



Regulations for Boards of Examiners for Taught Programmes

2014-2015 Academic Session

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

24 [Taught Programme External Examiners and the Points Based Visa System](#)

25.1 [External Examiners may be nominated to provide their services as a taught programme examiner for a four-year term, subject to annual confirmation of their continuation in appointment by the Board.](#)

There are some minor changes to the wording of this item.

25.2 [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 concerned and inform the Chair of UCLBE of the decision via the Examinations Section with a brief statement of reason.](#)

New regulation for examiners who are not reappointed within their four-year External Examiner ship.

26.3 [External Examiners are not expected to hold more than the equivalent of two substantive external examinerships at the same time.](#)

Revised regulation to remove the reference to first degrees: a maximum of two external examinerships can be held at any level.

27.1 [Period of Appointment of Taught Programme External Examiners](#)

There are some minor changes to the wording of this item.

28.3 [Confirmation of Continuing Appointment of Taught Programme External Examiners](#)

UCL's right not to continue with the appointment of an External Examiner.

30 [Entitlements of Taught Programme External Examiners](#)

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 a 'family' of similar (usually for Master's) programmes exists, or 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 Boards of Examiners' Reporting Requirements

- 2.1 Each Board of Examiners will report in the first instance to the Faculty Board of Examiners
- 2.2 In the case of Combined Studies programmes the Board of Examiners will report to the Faculty Board of Examiners for the Faculty in which the programme is registered.
- 2.3 In the case of multidisciplinary programmes the Board of Examiners will report to the Faculty Board of Examiners for the Faculty in which the programme is registered.
- 2.4 Each Faculty Board of Examiners will report to the UCL Board of Examiners (UCLBE).
- 2.5 Provision will be made exceptionally, subject to the approval of the UCL Board of Examiners, for Boards of Examiners to be created in subject areas

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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 Examiners' Voting Rights

- 3.1 Boards of Examiners, whether in single subjects or in Combined Studies, will include one Internal Examiner for each main subject area covered and one External Examiner for each main subject area covered except in those instances where the Chair of the Board considers it appropriate for an examiner, whether Internal or External, to be appointed to examine across more than one subject area.
- 3.2 The minimum number of examiners appointed to each Board of Examiners, provided that the foregoing conditions are fulfilled, is two Internal Examiners in addition to the Chair, the Deputy Chair, and one External Examiner.
- 3.3 Exceptionally, where the number of students to be examined is three or less, and the subject to be examined is very specialised, the minimum number of examiners appointed will be four: the Chair, the Deputy Chair, one Internal Examiner and one External Examiner.
- 3.4 Other Faculties involved with the delivery and examination of a programme will be entitled to be represented by the appropriate Faculty Tutor/Sub-Dean or nominee.
- 3.5 A Board of Examiners will include, as a non-voting member, the Faculty Tutor/Sub-Dean or the Faculty Tutor/Sub-Dean's nominee. In the case of inter-Faculty Boards of Examiners in Combined Studies, the responsible Faculty will be represented by the appropriate Faculty Tutor/Sub-Dean or nominee.

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.
- 4.2 Exceptionally, where the number of candidates to be examined is three or less, the minimum number of examiners may be three, including the Chair (or Deputy Chair).

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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.

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 provisional results, they must be clearly marked as 'unconfirmed and provisional' with wording along the following lines:

“These results are unconfirmed and provisional and are subject to change by the Board of Examiners and the UCL Board of Examiners.”

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

“For undergraduates, confirmed module marks will be released on Portico in the last week of July and confirmed awards will be published on 1 August.”

“For postgraduates, confirmed marks and awards will be published on Portico 2-3 weeks after the Board of Examiners has met.”

- 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.

- v) Unconfirmed and provisional results must not be released to students who are being investigated through the Examinations Irregularities procedure.
- vi) If there is a dispute within the Department/Division regarding students' result(s) (i.e. a disparity between the result(s) recommended by the internal markers which has yet to be resolved), the unconfirmed provisional result(s) should not be released.
- vii) If unconfirmed provisional results are not released to students due to 9) or 10), students should be advised of the timeline for the release of their results, if possible.

6 The Conduct of a Board of Examiners and Candidate Anonymity

- 6.1 Unseen written summative examinations must be assessed against candidate number.
- 6.2 With the exception of the situations outlined in item 5.4, all summative assessed coursework that constitutes more than 40% of a single module must be submitted and marked on an anonymous basis.
- 6.3 All summative assessed marks achieved, progression decisions and awards considered by a Board of Examiners must be conducted on an anonymous basis.
- 6.4 In situations where anonymity cannot be preserved i.e. the assessment of clinical work, laboratory-based work, oral examinations, student presentations, group work, exhibitions etc., and where a department/division operates a mechanism of giving in-class feedback, assessment will be conducted by reference to students' names.

Further guidance on the conduct of a board of examiners and candidate anonymity

- i) As coursework can be provided in a variety of formats, and because students benefit from feedback about their performance, up to 40% of assessment within a single module can be submitted by student name.
- ii) Coursework greater than 40% in a single module can be assessed against candidate number, Student Re-assessment Number (SRN) downloaded from Portico, or other system of anonymity.

7 Boards of Examiners' Conflicts of Interest

- 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 student's results are being discussed in the Board of Examiners meeting.

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

Undergraduate Finalist Students and Taught Postgraduate Students

- 8.1 If the range of marks available for an undergraduate finalist or taught postgraduate student is not complete, the Board should consider whether or

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

- 8.2 If the Board is satisfied that the student has obtained sufficient academic achievement to be awarded a degree, but not sufficient to determine an undergraduate classification or post graduate level of award, the Board should recommend a provisional pass. The classification/level of award will be determined when all marks have been submitted or when there is sufficient evidence to determine the final classification/level of award beyond reasonable doubt.
- 8.3 If it is not possible to determine whether a student has passed enough course units or modules to be awarded a degree, the Board of Examiners should defer making a decision and refer the case to the Faculty Board of Examiners, with information on marks and assessments awarded, together with other relevant information, such as extenuating circumstances and confirmation of attendance at examinations.
- 8.4 If are marks missing, but it is clear that the classification/level of award is unaffected by the missing marks, the Board should recommend a degree classification/level of award, indicating that there are still marks missing. In the case of an undergraduate degree, for example, this is clear when a student has all marks except one half-course unit and if all the other marks fall in the Upper Second Class Honours band, a the missing mark would have no impact on classification. For a taught postgraduate degree the same example applies when a student has all marks except for 15 credits and if all the other marks fall into an award with Merit the missing mark would have no impact on the level of the award. However, it is imperative that any decision should be wholly consistent with the programme's scheme of award.
- 8.5 If the majority of marks are available, but it is not entirely clear what the classification should be, Boards of Examiners should determine whether there is sufficient evidence for the award of a degree, including for undergraduate finalist students the requirement that at least two final year course units have been passed. The Board should then consider possible awards, and when all the marks are available, on the basis of the discussion by the Board, the Chair, in consultation with the External Examiner(s), should determine the final recommendation
- 8.6 If there are sufficient marks to determine that a degree will be awarded but where the marks received do not indicate that a student is clearly in a given class or near a borderline, then the Board of Examiners can indicate only an Honours degree (classification to be determined).

