make decisions on final award classifications and student progression taking into consideration the impact of extenuating circumstances on students and make applications for the suspension of regulations where these apply to assessment and student progress to the Executive Committee for Assessment;
  - (c) to make recommendations to the Academic Board on regulations and procedures governing their business.

- (4) The Chair will have authority to act on behalf of the School Progression and Awards Board between meetings either individually, or in correspondence with other members. Any action taken in this way will be reported at the next meeting of the Board.

## 2. Executive Committee for Assessment

- (1) The Academic Board shall convene an Executive Committee for Assessment to act on its behalf on matters outlined in paragraph (3) below.
- (2) The membership of the Executive Committee for Assessment shall comprise one Chair of a Progression and Awards Board from each School, the Head of the Academic Quality and Policy Office, the Director of Student Administration or their nominee and the Student's Union Vice President (Education). The Committee may also invite appropriately qualified professionals to meetings to act in an advisory capacity.
- (3) The terms of reference of the Executive Committee for Assessment will be:
- (a) To act in accordance with the Regulations and Procedures of the College and to meet as necessary to fulfil this requirement;
  - (b) To annually monitor degree outcomes for undergraduate and postgraduate taught courses;
  - (c) To annually review all regulations, academic policies and guidance related to assessment including, but not limited to, the *Undergraduate and Postgraduate Taught Regulations*, *Regulations on academic misconduct*, *Regulations on the conduct of assessment*, the *Regulations on access arrangements for assessment*, the *Guidelines for Examiners and Assessors*, *Extenuating Circumstances Guidance*, *Instructions to Candidate* and the *Extensions Policy*;
  - (d) To approve guidelines for standard requests from individual students with special circumstances for the provision of exam access arrangements, to approve any exceptional requests not covered by such guidelines and to annually monitor this provision;
  - (e) To consider recommendations for the suspension of regulations where these apply to assessment and student progress and to regularly monitor this;
  - (f) To annually
    - convene Department Assessment Boards;
    - monitor the appointment of External Examiners across undergraduate and postgraduate taught courses of study;
    - note and monitor the appointment of Chairs and Deputy Chairs of Department Assessment Boards and School Progression and Awards Boards;
    - receive a report on College staff who have external examining roles at other HEIs.
  - (g) To annually approve the examination schedule including dates of the College's examination periods and the schedule for the release of results;
  - (h) To review and provide advice on matters relating to academic misconduct in relation to assessment including approving tariffs;

- (i) To annually award College Prizes to students;
  - (j) To review annually its own activity and institutional assessment processes more generally, having particular regard to comparability of standards and process across the College, and to report to the Academic Board on the outcomes of the review as appropriate
- (4) The Chair will have authority to act on behalf of the Executive Committee for Assessment between meetings either individually, or in correspondence with other members. Any action taken in this way will be reported at the next meeting of the Committee.
- (5) The Executive Committee for Assessment may determine circumstances under which the Head of the Academic Quality and Policy Office may act on its behalf between meetings. Any action taken in this way will be reported at the next meeting of the Committee.

### **3. Department Assessment Boards**

- (1) The Executive Committee for Assessment shall convene Department Assessment Boards on an annual basis as required.
- (2) The membership of each Department Assessment Board shall comprise a Chair, a Deputy Chair, Internal Examiners, at least one External Examiner and normally a member of the Academic Quality and Policy Office or Student Administration as an observer. The Chair of this Department Assessment Board shall be appointed by the Executive Committee for Assessment.
- (3) The terms of reference of the Department Assessment Boards will be:
- (a) to act in accordance with the Regulations and Procedures of the College and to meet as necessary to fulfil this requirement;
  - (b) to make annual recommendations to the Chair of the relevant School Progression and Awards Board on the appointment of External Examiners;
  - (c) to be responsible for setting and marking all work necessary for assessment;
  - (d) to approve the module outcomes for candidates within their remit;
  - (e) to make recommendations to the Executive Committee for Assessment in respect of students with special circumstances for the provision of exam access arrangements;
  - (f) to make recommendations to the School Progression and Awards Boards on regulations and procedures governing their business;
  - (g) to consider reports from External Examiners and to take appropriate action arising from such reports.
- (4) Department Assessment Boards of Examiners may convene sub-committees from their membership to undertake duties on their behalf, provided all decisions and actions taken by a sub-committee are reported at the next meeting of the Department Assessment Board (see Section 12 (1) of these regulations).

