

## **UCL Academic Services**

### **Communication to External Examiners**

**March 2019**

Dear Colleague

The purpose of this communication is to give you important information on two key updates/initiatives and to seek your assistance and expertise as External Examiners to inform future practice:

#### **Qualifications and Credit Framework and new Assessment Framework - INFORMATION**

1 UCL Education Committee has approved an updated **Qualifications and Credit Framework** and a new **Assessment Framework** for Taught Programmes for 2018-19. We are writing to you as an External Examiner for UCL to let you know that you can find all necessary information about the changes at the link below:

<https://www.ucl.ac.uk/teaching-learning/education-strategy/3-improving-assessment-and-feedback/new-taught-programme-regulations>

#### **Improvements to Student Systems - INFORMATION**

2 UCL is currently in the third year of a major project to improve its student system (Portico). Module structures have been changed to facilitate better processes and work is currently underway to programme the new progression, award and classification rules into the system. The aim is to ensure that student outcomes can be calculated accurately within the system, and a single suite of reports will provide consistent information to facilitate the exam board process.

#### **Statistical analysis in Examination Boards in future - SURVEY**

3 In view of the changes outlined above, we consider that it will be important for boards to focus their attention on ensuring the successful implementation of the new regulations and processes, and we therefore propose to allow a lighter touch approach to statistical analysis this year. However, as part of our internal consultation with boards we have identified a need for clearer institutional guidance on statistical reporting at Boards to ensure a consistent approach.

We are therefore seeking your views as External Examiners on best practice in use of statistical analysis which can be used to inform a wider discussion leading to the development of detailed guidance for Boards for 2019/20 onwards.

Below is a link to a **Survey** and we would be most grateful if you would complete and submit this by **31 March 2018**.

## Access the survey [link removed]

Please note that data obtained via the survey will be handled in accordance with UCL's [general privacy policy](#).

UCL greatly values the professional services of its taught programme external examiners. Many thanks in advance for your assistance with this.

Regards

UCL Academic Services

## Survey questions, for information:

# External Examiner consultation on statistical reporting at Examination Boards

We are seeking views of External Examiners on best practice in the provision of statistical reports by Boards of Examiners. We should be grateful if you would complete the following brief survey. Thank you for your time.

Hi, xxx, when you submit this form, the owner will be able to see your name and email address.

Required

1. Please indicate which three of the following forms of statistical report you consider most useful to you in performing your role as an External Examiner:

- Comparison of performance across a range of modules in the current year to identify outliers
- Comparison of performance in a given module over a number of years to identify trends
- Degree classification outcomes by student profile (gender, ethnicity, entry qualifications etc.)
- Degree classification outcomes over a number of years to identify trends
- Mark distributions between components of a module (e.g. exam and coursework)
- Other

2. What decisions would you expect to be taken in response to analysis of this information in the Board?

3. If you would like to make any further comments, or would like to suggest any specific examples of best practice from your own or other institution, please give details below.

Submit