Non-Finalist Undergraduate Students

- 8.7 Boards of Examiners should consider the range of marks awarded to students together with the rules for progression for the programme and recommend a progression decision for the next year of study. If the full range of marks is not available, the Board of Examiners should determine whether the student has sufficient academic achievement to be allowed to progress.
- 8.8 If the number of marks available for a non-finalist student is almost complete, and if the Board is satisfied that the student has sufficient academic achievement to proceed, progression should be recommend.
- 8.9 If it is not possible to determine whether a student has passed enough course units to progress to the next year of the degree, the Board of Examiners should defer making a decision and refer the case to the Faculty Board of Examiners, with information on marks and assessments awarded, together with other relevant information, such as extenuating circumstances and confirmation of attendance at examinations.
- 8.10 Department/Divisional Boards of Examiners should determine, wherever possible, whether a student is eligible for consideration for deferred assessment, and make arrangements for the deferred assessment in order that it be undertaken before the start of the following session. (See link at the end of this section.)
- 8.11 For students on the harmonised scheme of award, Departmental/Divisional Boards of Examiners should determine, wherever possible, whether a student is entitled to referred assessment, and make arrangements for the referred assessment to take place before the start of the following session. (See link at the end of this section.)

Links for Section 8

All links go to UCL website unless stated otherwise:

[UCL Deferred Assessment, Undergraduates](#)

[UCL Deferred Assessment, Graduates](#)

[UCL Referred Assessment](#)

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9 Procedures when an External Examiner is Unable to Attend a Meeting of a Board of Examiners

- 9.1 If an External Examiner is unable to attend a Board of Examiners meeting to make recommendations for the final award, that Board of Examiners must be able to demonstrate to the satisfaction of the UCL Board of Examiners that adequate consultation has taken place with the External Examiner in question and that the External Examiner has submitted their views to the Chair in writing before the meeting.
- 9.2 If no External Examiner is able to attend a Board of Examiners meeting to make recommendations for the final award, that Board of Examiners will not have power to recommendations for the final award, unless it can be demonstrated to the satisfaction of the Chair of the UCL Board of Examiners that adequate consultation has taken place with all the External Examiner(s) in question and that the views of all the External Examiner(s) have been submitted in writing to the Chair before the meeting.

Further guidance on procedures when an external examiner can't attend a meeting

- i) All External Examiners, even if, exceptionally, they are unable to be present at the meeting making recommendations for the final award, must be involved in the assessment process and should be available for consultation during the final examination period. If because of illness or accident they are unable to be involved in any part of the assessment process for which they are responsible, arrangements should be made for another External Examiner to be responsible for that part of the assessment process.
- ii) If no other suitable External Examiner is available, it may be possible to appoint a replacement External Examiner by special permission at a late stage in the academic year.
- iii) When an External Examiner is prevented by illness or other emergency from attending a meeting which is making recommendations for the final award, and this becomes known at too late a stage to appoint a replacement or to allow sufficient time to consult, the following procedure should be followed:
 - a) If the examiner in question is likely to be available soon enough for the final marks to reach Student and Registry Services (Examinations Section) by the published deadline (i.e. one month from the end of term), the meeting of the Board of Examiners should be deferred.

- b) If the examiner is not likely to be available within this time, the Board of Examiners, if quorate in other respects, may meet to take decisions as far as is possible, even if the examiner concerned is the sole External Examiner on the Board.
- c) However, these decisions taken in the External Examiner's 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) UCL's academic standards must be maintained;
 - iii) UCL will maintain the best interests of its students, but will not compromise its academic robustness;
 - iv) Sufficient evidence of a student's ability must be shown in order to determine the level of award or progression;

- 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.

Information for the Board of Examiners

10.6 Boards of Examiners should have the following information:

- i) The numerical scores from the Extenuating Circumstances Sub-Committees.
- 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 departmental/divisional practices.
- vi) Other regulatory information, such as rules for referred and deferred assessment, and Special and Aegrotat Provisions.

Failure of the Board of Examiners to meet

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

Further guidance on procedures in the event of an emergency

- i) Advice on the procedures to be followed in the event of an emergency affecting the work of Boards of Examiners should be read in conjunction with the scheme of award for the degree in question and additional practices within the Department/Division and/or Faculty.

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- ii) The arrangements for the assessment of and award of degrees to students as outlined in the Regulations for Boards of Examiners and in the Academic Regulations for Taught Programmes should be followed as closely as possible including the preparation for a meeting of the Board of Examiners. For example, an Extenuating Circumstances Sub-Committee should follow the prescribed format and membership as set out in the Extenuating Circumstances Policy. (See link at the end of this section.)

Preparing for the meetings of Boards of Examiners

10.8 Boards of Examiners should be aware of the outcomes of the Extenuating Circumstances Pre-Meeting:

- i) The Extenuating Circumstances Pre-Meeting is not formally part of the marking and assessment process and therefore should not form part of the action short of a strike. This meeting should therefore take place.
- ii) The Regulations for Taught Programme Boards of Examiners does not specify the internal membership of the Extenuating Circumstances Pre-Meeting, but Departments/ Divisions are advised that it should include the Chair and/or Deputy Chair of the Board of Examiners and the Departmental/ Divisional Tutor or Departmental/ Divisional Faculty Tutor. Departments/ Divisions should consider whether there is a role for the Departmental/ Divisional Equal Opportunities Liaison Officer at this meeting.
- iii) Numerical scores determined by the Extenuating Circumstances Pre-Meeting should be communicated to Boards of Examiners in the usual way.

External examiners

10.9 When it comes to external examiners, the following must be considered:

- i) Departments/ Divisions are asked to keep their External Examiners informed and give them regular progress reports.
- ii) External Examiners have been sent the Procedures in the Event of an Emergency Affecting the Work of Boards of Examiners, together with a covering letter from the Chair of the UCL Board of Examiners.
- iii) It is expected that the meetings of the Boards of Examiners will take place as arranged, and the attendance of the External Examiners at these meetings is key, even if there are a number of missing marks. Please also refer to items 10.17 to 10.22 below for additional information.

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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) UCL's academic standards must be maintained;
 - 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 student's ability must be shown in order to 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 Boards can undertake their duties. The External Examiners' role is to 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 experience in the examination process in order to proceed. These emergency procedures mean that normal rules of quoracy do not have to be strictly followed as long as this assurance is given.
- ii) The normal rules specify that the minimum number of examiners considering final year students 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 would be the higher number, and where the number of finalists is up to three, the minimum number is three.