- (5) The Chair will have authority to act on behalf of the Department Assessment Board in business which may arise between meetings, provided such action will be reported at the next meeting of the Department Assessment Board. Final module outcomes will be agreed in writing between the Chair and at least one External Examiner from the Department Assessment Board. In addition to the responsibilities outlined in Section 3 (3) of these regulations, the Chair may be required to liaise with the Chair of the Academic Board, the Director of Student and Academic Services and the Chair of the relevant School Progression and Awards Board on representations and complaints from candidates.

#### **4. Extenuating Circumstances Committee**

- (1) The Executive Committee for Assessment shall convene a College Extenuating Circumstances Committee at key points during the academic cycle as determined by the Director of Student and Academic Services or their nominee.
- (2) The Committee will be chaired by the Director of Student and Academic Services or a nominee.
- (3) The membership of the Committee will include:
  - (a) A senior member of the Student Administration team;
  - (b) A senior member of the Academic Quality and Policy team to provide regulatory advice;
  - (c) A senior member of the Student Advisory and Wellbeing team;
  - (d) Other members may be co-opted as and when necessary with approval from the Chair of the Executive Committee for Assessment.
- (4) The terms of reference of the Committee are to:
  - (a) consider extenuating circumstances submissions from candidates;
  - (b) approve or reject them and for those approved classify them according to the severity of the circumstances and the likely impact on assessment;
  - (c) Determine the regulatory outcomes permitted for approved submissions and provide these to the relevant School Progressions and Award Board (s) for consideration in the context of progression and awards decisions relating to candidates under consideration by the Board.

### **EXAMINERS AND ASSESSORS**

#### **5. Internal Examiners**

- (1) Internal Examiners shall be members of the academic teaching staff of the College and other members of staff deemed appropriate by the Executive Committee for Assessment and shall serve as ex-officio members of the Department Assessment Board to which they are appointed.
- (2) Internal Examiners shall be appointed by the Chair of the relevant Department Assessment Board.
- (3) The duties of Internal Examiners shall be determined by the Chair of the relevant Department Assessment Board, and will include:

- (a) to comply with the Regulations and Procedures of the College;
- (b) to attend meetings of the Department Assessment Board when asked to do so by the Chair;
- (c) to set and mark work for the purpose of assessing candidates;
- (d) to be available when required to discuss marking, moderation and module performance with the Chair and External Examiner(s).

## 6. External Examiners

- (1) External Examiners shall be nominated by the Chair of the relevant Department Assessment Board and appointed by the Chair of the School Progressions and Award Board on behalf of the Executive Committee for Assessment. External Examiners shall be members of the wider academic community who may be external or internal to the University of London, but not members of the College.
- (2) Further to the provisions of Section 6 (1), the following criteria shall apply when considering nominations for the appointment of External Examiners. All External Examiners must demonstrate appropriate evidence of:
  - (a) sufficient standing, credibility and breadth of experiences within their discipline to command the respect of academic peers, and where appropriate, professional peers;
  - (b) familiarity with current standards and procedures of Higher Education in the UK, in particular agreed reference points for the maintenance of academic standards, and assurance and enhancement of provision;
  - (c) competence and experience in the fields covered by the course of study or parts thereof;
  - (d) relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/ or extensive practitioner experience where appropriate;
  - (e) competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
  - (f) fluency in English, and where courses are delivered and assessed in languages other than English, fluency in the relevant language(s);
  - (g) awareness of current developments in the design and delivery of relevant curricula;
  - (h) competence and experience relating to the enhancement of the student experience;
  - (i) meeting applicable additional criteria set by professional, statutory or regulatory bodies;

The Executive Committee for Assessment will consider and approve the appointment of any External Examiners who do not meet the criteria set out above.

