

SENATE REGULATION 4: Assessment of Students on Taught Programmes

Contents

SECTION A: ASSESSMENT	2
Coursework	2
University scheduled examinations.....	3
College-scheduled examinations.....	3
Viva Voce	

Students with Additional Needs

19. Students shall normally notify an authorised member of staff in good time and in writing, normally five weeks prior to the assessment, of any disabilities that may require reasonable adjustments to be made for the conduct of any assessment. The advice of a professionally qualified assessor and the University's Disability and Dyslexia Service should be sought where appropriate. The Department should then notify Academic Services so that appropriate arrangements can be made.

20. The arrangements to be made in light of information submitted by students in this manner shall be considered by an authorised member of staff on behalf of the relevant Panels and Boards of Examiners. The nature of

assessment as a result of the event which occurred, while also preserving the integrity of standards and awards.

27. Submissions from students concerning extenuating circumstances are reviewed by an Extenuating Circumstances Panel, normally chaired by a Senior Tutor. The Chair and members (minimum 3) of the Panel shall be appointed by the Head of Department, and supported by a secretary.

28. An Extenuating Circumstances Panel shall determine whether a submission made by a student concerning extenuating circumstances should be accepted. Where extenuating circumstances are accepted, the Panel will report to the relevant Board(s) of Examiners (with the student's name anonymised) the assessments affected, and the likely impact on the student's performance.

29. An Extenuating Circumstances Panel may exercise discretion to a considerable extent in determining whether submissions concerning extenuating circumstances should be

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the document concerned. The provision of non-authentic documents by students may be subject to action under Senate Regulation 6.

35. Students whose extenuating circumstances are private and sensitive, are encouraged to discuss their situation with the Chair of the Extenuating Circumstances Panel, in confidence, who will advise on the appropriate course of action.

36. Students should be advised that reluctance to provide supporting evidence in a timely manner, or the inability of the University to verify the authenticity of documents submitted, may mean that the Extenuating Circumstances Panel has insufficient information to proceed.

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45. All papers giving grades/marks or recommendations or other information about a student's performance shall remain confidential, unless the Chair authorises otherwise, and

- d) submitting to the appropriate Board(s) of Examiners confirmed grades/marks for each student in each modular/assessment block, together with such other information, as the Board(s) may require by the due date.

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- not adjust the grade/mark assigned to any student by a Panel of Examiners, except for assigning grades in the case of accepted extenuating circumstances under Regulation 4.41 or 4.45 above;
- defer making a progression decision or award recommendation if it has insufficient evidence about a student's performance available to it.

61. The Chair shall ensure that the proceedings of a Board of Examiners are carried out in accordance with Senate Regulations and the approved programme specification. The Chair will report to Quality Assurance in any case where irregularities occurred in the Board's procedures and which were not remedied at the time, or where the External Examiner was absent, or where one or more External Examiners expressed dissatisfaction with the proceedings or decisions or recommendations of the Board, as soon as possible after the meeting of the Board.

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68. An External Examiner shall normally be appointed for a period of four years, but the

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- i) the schedule of examinations and other assessments, meetings and dates when work will be sent out for the first year;
- j) copies of the appropriate sections of the University regulations and associated policies.

Role and responsibilities

79. The roles, powers and responsibilities of an External Examiner shall be as specified by Senate from time to time.

80. The role of the External Examiner(s) is to provide informative comment and recommendations whether:

- a) An institution is maintaining the threshold academic standards set for its awards in accordance with the frameworks for higher education with qualifications, applicable subject benchmark statements and relevant professional and statutory bodies;

- b) The assessment process

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- 84.** External Examiners are not required to study each piece of work in detail, but are required to satisfy themselves that the work is of the appropriate standard, comparable with that of other United Kingdom higher education institutions and that the marks assigned reflect the published marking criteria and intended learning outcomes.
- 85.** The total number of sample pieces of assessed work sent to an External Examiner in each academic year should not exceed 320 individual pieces. Departments will normally make no less than 10% of assessments for each modular/assessment block available to the External Examiner(s) except where the sample size would result in a sample size less than ten, where everything would be made available. Samples of work made available to the External Examiner(s) for a modular/assessment block should represent the full range of student achievement.
- 86.** The External Examiner(s) should review no less than 20% of the postgraduate taught dissertations or undergraduate final year project reports, unless the cohort size is 10 or fewer, in which case all assessments should be made available. The sample should represent the full range of student achievement.
- 87.** External Examiners should be consulted about the external moderation of non-written assessments. They should be invited to attend any live assessment events, displays etc., or should be offered the opportunity to see video recordings. External Examiners should receive proper briefings and explicit marking criteria/schemes for such assessments.
- 88.** An External Examiner may be required to moderate the assessment of students' performance during their assessed school experience, clinical or other professional work-placement, irrespective of the location.
- 89.** All assessed material should be available to the External Examiners

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