Records

10.12 A record of each meeting should be made as usual, giving the detail of the Board, the date of the meeting, members present and the business

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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) Where the Board is satisfied that the student has obtained sufficient academic achievement to be awarded a degree, but not sufficient to determine a classification, the Board should recommend a provisional pass with honours. The classification will be determined when all marks have been submitted or sufficient to determine the final classification beyond reasonable doubt.
- v) Where it is not possible to determine whether a student has passed enough units to be awarded a degree, the Board of Examiners should defer making a decision and refer the case to the Faculty Board of Examiners, with information on marks and assessments awarded, together with other relevant information, such as extenuating circumstances and confirmation of attendance at examinations.

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

- i) Classification as normal, where all the marks are available;
- ii) A provisional pass with honours, which will be recorded as Honours degree (classification to be determined), where the Board is satisfied

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that the student has obtained sufficient academic achievement but is unable to determine the classification;

- iii) Non-classification, where it is not possible to determine whether a student has passed the minimum to be awarded an Honours degree, and thus where no judgement can be made;
 - iv) Where it is clear that a given case falls within the Aegrotat and/or Special Provisions, the Departmental/ Divisional Board of Examiners should consider the case and make a recommendation to the UCL Board of Examiners' Special/Aegrotat Provisions Sub-Committee.
- 10.15 Where there are marks missing, but it is clear the classification is unaffected by the missing marks, the classification of the degree should be recommended, indicating that there are still marks missing. This is clear where a student has all marks but for a half unit, where all the other marks fall in the Upper Second Class Honours band, and the missing mark will have no impact on this. However, it is imperative that any decision should be wholly consonant with the scheme of award.
- 10.16 Where the majority of marks are available, but it is not entirely clear what the classification should be, Boards of Examiners should determine whether there is sufficient for the award of degree, including the requirement that at least two final year course units have been passed, and then consider possible awards, delegating it to Chair's Action, on the basis of the discussion in the Board of Examiner, to determine the final recommendation when all the marks are available. For example, where a student is on the borderline of a Lower or Upper Second Class Honours, but has a critical mark missing, the Board should discuss the case, and delegate the Chair to take Chair's Action, along the lines of, for example, if the missing mark is 60 or over, the student should be awarded an Upper Second Class Honours degree, but if the mark is 59 or under, the award should be at Lower Second Class Honours.
- 10.17 Where there are sufficient marks to determine that a degree will be awarded but where the marks received do not indicate that a student is clearly in a given class or near a borderline, then the Board of Examiners can indicate only an Honours degree (classification to be determined).
- 10.18 Where there are insufficient marks, then a Board of Examiners will not be able to indicate an award. This is clear, for example, where there are only marks to the value of 8 course units, when, for example, the minimum passed for an honours degree is 9 course units.
- 10.19 It is expected that there will be further information after 5 June on how widespread the retention of marks is and this will be emailed to Examination Liaison Officers, Chairs of Boards of Examiners and Faculty Tutors, when available. This will give Departments/ Divisions and Faculties a better

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indication of which marks are available. Some examiners/Examination Liaison Officers/Departments, although withholding marks officially, may be prepared to provide an informal indication of the result. Departments should report this information to the Chairs of Faculty Board of Examiners for them to disseminate this information, i.e. either the marks themselves or the willingness to divulge them, on request to other Boards as appropriate.

Oral examinations

- 10.20 Oral examinations should be undertaken in the best interests of the students; that the arrangements should replicate as close as possible normal practice; and that no student should be disadvantaged. Boards of Examiners/Departments that hold oral examinations are asked to consider their own individual situations and then liaise with either the Chair of the UCL Board of Examiners on 020 7794 0500 then Royal Free extension 33109, or the Chair of Academic Committee, on UCL internal extension 37854 (external dial number 020 7679 7854).

Non-finalist students

- 10.21 From the Procedures:
- i) 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 range of marks is not available, the Board of Examiners should determine whether the student has sufficient academic achievement to be allowed to proceed.
 - ii) 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 recommend progression.
 - iii) Where it is not possible to determine whether a student has passed enough units to proceed to the next year of the degree, the Board of Examiners should defer making a decision and refer the case to the Faculty Board of Examiners, with information on marks and assessments awarded, together with other relevant information, such as extenuating circumstances and confirmation of attendance at examinations.
- 10.22 There are a number of options available to Boards in considering the performance of their continuing students:
- i) Decisions on progression can be made as normal, where all the marks are available;

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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 because of the number of course unit marks missing.
- 10.23 Department/ Divisional Boards of Examiners should determine, wherever possible, whether a student is eligible for consideration for deferred assessment, and make arrangements for the deferred assessment in order that it be taken before the start of the following session.
- 10.24 For students on the harmonised scheme of award, Departmental/ Divisional Boards of Examiners should determine, wherever possible, whether a student is entitled to referred assessment, and make arrangements for the referred assessment in order that it be taken before the start of the following session.

Failure of a Board of Examiners to meet

- 10.25 Where a Board of Examiners has not been able to meet or has failed to meet the rules about being quorate as set out in the Regulations for Taught Programme Boards of Examiners, the Faculty Board of Examiners should meet to consider finalist and non-finalist students in the jurisdiction of the Board.

From the Procedures:

- i) The Faculty Board of Examiners should ensure that it has sufficient expertise present at a meeting to consider finalist and non-finalist students, including attendance of external examiners, and meets the requirements for being quorate as set out in the Regulations for Taught Programme Boards of Examiners.
- ii) The Faculty Board 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. If the full range of marks is not available, the Faculty Board should determine whether the student has sufficient academic achievement to be awarded a degree.
- iii) If the number of marks available for a given finalist student is almost complete, the Board should continue to determine the level of the award, ensuring that it is satisfied that, in its academic judgement, the classification is correct and beyond reasonable doubt. If it is satisfied that the student has sufficient academic achievement to be awarded a degree but not in order to determine a classification, the Board should recommend a provisional pass with honours. The classification will be

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;

- 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 with them via electronic means for the ratification of results;
 - iii) Discussing cases by telephone or conference call.
- 10.31 Chairs of Boards and External Examiners should ensure that the arrangements made do not compromise academic standards and that they ensure fairness and equity of treatment of students.
- 10.32 Chairs of Boards should ascertain the availability of External Examiners over the summer. They should also ensure, in conjunction with the Head of Department/ Divisional, as appropriate, that there is someone available to deputise for them in the event of their absence when the marking has been completed.

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 Examiners.
- iii) To preserve confidentiality in respect of the final award until lists of recommended awards have been published.
- iv) To comply with the Data Protection Act 1998 in accordance with the Instructions prescribed by UCL.
- v) Not to communicate with students on behalf of the Board of Examiners about their performance at the examination, or to reveal the marks on individual scripts except as will be authorised by the University of London and/or UCL. Examination scripts will not be returned to students.