- (3) The External Examiner appointed by the College should not be:

- (a) a member of a governing body or committee of the College (i.e. Council) or one of its collaborative partners, or a current member of staff of the College or one of its collaborative partners;
  - (b) any person currently or previously associated with the College as a student, member of staff, external validator unless a period of at least five years has elapsed since his/her association with the College ceased;
  - (c) any person who is connected either personally (i.e. a close relative), professionally or contractually with a student falling within the purview of a Department Assessment Board or with a member of staff involved in the courses of study. In cases where a professional connection between an External Examiner from a College of the University of London and a student may occasionally arise from intercollegiate teaching, the External Examiner will inform the Chair of the Department Assessment Board and the other External Examiner(s);
  - (d) any person required to assess colleagues who are recruited as students to the course of study;
  - (e) any person who is or knows they will be in a position to influence significantly the future of students on the course of study;
  - (f) any person significantly involved in recent or current substantive collaborative research activities with a member of staff clearly involved in the delivery, management or assessment of the course(s) or modules in question;
  - (g) a member of staff of an institution for which a member of staff of the College is appointed to act as an External Examiner for comparable courses, unless the Chair of the Executive Committee for Assessment is satisfied that such a situation is unavoidable;
  - (h) be a colleague from the home department and institution of the immediately preceding External Examiner;
  - (i) a member of the same department of the same institution as another External Examiner for the same course.
- (4) An External Examiner shall normally be appointed for a continuous period of up to four years, with an exceptional extension of one year to ensure continuity. Appointments are subject to annual review by the Executive Committee for Assessment as are requests for extensions to such appointments. On completion of the period of appointment, an External Examiner may only be reappointed in exceptional circumstances and then only after a period of five years or more has elapsed since their last appointment. In order to allow sufficient time for the proper performance of his/her duties, an External Examiner shall normally hold no more than two External Examiner appointments for taught courses/ modules at any point in time.

Where a nominated External Examiner has no previous experience in such a role, the Department will, where possible, appoint a more experienced External as a mentor.

- (5) The duties of External Examiners will be to:

- (a) comply with the Regulations and Procedures of the College;

- (b) attend any meeting of a Department Assessment Board of which s/he is a member held to determine the outcomes of examinations;
- (c) assist in the maintenance of the standard of awards of the College and the University as appropriate, and to help ensure as far as is practicable that the process of assessing students is fair and operated equitably, by:
  - (i) advising on whether marking schemes and course content are consistent with national standards;
  - (ii) advising on whether marking schemes and methods of assessment are appropriate to the discipline;
  - (iii) approving draft examination papers and new or amended summative coursework assessments which constitute more than 20% of the final grade for a module. In cases where students develop their own titles, the External Examiner should be sent the assessment guidelines;
  - (iv) moderating the marking of Internal Examiners and adjudicating in exceptional cases of disagreement on marks for work that contributes to a named award;
  - (v) advising Department Assessment Boards of Examiners on decisions relating to awards;
  - (vi) advising on proposals to introduce new modules, module amendments and course amendments.
- (d) sign lists confirming the process of approval of final outcomes of module assessment;
- (e) complete an annual report within three weeks following the main meeting of the Department Assessment Board, using a proforma issued by the Director of Student and Academic Services.

Given the central role played by an External Examiner in confirming assessment outcomes, the Executive Committee for Assessment may take steps to terminate the contract of an External Examiner early for failure to fulfil the duties set out in Section 6 (5) above

- (6) Each School Progression and Awards Board shall on behalf of the Executive Committee for Assessment appoint a Chief External Examiner. This examiner shall be one of the External Examiners appointed to a Department Assessment Board. The Chief External Examiner shall attend meetings of Department Assessment Board to which s/he has been appointed as well as the School Progression and Awards Board. In this regard their role will be to confirm progression and award decisions for the School in question.

## **7. Assessors and Assistant Examiners**

- (1) Assessors shall be specialists with particular expertise or knowledge appointed to assist in setting and marking work and to attend examinations.
- (2) Assistant Examiners may be appointed to assist in marking and to attend practical examinations where large numbers of candidates are involved. Assistant Examiners shall not assist with setting work for assessment.
- (3) Assessors and Assistant Examiners shall be appointed by the Chair of the relevant Department Assessment Board, who will:

- (a) assign them with duties, to include compliance with the Regulations and Procedures of the College;
  - (b) provide them with appropriate guidance on the assessment process, including the application of marking criteria;
  - (c) ensure that their marking is always confirmed by an Internal Examiner (see Section 13 (2) of these regulations).
- (4) Assessors and Assistant Examiners shall not be members of Department Assessment Boards, but at the discretion of the Chair may attend meetings in a non-voting capacity to provide advice.

