

EXTERNAL EXAMINING OF UNDERGRADUATE AND POSTGRADUATE TAUGHT DEGREE PROGRAMMES

6. Information for External Examiners

- 6.1 Following approval by Senate, a letter of appointment together with the University's document on external examining of taught undergraduate and postgraduate degree programmes is sent to the External Examiner specifying the programme(s) to be examined, the financial conditions attached, the period of tenure and the period of visit for external examination.
- 6.2 External Examiners are asked to confirm their acceptance of the appointment.
- 6.3 When the External Examiners will be asked to review the examination questions set and review marking scheme/indicative marking criteria and outline model answers proposed, the Faculty/ Department/Centre will provide the External Examiners with Module Specification Sheets (MSS) on modules to be examined.
- 6.4 On arrival, the Programme Coordinator will provide the External Examiner with a portfolio which should normally comprise of the following:
- (a) UoM Regulations, Quality Assurance Document governing External Examination process at UoM and "*Guidelines for Processing Examination Results at UoM*";
 - (b) Programme Structure;
 - (c) Module Specification Sheets (MSS) for all modules examined
 - (d) Examination Structure
 - (e) Examination papers of all Final Year modules with Outline Model Answers/Indicative Marking Criteria and Marking Scheme;
 - (f) * Provisional marks of modules for final year consolidated results with indication of provisional CPA/GPA
 - (g) Dissertation Guidelines used by the Faculty/Centre
 - (h) List of Project/Dissertation titles, with names of Supervisor/Assessor
 - (i) * Dissertation and other assessment sheets with marks (Poster, Oral) and other relevant Reports prepared by the Dissertation Coordinator
 - (j) List of student names with ID
 - (k) Template of External Examiner's Report as per Annexes
 - (l) Any other material which may be relevant for external examination of Programme concerned
- * The above should be provided by the Administrative Officer, Exam Sections to External Examiners, given the confidentiality aspects involved.
- 6.5 The External Examiners should normally have access to any available material they deem necessary to reach the judgements required by their position.

- 6.6 Faculties/ Departments/ Centres are expected to provide External Examiners with opportunities for meetings with staff.
- 6.7 The External Examiner has the right to see all degree examination scripts and any other work (if possible) that contributes to the degree result. In those cases where it is agreed with the External Examiner that only a selection of scripts is to be made available, the principles for such selection should be agreed in advance. Normally, this should include sample scripts from the top, middle and bottom of the range. The External Examiner should also have available all the scripts of students with borderline and failed marks.
- 6.8 Where a *viva voce* examination is to be held for only a proportion of the students, the principles for the selection of students should be agreed with the External Examiner. Normally, the list should include all students with borderline marks/CPA, and samples of students from all the different classes (First Class, Second Class First Division, Second Class Second Division, Third Class, Pass).

Please refer to “*Guidelines for Processing of Examination Results at UoM*”

QA updated on 07/10/2014