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- vi) To conduct the assessments in accordance with the approved programme regulations.

Further guidance on departmental/divisional and programme examiners

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

12 Nomination and Appointment of Chairs and Deputy Chairs of Departmental/Divisional and Programme Boards of Examiners

- 12.1 Each Board of Examiners will have a Chair and a Deputy Chair who will be nominated by the out-going Chair in consultation with the Head of Department/Division and approved by the UCL Board of Examiners.
- 12.2 The Chair is expected to serve as Chair of the same Board of Examiners for a minimum period of three calendar years.

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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 'Change of Chair' form. (See link at the end of this section.)
- iii) The Student and Registry Services will continue to contact the person previously recorded as Chair until informed, by receipt of the form, of the name of the successor.
- iv) All changes must be endorsed by the Head of Department/Division and approved by the Chair of the UCL Board of Examiners or their nominee.
- v) In Combined Studies it is recommended that the Chair should be from the department/division with responsibility for the programme and the Deputy Chair should be from one of the contributing departments/divisions.

Link for Section 12

['Change of Chair' form \(Word doc\)](#)

13 Conditions of Appointment of Chairs and Deputy Chairs of Departmental/Divisional and Programme Boards of Examiners

- 13.1 The Chair of a Board of Examiners will be a full-time member of the academic staff of UCL and have been teaching in the relevant subject area for the programme examined or otherwise employed in a professional capacity in the relevant subject area for at least five years before taking up their appointment as Chair.
- 13.2 The above conditions of appointment for Chairs also apply to the Deputy Chair of a Board of Examiners.
- 13.3 Chairs and Deputy Chairs have the responsibility to declare at the time of appointment or renewal of appointment any interest in or connection with

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any student on the programme(s) who's Board(s) of Examiners they will be chairing whether that interest or connection is personal or professional.

- 13.4 Chairs and Deputy Chairs must also declare any such interest or connection that develops during their term of office as Chair or Deputy Chair.

14 Responsibilities of Chairs of Departmental/Divisional and Programme Boards of Examiners

- 14.1 The primary responsibility of a Chair of a Board of Examiners will be to ensure that the Board or Panel of Examiners which they chair carries out its responsibilities in a proper and impartial manner and in accordance with UCL and programme regulations.
- 14.2 It is the responsibility of the Chair of a Board of Examiners to verify eligibility to work in the UK (see section 24).
- 14.3 Chairs will ensure that all the responsibilities of the Board of Examiners are met, and that the Board of Examiners is properly constituted (see Regulations for the Structure, Membership and Responsibilities of Boards of Examiners).
- 14.4 In addition to the duties required of them as an Internal Examiner, Chairs will undertake, or delegate, where appropriate to a designated member of staff, the duty of ensuring that External Examiners have the following:
- i) The name and contact details of Departmental/Divisional Board contact (e.g. Examinations Liaison Officer).
 - ii) Send External Examiners examination questions and other forms of summative assessment i.e. essay questions, MCQs etc., for confirmation that these are correct and at an appropriate level for the programme concerned. Chairs should consider any comments or advice provided by External Examiners and respond as required. As a minimum, Chairs should be able to demonstrate that all summative assessment has been scrutinised by an External Examiner.
 - iii) Departmental/divisional booklets such as a Student Handbook or syllabus information.
 - iv) The composition of the Board of Examiners (e.g. number of Internal Examiners and any interdepartmental/interdivisional involvement).

- v) The number and subject area of other External Examiners appointed to the Board.
- vi) The scheme for the award of Honours (if applicable) or scheme of assessment used in determining other awards.
- vii) The marking scheme for individual papers (when known).
- viii) The date(s) of meetings of Board of Examiners to which the External Examiner is invited (when known).
- ix) An outline of procedures of Board of Examiners (e.g., point of contact for External Examiner, time allowed for marking, procedures for setting and scrutinising papers).
- x) Ensure that the feedback loop, is followed after receipt of an External Examiner's Annual Report. (See image at the end of this section.)

14.5 The duties required of the Chair as an Internal Examiner, will also include the following. Chairs may delegate, where appropriate to a designated member of staff.

- i) Ensure that newly appointed External Examiners and particularly new External Examiners with limited or no previous experience as an external examiner are fully inducted into UCL's examination policies and procedures.
- ii) Determine the distribution of scripts between External Examiners.
- iii) Ensure that Examiners are properly briefed about the responsibilities expected of them and about the programme(s)/course(s) which they are appointed to examine.
- iv) Ensure that all assessments which count towards the final award have been comprehensively marked and moderated.
- v) Ensure that any script or other form of assessment which counts towards the final award, and for which the two Internal Examiners are unable to agree a mark, is referred to the appropriate External Examiner for moderation.
- vi) Ensure that External Examiners are invited, in good time, to attend meetings of Board of Examiners at which significant decisions are to be taken.
- vii) Be responsible for all communications between the Board of Examiners and UCL, including resolving matters raised by External

Examiners in their reports and dealing with any appeals by students against examination results.