## **8. Chairs and Deputy Chairs of Boards of Examiners**

- (1) The Chair of the Executive Committee for Assessment shall be the Senior Vice-Principal (Education).
- (2) Chairs of School Progression and Awards Boards, and Deputy Chairs, shall be senior members of the academic teaching staff of the College, nominated by the Head of School and appointed by the Executive Committee for Assessment.
- (3) Chairs of Department Assessment Boards, and Deputy Chairs, shall be senior members of the academic teaching staff of the College, nominated by the Head of the academic department responsible for teaching the subject concerned and appointed by the Executive Committee for Assessment. In the case of collaborative provision the Chair of the relevant Assessment Board may be appointed by the Executive Committee for Assessment.
- (4) The duties of Chairs of School Progression and Awards Boards will include:
  - (a) Overall responsibility for ensuring that all staff in the School follow College regulations and policies pertaining to examination, receive briefing/ training as required and that the Department Assessment Boards and the School Progression and Award Boards are run in line with relevant College regulations and policies;
  - (b) Approving all External Examiners for courses in the School and ensuring that all courses have the requisite number of External Examiners prior to the start of the academic year or as soon as possible thereafter and ensuring that the Chief External Examiner for the School is responded to within the regulatory timeframe of two months;
  - (c) Coordinating the timetabling of School and Department Assessment Boards (June, SVAP, Autumn (for PGT) and key points in the academic cycle for non-standard courses) in liaison with Student Administration and the Academic Quality and Policy Office, providing members with adequate notice of the meeting (normally at least six months in the case of meetings involving the Chief School External Examiner), and ensuring that they receive in good time relevant School documentation and their attendance in person at relevant meetings is confirmed;
  - (d) Preparing documentation for the School Progression and Awards Board meeting with the assistance of School administration staff;



- (e) Ensuring that all progression and award outcomes are provided to Student Administration by the required deadlines in June, after SVAP, after Autumn Boards (for PGT) and at other key points in the academic cycle for non-standard courses;
  - (f) Representing the School at meetings of the Executive Committee for Assessment, when required;
  - (g) Submitting requests for suspensions of regulations from the School to Executive Committee for Assessment and approving those for which there is delegated responsibility;
  - (h) Reporting to the Executive Committee for Assessment the degree outcomes of courses in the School and taking responsibility for the completion of any actions arising from these;
  - (i) Ensuring that the process for advising students on resit and other progression options is consistently approached within the School.
- (5) The Deputy Chair of the School Progression and Awards Board will normally be the Chair of one of the Department Assessment Boards, appointed annually. The responsibility of the Deputy will normally be to chair the School Board in the absence of the Chair. However, they may be required to take on additional responsibilities at the request of the Chair.
- (6) The duties of Chairs of Department Assessment Boards of Examiners will include:
- (a) Chairing the Department Assessment Board in line with relevant College regulations and policies, receive briefing/training as required, and retaining responsibility for all decisions and action taken and not taken by the Department Assessment Board in respect of the assessment for which it is responsible;
  - (b) In collaboration with the Chair of the School Progression and Awards Board assessing the training needs of examiners and assessors appointed to the Department Assessment Board and to ensure that adequate measures are taken to address any needs which may be identified and that relevant briefing or training sessions are provided;
  - (c) Annually nominating External Examiners as required, providing the Academic Quality and Policy Office with the required work load allocations and all required paperwork for the appointment and payment of such examiners;
  - (d) Determining the distribution of work between examiners and assessors, including External Examiners and ensuring that all those appointed to the Department Assessment Board are provided with the information required to reach sound decisions, in accordance with the procedures described in the College Regulations and the *Guidelines for Examiners and Assessors* and that these are followed;
  - (e) In collaboration with the Chair of the School Progression and Awards Board, making arrangements for meetings of the Department Assessment Board and the School Progression and Awards Board, as necessary, providing members with adequate notice of the meeting (normally at least six months in the case of meetings involving the External Examiner(s)), this includes both the end of year and summer vacation assessment boards;
  - (f) Setting up sub-committees for oversight of the setting of examination papers, where relevant and ensuring that all deadlines set by Student Administration in this respect are adhered to;