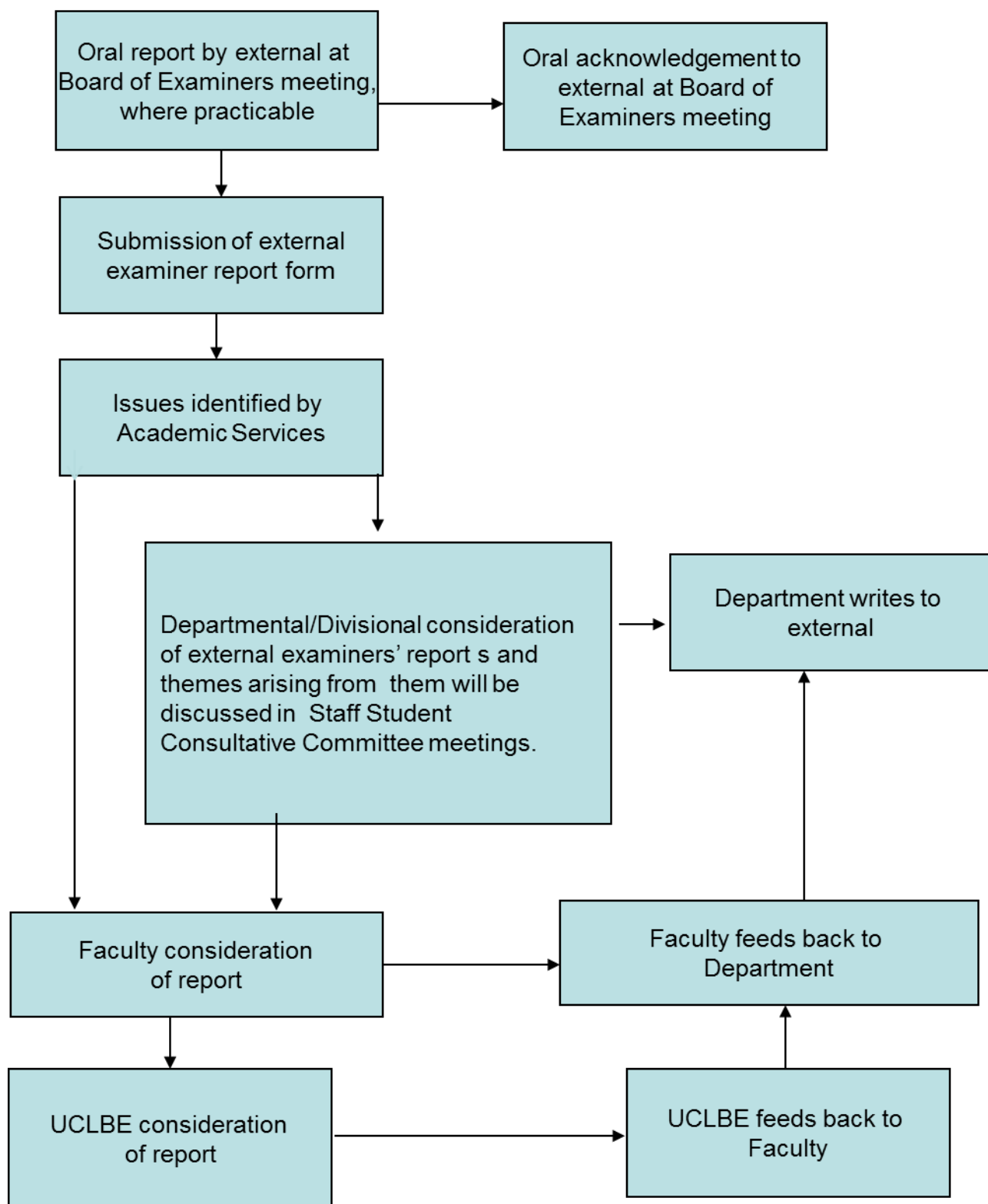
- viii) Ensure that any pre-board meetings are convened in good time, including a Board to consider student extenuating circumstances.
- ix) Endeavour to ensure that all instructions of UCL as to the conduct of the examination are complied with, in particular with regard to the secrecy of examination papers
- x) Ensure that dates of Board of Examiners meetings are agreed well in advance and that all concerned, in particular the External Examiner(s), are informed of them well in advance.
- xi) Follow the Advice on Procedures in the Event of an Emergency Affecting the Work of Boards of Examiners.
- xii) Attend as a full member the Faculty Board of Examiners responsible for oversight of his or her Board of Examiners.
- xiii) Prepare an annual report on the examination process, in consultation with the Board of Examiners, for forwarding to the Faculty Board of Examiners and, where appropriate, the UCL Board of Examiners.

Further guidance on the duties required of the Chair as an Internal Examiner

- i) Many of the duties listed above may be delegated to others. The list indicates all those areas for which the Chair has final responsibility, whether or not they carry out the duties in person.
- ii) Chairs are reminded that Internal Examiners and Assistant Internal Examiners will also need to be briefed on their duties.
- iii) New Internal and Assistant Internal Examiners should wherever possible work in tandem with a more experienced Internal Examiner who is responsible for overseeing their work.
- iv) It is also recommended that the Board of Examiners should hold an induction meeting for new examiners, Internal and External, before the first full meeting of the Board.
- v) It is part of the responsibility of the Chair of the Board to set a timescale by which internal marking including moderation, must be completed, and marks moderated by External Examiners returned.

- 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.

External examiner feedback loop



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

Further guidance on appointing internal examiners

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

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

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

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programme either at UCL or elsewhere, this will not in itself be a disqualification from nomination as an Internal Examiner.

- 17.4 Such a member of Staff will not, however, be appointed as an Internal Examiner to a Board which examines any part of the programme on which he or she is registered as a student.

Further guidance on conditions of appointment of internal examiners

- i) In the case of programmes involving a large number of staff in different departments/divisions in the assessment, it may not be desirable to appoint all those who are involved to the Board of Examiners for the programme in question.
- ii) It is, however, essential that all members of the academic staff involved in assessment leading to decisions affecting progression or the final award are formally appointed as Internal Examiners.
- iii) Part-time and, where necessary, probationary members of academic teaching staff may be appointed as Internal Examiners.
- iv) Postgraduate research students may not be Internal Examiners, unless they have been appointed to the academic staff.
- v) It may not be necessary for every Internal Examiner to attend every meeting of the Board of Examiners, provided that the requirements for minimum attendance are met (see Structure, Membership and Responsibilities of Boards of Examiners).

18 Responsibilities of Internal Examiners for Departmental/Divisional and Programme Boards of Examiners

- 18.1 The primary responsibility of an Internal Examiner is to ensure that the assessment procedures for which they are responsible have been carried out, and the decisions on assessment which they commend to the Board of Examiners arrived at, in a proper and impartial manner.
- 18.2 In carrying out this responsibility Internal Examiners will undertake the following duties:
- i) Prepare, with at least one other Internal Examiner/Assistant Examiner, all examination papers and other forms of assessment in accordance with the instructions prescribed by UCL.

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- ii) Through the appropriate departmental/divisional channels refer the paper(s) (or, where applicable, other forms of assessment) set to the appropriate External Examiner for approval.
- iii) Mark the scripts or other form of assessment submitted for those examination papers for which they are responsible, and other assessments which count towards the final award and ensure that all these are referred to a second internal marker according to the policy on the comprehensive moderation of marking. (See link at the end of this section.)
- iv) Through the appropriate departmental/divisional channels, refer to the appropriate External Examiner for decision any script or other form of assessment which counts towards the final award, and for which the two Internal Examiners are unable to agree a mark.
- v) Ensure that any recommendations in the reports of External Examiners relating to their part of the assessment/programme assessed and agreed by the Board of Examiners as requiring action are carried out before the next due assessment required by the programme of study.

Further guidance on responsibilities of internal examiners

- i) Although Assistant Internal Examiners may assist on occasion with setting individual questions at least one Internal Examiner must have overall responsibility for setting examination papers or other forms of assessment.
- ii) Although overall responsibility for ensuring that marking has taken place lies with the Chair of the Board of Examiners, it is the responsibility of every Internal Examiner to participate in the comprehensive moderation of marking procedures.
- iii) It is UCL policy that External Examiners must not act as markers.
- iv) It is expected that the Internal Examiners should be able resolve any differences and agree a mark.

Link for Section 18

[Appendix 16, UAL Marking Policy \(PDF\)](#)

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

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

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

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

Further guidance on conditions of appointment of assistant internal examiners

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

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

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

21.1 Assistant Internal Examiners may be required to assist Boards of Examiners in one or more of the following:

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

22 Students as Assistant Examiners

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

22.2 Students in the categories permitted to attend Boards of Examiners must not be involved in assessing a programme on which they are registered, nor attend a meeting of a Board of Examiners assessing that programme.

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23 The Appointment of External Examiners

- 23.1 An External Examiner must be from outside UCL and must not be involved in teaching on the programme during their term of office.
- 23.2 A member of the academic staff of a College of the University of London other than UCL, or any other external institution with which UCL has service teaching arrangements, may be appointed as an External Examiner, providing that no students from the appointee's college, so far as can be anticipated, are being examined by the Board of Examiners at UCL on which the appointee will serve and the appointee is not involved in teaching on the programme examined by the Board to which they will be appointed.

Further guidance on the appointment of external examiners

- i) Boards should avoid appointing excessive numbers of External Examiners.
- ii) Boards should avoid appointing an External Examiner to examine a single course unit or module without good reason for doing so.
- iii) Undergraduate Boards, in particular, should appoint External Examiners who can provide professional expertise across subject areas broad enough to allow them to comment meaningfully on the programme as a whole (e.g. except in highly specialised fields).
- iv) Departments/divisions should avoid, where possible, appointing an External Examiner where there is a risk that students from their home institution will register on course-units examined by the Board of Examiners at UCL on which they will serve.
- v) This risk is high in the case of External Examiners from other colleges of the University of London.
- vi) If such a situation occurs, however, and is known only after the External Examiner is appointed, any assessed work by these external students cannot be referred to an External Examiner from the same institution.

24 Taught Programme External Examiners and the Points Based Visa System

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

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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 that this is outwith UCL's 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

- 25.1 External Examiners may be nominated to provide their services as a taught programme examiner for a four-year term, subject to annual confirmation of their continuation in appointment by the Board.

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Further guidance on the nomination of Taught Programme External Examiners

- i) Nominations for new External Examiners should be conducted before the start of the first academic session so that they can begin their responsibilities by reviewing assessment tasks.
- ii) The nomination and appointment of new taught programme External Examiners is conducted using an on-line process that manages the UCL norms for scrutiny and approval of nominees.
- iii) To nominate a new examiner, Chairs of Boards, or their nominees, should establish informally that the nominee is suitably qualified and willing to be nominated. Thereafter the following procedures should be followed:
 - a) In order for examiners to complete the nomination form on-line External Examiners need access to a restricted area of Portico (UCL's student records system). NB - This is particularly important because examiners will submit their annual reports to UCL also using an on-line tool constructed for this purpose.
 - b) Access is gained by sending brief details to examiners@ucl.ac.uk providing the following information: Title / Forename / Surname / Title of Board / Email address and Date of Birth (if possible).
 - c) The Examinations Section will then set up the nominee of UCL's Services System.
 - d) The Examinations Section will send the nominee a link to Portico with about accessing Portico to enter details of their relevant teaching and examining experience.
 - e) Upon completion of the on-line form (a replica of the paper – based nomination forms), the nominee will then submit the form to the Chair of the Board by confirming that they wish to proceed (a radio button the on the on-line form).
 - f) The form will then appear in the Chair's (and/or their nominee) 'In-tray' on their home page on Portico. They will also receive an email letting them know that the form has been submitted.
 - g) Upon checking the details and being content to proceed with the nomination, the form is sent to the Faculty via the in-tray and email process set out in f) above.
 - h) The Faculty approver can accept or reject the nomination or send queries back to the Chair of the Board.

- 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 confirmed on an annual basis.
- iv) Annual confirmation of continuing appointment is conducted by the Chair or their nominee via a task set out in their staff home page on Portico.
- v) When confirmed, the External Examiner will receive an email, issued by the Student and Registry Services, appointing them for another year.

25.2 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 concerned and inform the Chair of UCLBE of the decision via the Examinations Section with a brief statement of reason.

26 The Conditions of Appointment of Taught Programme External Examiners

- 26.1 External Examiners must be competent in assessing students' knowledge and skills at higher education level; expert in the field of study concerned and have appropriate academic and/or professional experience and authority.
- 26.2 External Examiners being appointed to programmes that have professional or accrediting body criteria must meet any specified qualification requirements of the relevant professional or accrediting body.
- 26.3 External Examiners are not expected to hold more than the equivalent of two substantive external examinerships at the same time.
- 26.4 External Examiners for postgraduate boards of examiners who are not eligible to work in the UK must obtain a Tier 5 visa or Permitted Paid Engagement letter to enter the UK. External Examiners for undergraduate programmes must be eligible to work in the UK.

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

Further guidance on the Conditions of Appointment of Taught Programme External Examiners

- i) Extensions will be granted for one extra year to a Board on which the External Examiner serves. Chairs of Boards on which one External Examiner has commonly served for four years must, if necessary, individually request extensions for their Boards.

¹ Permission to derogate for exceptional cases, such as minority languages, should be sought from the Chair of UCLBE in writing via the Examinations Section.

- ii) Chairs of Boards should consider the travelling distances involved from a proposed External Examiner's place of residence to UCL, 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 one night), £550 (for two nights) and £700 for three nights per visit and retain receipts locally.
- iv) Examiners should claim expenses using the expenses claim form sent to them upon their appointment and with their report . (See link at the end of this section.)
- v) It is the responsibility of the Chair nominating an external examiner to examine an undergraduate board to establish that the examiner is entitled to work in the UK. It is the responsibility of the Chair nominating an external examiner to examine a postgraduate board to establish that the examiner is entitled to work in the UK or arrange the provision of a Tier 5 or Paid Permitted Engagement letter (see section 24).
- vi) The appointment of overseas examiners should be limited.
- vii) If it is considered essential to appoint an examiner who declares a conflict of interest after the examination process has begun, the appointment must be referred to the Chair of the UCL Board of Examiners for approval.
- viii) If an examiner declaring such an interest is approved for appointment, they must not take part in any assessment (or, in the case of a declaration after the examination process has begun, any further assessment) of the student(s) to whom the declaration refers and should not be present during any specific discussion of the student(s) in question at a Board of Examiners meeting.

Link for Section 26

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

27 Period of Appointment of Taught Programme 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 concerned and inform the Chair of UCLBE of the decision via the Examinations Section with a brief statement of reason.
- 27.3 Taught Programme External Examiners may have their term extended for a further academic session, subject to the approval of the Chair of UCLBE.
- 27.4 The Chair of a Board of Examiners will nominate a new External Examiner for all or part of a taught programme.
- 27.5 In making a nomination, the Chair will take account of the appointment criteria specified by UCL Board of Examiners including confirmation of approval of the nomination from the relevant Chair of the Faculty Board of Examiners.