- (g) Preparing documentation for the Department Assessment Board meeting at the end of the academic year and during the summer vacation assessment period with the assistance of School administrative staff and meeting all required deadlines set by Student Administration for the submission of student outcomes;
  - (h) Preparing documentation for and representing the Department Assessment Board at the School Progression and Awards Board and making recommendations at that board on the progression and classification of candidates in the department in line with course and College regulations and where appropriate;
  - (i) Sending the External Examiners an appropriate written response to any comments or recommendations contained in their annual reports within two months of receipt of their report;
  - (j) Having responsibility for overseeing plagiarism hearings and related disciplinary processes. This may be delegated to the Deputy Chair or another member of staff in the department.
- (7) The duties of Deputy Chairs of Department Assessment Boards will include:
- (a) Deputising for the Chair of the Department Assessment Board where necessary;
  - (b) Running the sub-committee of the Departmental Assessment Board which has oversight of the setting and scrutiny of examination papers;
  - (c) Liaising with External Examiners as regards examination papers/ coursework questions which require approval;
  - (d) Ensuring that all deadlines set by Student Administration with respect of submission of examination papers for printing are adhered to;
  - (e) Supporting the Chair with arrangements for the meeting of the Department Assessment Board;
  - (f) Chairing Academic Misconduct Panels for students in the department with support from Student Administration.
  - (g) Responsibility for overseeing plagiarism hearings and related disciplinary processes.

#### **9. Procedures following the appointment of examiners and assessors**

- (1) The Director of Student and Academic Services shall maintain a record of the membership of all Boards of Examiners which approve module outcomes, progression decisions and conferment of awards by the College.
- (2) The Executive Committee for Assessment may terminate the appointment of an examiner or assessor who no longer satisfies the criteria on which s/he was appointed, or who is unable to fulfil the duties for which s/he was appointed. In the case of an External Examiner, the appointment may be terminated from either side by giving three months written notice.
- (3) All examiners and assessors will be provided access to the College Regulations, the *Guidelines for Examiners and Assessors*, the College Student Handbook and other relevant information via the External Examiner Online Resource.

- (4) External Examiners will be provided with the following additional items by the Director of Student and Academic Services:
- (a) an Annual Report Form;
  - (b) a statement of impartiality;
  - (c) an expenses claim form and schedule of reimbursable expenses.
- (5) External Examiners will be provided with the following additional items by the Chair of the Department Assessment Board:
- (a) contact details;
  - (b) a list giving the composition of the Department Assessment Board, including a note of the subject areas covered by other External Examiners;
  - (c) the Departmental Student Handbook(s) or Course Guide(s) and course specifications covering courses and modules under the Department Assessment Board's purview;
  - (d) a schedule for the assessment process, including the dates of meetings and any domestic arrangements;
  - (e) minutes of the previous year's Department Assessment Board meetings;
  - (f) the Departmental Annual Review Report for the previous year;
  - (g) for new External Examiners, the final report of the outgoing External Examiner.
- (6) The Chief Examiner will additionally be provided with
- (a) a list giving the composition of the School Progression and Awards Board;
  - (b) a schedule for with the dates of meetings and any domestic arrangements;
  - (c) minutes of the previous year's School Progression and Awards Board meetings.

## **MEETINGS OF BOARDS OF EXAMINERS**

### **10. Quorum for meetings**

- (1) The quorum for any meeting of a Department Assessment Board shall be the Chair or Deputy Chair, one External Examiner and at least two Internal Examiners. A meeting at which just the quorum membership is present may only take place under exceptional circumstances. All meetings of the Department Assessment Board should normally include as a minimum all Internal Examiners who are convenors of modules being considered, or their nominee.
- (2) The quorum for any meeting of a School Progression and Awards Board will be the Chair, the Chief External Examiner (unless otherwise agreed for a limited number of non-standard courses approved by the Chair of the Executive Committee for Assessment) and one representative, normally the Chair or Deputy Chair, from each department presenting results to the Board. The

School Progression and Awards Board shall not approve any progression or award outcomes if there is not a representative present at the meeting.

- (3) The quorum for any meeting of the Executive Committee for Assessment will be the Chair and at least four other members of the Committee.

## **11. Conduct of meetings**

- (1) Meetings of the Executive Committee for Assessment and meetings of, School Progression and Awards Boards and Department Assessment Boards held to determine final outcomes of module assessment, progression and award classifications, respectively, will take place at times specified in a schedule circulated at the beginning of each academic year by the Director of Student and Academic Services.
- (2) Only the following may attend meetings of Department and School Boards of Examiners or the Executive Committee for Assessment:
  - (a) appointed members of the Board/Committee;
  - (b) designated administrative staff, including School administrators and the Director of Student and Academic Services or his/her nominee;
  - (c) the Principal of the College;
  - (d) Assessors or Assistant Examiners invited by the Chair of a Department Assessment Board under the provisions of Section 7 (4) of these regulations;
  - (e) inspectors appointed under Act of Parliament for examinations leading to a registrable qualification.
- (3) Members of Department Assessment Board shall have the right to see any item of work submitted by a candidate for assessment by the Department Assessment Board.
- (4) The Chair shall ensure that a formal and detailed record is kept of the proceedings and lodged with the Director of Student and Academic Services within ten working days.
- (5) For meetings of Boards of Examiners or the Committee held to determine final recommendations on module assessment, award classifications and student progression, the identity of candidates shall be withheld from those present until all decisions have been finalised.
- (6) Decisions of Boards of Examiners or the Committee will be based only on candidates' work or marks arising thereof and evidence of extenuating circumstances submitted by candidates or found as a result of any investigations into teaching provision or the assessment process conducted by the College or a partner institution in the case of collaborative provision.
- (7) Decisions of Boards of Examiners or the Committee will be arrived at by consensus, or by a majority vote of those members present and eligible to vote (i.e. External Examiners and Internal Examiners). Abstentions will count as votes against the motion. The Chair shall vote only where there is no majority among other members.
- (8) Decisions on final awards must be based only on the outcomes of module assessment which have been moderated and confirmed by an External Examiner in accordance with the provisions of

Section 13 (5) of these regulations, otherwise the decision will be deemed provisional and subject to confirmation by the External Examiner(s) once confirmed marks become available.

- (9) Decisions on module and course outcomes made by the Department Assessment Board and School Progression and Awards Boards, respectively, are final unless a subsequent error in the recording of marks or incorrect application of relevant academic regulations is identified. In such circumstances the College reserves the right to make a revised determination of the module, final award and/ or progression decisions.

## SETTING AND MARKING WORK

### 12. Setting work

- (1) Each Department Assessment Board shall convene a sub-committee to be responsible for:
- (a) ensuring that examination papers are set as and when required, and that they are both fair and appropriate to the learning outcomes of the module;
  - (b) ensuring that each examination paper and any associated marking schemes and sample answers are approved by an External Examiner appointed to the Department Assessment Board;
  - (c) reviewing the potential for overlap between coursework and examination papers likely to be sat by any candidate in the same session and across the period of study;
  - (d) obtaining copyright clearance as required for material reproduced in question papers;
  - (e) ensuring the final accuracy of each examination paper;
  - (f) lodging a copy of each examination paper with the Director of Student and Academic Services;
  - (g) where appropriate, approving topics for projects, dissertations and presentations, and courses for recitals and performances.
- (2) Department Assessment Boards shall draw up marking schemes at levels appropriate to the modules and awards within their purview and make these available to candidates.
- (3) Department Assessment Boards shall determine who may be present at oral examinations and assessed presentations and performances in line with the *Guidelines for Examiners and Assessors*. Audio and video recordings of the examination may be made for the sole use of the examiners.
- (4) All those involved in the assessment process shall be responsible for maintaining the secrecy of question papers and associated marking schemes until the papers have been worked by the candidates, and for maintaining the security of any work submitted by candidates for assessment.
- (5) Where candidates are to be given foresight of the format or content of assessment, including questions in an open-book examination, arrangements must be made to ensure that all candidates have an equal opportunity to access the material at the same time.