Further guidance on Period of Appointment of Taught Programme External Examiners

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

- i) The name of Departmental/Divisional Board contact (e.g. Examinations Liaison Officer).
- ii) Relevant departmental/divisional booklets such as a Student Handbook or syllabus information.
- iii) The composition of the Board of Examiners (e.g. number of Internal Examiners and any inter-departmental/divisional involvement).
- iv) The number and subject area of other External Examiners appointed to the Board.
- v) The Scheme for the Award.
- vi) The marking scheme for individual units of assessment.

- vii) In late August preceding an academic session Chairs of Boards of Examiners will be prompted by Student and Registry Services to nominate new examiners using the on-line form.
- viii) Chairs of Boards of Examiners may nominate an administrator to carry out this task on their behalf.

28 Confirmation of Continuing Appointment of Taught Programme External Examiners

- 28.1 Chairs of Boards of Examiners will confirm that External Examiners are continuing in appointment annually.
- 28.2 An examiner has the right not to seek continuation in appointment at any time during the period that they are eligible to serve.
- 28.3 UCL has the right not to continue the appointment at any time during the period that the Examiner is eligible to serve. 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 concerned and inform the Chair of UCLBE of the decision via the Examinations Section with a brief statement of reason.

Further guidance on confirmation of continuing appointment of taught programme external examiners

- i) When prompted by the Examinations Section, Chairs or their nominated administrators should confirm that a taught programme external examiner is continuing for another academic session.
- ii) This task is carried out via the Chair's or nominee's Portico staff homepage.
- iii) If the examiner is not confirmed as continuing they will be assumed by Student and Registry Services to have completed their duties for UCL.

29 Responsibilities of Taught Programme External Examiners

- 29.1 The primary responsibilities of a Taught Programme External Examiner are to Review all summative assessment prior to students being assessed and to submit an annual report, based upon their professional judgement, about the following aspects of the programme(s) they examine:

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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 UCL's regulations and guidance.
 - 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 The External Examiner's Report Form requests External Examiners to 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. Payment of the examiner's fee is 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.

- 29.6 Examiners should also see the mark sheets for all students for the assessment from which the samples are taken. Final projects and dissertations from Master's programmes should be treated in the same way as other scripts or other forms of assessment, although Chairs may make arrangements for examiners to review final projects and dissertations when they visit UCL for a Board of meeting.
- 29.7 Examiners should also receive the scripts or other form of assessment of borderline students where the External Examiner is examining a whole programme (not just a component).
- 29.8 All scripts, other forms of assessment and dissertations must be comprehensively moderated internally before being sent to the External Examiner. An External Examiner must never be asked to mark any scripts, other form of assessment or dissertations.
- 29.9 An External Examiner may recommend changes to the marks already arrived at by the Internal Examiners if these appear to them to be inappropriate. Where significant changes are recommended by the External Examiner it is essential for them to see all the scripts or other form of assessment for that part of the assessment.
- 29.10 At least one External Examiner present at the final Board of Examiners is required to sign a statement that the examination has been conducted according to the general regulations and the specific programme regulations to the best of their knowledge, and that they have agreed to the results.

30 Taught Programme External Examiners and Oral Examinations

- 30.1 As for all summative assessment tasks, Departments/Divisions should allow the Programme's External Examiner(s) to review the format of the assessment and oral examination process, including the type of questions likely to be asked, together with the marking scheme for the module.
- 30.2 As for all summative assessment, External Examiners should receive a representative sample of the recorded oral examinations or all of the recorded assessed work in the case of a minority language. In this context a minority foreign language refers to a language where there is only one qualified member of staff who could teach that language in a given academic session.
- 30.3 External Examiners may be invited to observe oral examinations and/or be given an opportunity to meet students to ascertain their thoughts about the strengths and weaknesses of their education experience at UCL.

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- 30.4 External Examiners can be invited to attend oral examinations as observers and should not directly examine students.

Further guidance on Responsibilities of Taught Programme External Examiners

External Examiners should be aware that, under the terms of the 1998 Data Protection and Human Rights Acts, any 'data subject', whether a student or a staff member, referred to in an External Examiner's report has a right to see the relevant excerpt from that report provided that:

- i) Information relating to other 'data subjects' is not disclosed.
- ii) The author of the report gives permission.
- iii) Refusal of permission could be contested by the data subject.
- iv) Any queries about the Data Protection Act should be made to the Data Protection Officer.
- v) External Examiners should be provided with a representative sample of student work including oral examinations. Departments/Divisions should therefore ensure that students are aware that oral examinations for a module are to be recorded.
- vi) External Examiners may be present at oral examinations but should not directly examine students. External Examiners can, therefore, get an overview of the conduct and format of the oral examinations either by attending all oral examinations or by attending a sample.

31 Entitlements of Taught Programme External Examiners

- 31.1 External Examiners are entitled to withhold their approval by signature to decisions of the Board of Examiners under the following circumstances:
- i) They are in a dispute with those decisions which cannot be resolved at Board of Examiner level.
 - ii) They are not satisfied that the examination procedures have been properly carried out.
 - iii) They perceive serious deficiencies in the examination procedures. In all such exceptional circumstances the matter in question will be referred directly to the UCL Board of Examiners.

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

33 The Responsibilities of Faculty Boards of Examiners

- 33.1 The primary responsibility of each Faculty Board of Examiners, whether at undergraduate or postgraduate level, will be to ensure that assessment procedures within the Faculty are administered in accordance with UCL programme regulations and in a proper and impartial manner.
- 33.2 In carrying out this responsibility Faculty Boards of Examiners will meet at least once a year.
- 33.3 Faculty Board of Examiners are responsible for ensuring that Boards of Examiners are set up for every programme within the Faculty leading to an award and that Boards of Examiners are set up for any other programme for which the Faculty Board of Examiners deems this necessary and to make appropriate arrangements for the examination of programmes shared with other Faculties.
- 33.4 Faculty Board of Examiners recommends to the UCL Board of Examiners the External Examiners for each Board of Examiners for which the Faculty Board of Examiners is responsible. This task can be carried out by Chair's Action administered by the department/division nominating the External Examiner.

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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 Examiners for which the Faculty Board of Examiners is responsible.
- 33.7 Faculty Board of Examiners recommends for approval to the UCL Board of Examiners awards, including, where appropriate, the award of Honours (UG) and Merit and Distinction (TPG).
- 33.8 Faculty Board of Examiners approves, in the case of the Faculty Boards of Examiners responsible for undergraduate programmes, applications for postponement of the award of Honours.
- 33.9 Faculty Board of Examiners receives and considers the responses of Chairs of Boards of Examiners to External Examiner reports.
- 33.10 Faculty Board of Examiners receives reports from the Boards of Examiners of any problems related to the operation of the procedures of Boards of Examiners and of any action taken by Boards in respect of such problems. This does not preclude the consideration of these issues at other relevant Faculty bodies (e.g. Faculty Teaching Committee, Faculty Board).
- 33.11 Faculty Board of Examiners considers any general issues which arise from the above.
- 33.12 Faculty Board of Examiners provides a summary for the UCL Board of Examiners and the Faculty of the responses made to External Examiner reports for the Boards for which it is responsible.
- 33.13 Faculty Board of Examiners reports annually (via its Minutes) on its business to the UCL Board of Examiners and the Faculty and passes on to the UCL Board of Examiners any matters which are not Faculty-specific or which give cause for serious concern.