- (6) It is a condition of the appointment of examiners and assessors that copyright of question papers and any associated materials prepared in relation to the appointment shall rest with the College or in the case of collaborative provision copyright may rest with the partner institution as set out in the institutional contract.
- (7) Department Assessment Boards of Examiners shall determine precisely the source materials to be used by candidates during each examination, making clear to candidates whether they must provide the materials themselves or use materials provided by the College or relevant partner institution in the case of collaborative provision, subject to the following conditions:
  - (a) candidates will not normally be given use of dictionaries to overcome any deficiency in their command of the English language;
  - (b) Department Assessment Boards shall not commit the College or the partner institution in the case of collaborative provision, to any financial expenditure without the prior approval of the Director of Student and Academic Services;
  - (c) calculators, where used during formal written papers, must be a model approved by the relevant academic department or in the case of collaborative provision by the partner institution;
  - (d) candidates should be asked to provide materials only where it is reasonable to expect that they would be able to purchase them.

### **13. Marking work**

- (1) The identity of candidates will be withheld from those marking summatively-assessed work so far as is practicable until after the marking process is complete. The School Chair of the undergraduate or postgraduate taught Progression and Awards Boards may approve exemptions from this requirement, of which students will be informed.
- (2) Work submitted for assessment shall be marked using one of the following methods:
  - (a) single marking, where the work is marked by one Internal Examiner;
  - (b) single marking with moderation, where the work is marked in accordance with (2)(a) above, except a second Internal Examiner also marks a sample of the work, which shall include a representative sample from all degree classifications and failed work, in order to ensure consistency with the approved marking scheme;
  - (c) double marking, where the work is marked by two Internal Examiners, or by an Internal Examiner and an Assessor, who shall together agree a single mark for each piece of work;
  - (d) blind double marking, where the work is marked in accordance with (2)c) above, except the second marker shall not have prior sight of the comments of the first marker.
- (3) Any substantial piece of work (i.e. contributing more than 20% to the module) which contributes towards a candidate's award classification shall normally be assessed using one of the methods outlined in Section 13 (2) (b-d) of these regulations, except in the case of in-course assessments the form or timing of which renders this impractical.

- (4) Save in the case of formal oral examinations, presentations or performances, External Examiners will not normally mark work. In exceptional cases, however, an External Examiner will be asked to adjudicate where a first and second marker are unable to agree a single mark for a piece of work, even after reference to a third internal marker.
- (5) All final module outcomes shall be moderated by an External Examiner, who shall have regard for matters such as the positioning of candidates at borderlines, the distribution of marks across the cohort and the award of Fail.
- (6) In cases where an External Examiner fails to endorse final module outcomes or degree classifications, the matter will be referred to the Executive Committee for Assessment.

## **PUBLICATION AND CERTIFICATION OF RESULTS**

### **14. Publication of results**

- (1) Assessment outcomes will be released to students only after they have been confirmed by the relevant School Progression and Awards Board and/ or the Executive Committee for Assessment. The Director of Student and Academic Services will publish course outcomes, with final percentage results, progression outcomes, and for finalists, final course outcomes with award classifications, via Campus Connect after the final meetings of all School Progression and Awards Board and the Executive Committee for Assessment for the relevant academic cycle have been undertaken.
- (2) Written confirmation of module outcomes, percentage results, award classifications and field of study may only be issued to candidates individually by the Director of Student and Academic Services.
- (3) Save for the exclusions in Section 15 (2) of these regulations, provisional results may be released to third parties, such as funding bodies, employers and other education institutions, if the candidate's application to that party would be compromised by waiting until the results have been confirmed. In such cases, the third party will be apprised of the need to maintain confidentiality pending final ratification of the results.

### **15. Certification of results**

- (1) Subject to the Data Protection Act, services such as the provision of transcripts, references and written notification of results will be withheld for candidates who have tuition or tuition-related debt to the College, the University of London or a partner institution in the case of collaborative provision.
- (2) Certificates of award for degrees of the University of London awarded by the College will be issued by the University of London.
- (3) Certificates of award for degrees, diplomas and certificates of the College will be issued by the Director of Student and Academic Services. The certificate shall state the name of the College, the title and date of the award, and where appropriate, the classification and field of study, and shall also carry the signature of the Principal and that of the Chief Operating Officer.