Further guidance on the Responsibilities of Faculty Boards of Examiners

- i) Each Faculty Board of Examiners should meet in the first term. By this time most of the reports from External Examiners for undergraduate programmes for the previous year should have been received and considered by the Boards of Examiners and could therefore be considered by the Faculty Board of Examiners together with any responses.

- ii) Faculties may approve, in certain cases, the establishment of 'umbrella' Board of Examiner meetings where a number of contributing Boards of Examiners are involved. Under these arrangements an internal Panel of examiners representing each main subject area meets to consider final results based on marks arrived at by single subject Boards of Examiners and the Panel's recommendations are then considered by the 'umbrella' Board at a final meeting.
- iii) It is advisable for both undergraduate and graduate Faculty Boards of Examiners to meet at least one more time during the academic year, to consider reports, particularly reports from examiners for Taught Master's programmes, received later in the year and to consider in advance any possible difficulties which may arise in the current academic year's round of examinations.
- iv) It is the responsibility of each Faculty Board of Examiners to ensure that all Boards of Examiners reporting to it, existing and instituted in future, meet UCL regulations and are appropriate bodies to examine the programmes or programme areas for which they are responsible.
- v) For inter-faculty boards, the (Faculty) Board of Examiners of the Faculty of the home department/division has responsibility for that programme. The (Faculty) Boards of Examiners of Faculties of other departments/divisions involved in the programme can nominate a representative, if they so wish, to the Board of Examiners of the programme.
- vi) It will be sufficient for the Chair of the Faculty Board to receive the Minutes and report that they have been received to the Board. The full Faculty Board of Examiners, however, has the right to view, where it deems such action appropriate, any set of Minutes from the Boards of Examiners for which it is responsible.
- vii) Approval of recommendations for awards, including the award of Honours, will be undertaken through Chair's action on behalf of the Faculty Board of Examiners. Faculty Board of Examiners may, however, if it deems such action appropriate, convene a meeting of the full Board to consider recommendations for awards.
- viii) The Chair of each Faculty Board will produce and send a summary to the Examinations Section who will forward it to the UCL Board of Examiners.
- ix) In most instances External Examiner reports which have implications for UCL as a whole are copied by Student and Registry Services directly to the Chair of the UCL Board of Examiners together with any response by the Chair of the Board of Examiners involved. It is

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 Director of Student Administration and the Head of the Examinations Section.
- 34.2 The UCL Board of Examiners will have a Chair and Deputy Chair chosen from among its members representing the Faculty Boards of Examiners to serve for a three-year period even though their term of office as Chair of the Faculty Board of Examiners may terminate during this period.
- 34.3 No member will hold the position of Chair twice consecutively.
- 34.4 Chairs or Deputy Chairs of Boards of Examiners will have the right to attend and speak at meetings of the UCL Board of Examiners at which issues related to their Board are discussed but will not have the right to vote at such meetings.
- 34.5 External Examiners appointed to Boards of Examiners at UCL will have the right to attend and speak at meetings of the UCL Board of Examiners at which issues related to their reports are discussed but will not have the right to vote at such meetings.
- 34.6 The quorum of the UCL Board of Examiners will be one-fifth of the membership including the Chair or Deputy Chair.

35 The Responsibilities of UCL Board of Examiners

- 35.1 UCL Board of Examiners acts as a forum for the discussion of all matters connected with examination practice and to implement examinations and assessment policy as determined by Academic Committee and the Education Committee.
- 35.2 UCL Board of Examiners approves the appointment of all UCL examiners, both Internal and External on behalf of the Education Committee.

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- 35.3 UCL Board of Examiners approves the appointment of all Chairs of Boards of Examiners in UCL on behalf of the Education Committee. The approval of Chairs of Boards of Examiners and the appointment of taught programme External Examiners will be carried out by Chair's Action in most cases.
- 35.4 UCL Board of Examiners reports to the Education Committee by submission to the Education Committee officers of the minutes of each meeting of the UCL Board of Examiners.
- 35.5 UCL Board of Examiners will submit an annual report to the Education Committee that will include the following:
- i) Any recommendations in the reports of External Examiners relating to their part of the assessment/programme assessed and agreed by the Board of Examiners as requiring action are carried out before the next due assessment required by the programme of study on behalf of the Education Committee.
 - ii) Any responses of Chairs of Boards of Examiners to External Examiner reports where these raise matters of UCL-wide significance or of a serious nature.
- 35.6 UCL Board of Examiners will recommend to the Education Committee an annual schedule for examination procedures means agreed deadlines, to operate across UCL, including dates by which examination papers are scrutinised, dates by which all internal papers must be marked, dates after which meetings for the award of Honours can take place.
- 35.7 Detailed examination timetabling is the responsibility of the Examinations Section.

36 Special Cases Panels

- 36.1 The purpose of a SCP is to consider academic assessment decisions on a case-by-case basis only when the following circumstances occur:
- i) When a UCL Student Complaints Panel or the OIA has upheld a student's complaint but the decision of the Board of Examiners has remained unchanged; Or
 - ii) When there is an unresolved dispute between a Board of Examiners and Faculty Board of Examiners or between a Faculty Board of Examiners and the Education Committee regarding an academic assessment decision.

- 36.2 The decision recommended by a Special Case Panel to the Education Committee will be considered by Chair's action and the outcome will be recorded formally as UCL's academic assessment decision. Any affected student records will be changed with the authority of UCL.
- 36.3 The panel membership will be the Chair of EdCom together with three Chairs of the Faculty Boards of Examiners, or their nominees³, together with the Director of Student Administration or nominee⁴ in attendance. Where there are different Faculty Chairs for undergraduate and taught postgraduate boards the Chair of the undergraduate board (or nominee) should consider undergraduate cases and the Chair of the postgraduate board (or nominee) postgraduate cases. The representative of the Faculty involved in either circumstance noted above may attend a Special Case Panel to provide information but will not be a member of the SCP and cannot vote.
- 36.4 Special Case Panels can meet formally or be convened virtually.
- 36.5 The decision of a Special Case Panel will be by majority vote and, in the case of a tie; the Chair of the Education Committee will have the casting vote.
- 36.6 A note of a Special Case Panel's deliberations and recommendation to the Education Committee is the responsibility of the Director of Student Administration or nominee.
- 36.7 The decision of the Chair of the Education Committee will be enacted by the Director of Student Administration.

³ A nominee must be a senior member of academic staff

⁴ A nominee must be a member of staff at Grade 7 or above