

External Examiners Induction

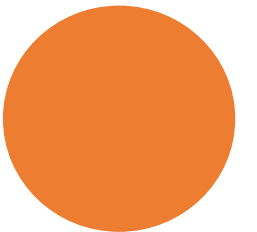
13 December 2023

Presenters

- Kathryn Kendon – University Secretary and Registrar
- Penni Robson – Academic Registrar

Est.
1841

**YORK
ST JOHN
UNIVERSITY**



External Examiners

Ensure that the standards and quality of our programmes cohere with the relevant National Qualification Framework, Subject Benchmark Statements, Characteristics Statements and professional requirements

Identify good practice in learning, teaching and assessment, and areas for enhancement

Inform the continuous improvement of our programmes



External
Examiner
importance –
internal
expectations

Section 49 of the University's Code of Practice on Assessment:

- An essential part of the University's framework for assuring the standards and quality of our awards
- Identify good practice
- Identify areas for enhancement
- Inform continuous improvement of programmes
- Ensure standards are appropriate to module/programme
- Ensure threshold standards are maintained internally and in relation to sector
- Ensure assessments are appropriate, fair, reliable transparent
- Ensure assessment integrity is maintained
- Provide an impartial and objective voice
- Provide subject expertise
- Be able to compare YSJ provision with similar provision elsewhere in the sector

Code of Practice

Code of Practice for Assessment and Academic-related Matters

Assessment and academic-related guidance,
policies and procedures for taught
programmes and modules

2023-24

www.yorks.ac.uk/policies-and-documents/code-of-practice-for-assessment

External Examiner importance – external expectations

Quality Assurance Agency (QAA) – Quality Code Advice and Guidance External Expertise


- provide impartial and independent advice, as well as informative comment on the degree-awarding body's standards and on student achievement in relation to those standards
- confirm that the provider consistently and fairly implements their own policies and procedures to ensure the integrity and rigour of assessment practices
- comment on the reasonable comparability of standards
- comment on the maintenance and application of academic standards through internal marking practices
- comment on any comparability of provision delivered internally and provision delivered to partners

Key tasks

- Usually a four-year term – option to extend to five years in exceptional circumstances; new Examiners will be appointed a mentor
- External moderation:
 - Sample work from:
 - Level 5 and Level 6 (Bachelors)
 - Level 5, Level 6, Level 7 (integrated Masters)
 - Level 7 (Masters)
 - Level 8 (Taught doctorates)
 - Review failed assessments (first sit and resit)
 - Give a view if mark disagreement following internal moderation
 - Review borderline marks for dissertations
- Other tasks:
 - Member of School Assessment Board (SAB) and required to endorse module results
 - Evaluate proposed assessments and examinations
 - Propose any re-marking/scaling of marks for an entire cohort
 - Meet with students
 - Give a view on the ability of students to meet the learning outcomes of a programme of study
 - Comment on the academic standards of provision
 - Consulted on module and programme amendments
 - Complete an Annual Report
- Not involved in degree classification/ progression decisions

External Examiner Processes: Assessment

- **Compensation Assessment Scheme**

- Students who commenced their programme from 2020-21 are assessed under the 'compensation' assessment scheme.
 - This allows marginal failure to be compensated, and credit awarded if the compensation criteria are met.
 - Students may compensate up to 20 credits per level in the mark range 30-39 (UG) or 30 credits per programme in the mark range 45-49 (PG).
 - To be able to compensate failure the credit weighted average for the level/programme must be at least 40 (UG) and 50 (PG).
 - Students must pass all modules indicated as non-compensatable on the programme specification and all modules marked on a pass/fail basis.
 - Students must also meet any additional specific requirements stated on their programme specification.
- 

Key tasks

- Franchise provision
 - Consideration of the comparability of standards across all delivery sites
- Role of EE mentor
 - Provide support to the mentee during the first year of their appointment
 - Mutual agreement as to how the contact and support will operate
 - The Mentor is expected to offer guidance on the role of the examiner in
 - moderation of examination papers and providing comment on other forms of assessment
 - sampling of students' work
 - providing advice on the subject area assessment panel (SAP) and subject assessment board (SAB)
 - the examiner's completion of their annual report
 - The mentor should also work alongside the mentee to ensure the proper process of assessment has taken place in terms of confirmation of standards and justice to the students.
 - A report should be submitted by the mentor at the end of the academic session in which the mentoring has taken place along with a record of contact

External Examiner Processes: Assessment

- **Exceptional Circumstances Policy**
 - Process is evidence- based
 - Students can request a 3-week extension with evidence
 - Students can request a deferral to the next assessment period where they are unfit to attend a scheduled assessment or where they need longer than 3 weeks
 - Students can self-certify for 1-week per semester without evidence
- **Special Cases Panel**
 - Considers individual student cases on behalf of the Progress and Award Examination Panel where a School requests the Panel to vary the decision it would otherwise make
 - Considers recommendation based on unclear or uncertain exceptional circumstances to allow students to continue or progress on a programme of study
 - Ensures regulations are applied properly and consistently
 - Made up of a representative from each School, plus the Chair and Executive Officer
- **Academic Misconduct Regulations**
 - Where a student is suspected of academic misconduct, the concern is reported to the School who will carry out the initial investigation where necessary
 - Where the School deems it necessary to hold an oral examination to allow the student an opportunity to demonstrate the work is theirs, they'll seek approval of a panel of Appeal and Conduct Committee (ACC)
 - ACC is a committee of academics who review appeals and academic misconduct cases.
 - The School investigation will establish if no further action is taken, it is a case of poor scholarship or a case of academic misconduct. Where it is established to be a case of academic misconduct, all the evidence is forwarded to ACC for review with a recommended penalty.
 - ACC will review the case and consider whether the evidence is sufficient to justify the conclusion the student has committed academic misconduct, and if so, whether the proposed penalty is appropriate in light of all the evidence and in accordance with the guidelines in the policy.

External Examiner Processes: Assessment

- **No right to repeat modules**
 - Level 4 or 5 students who have failed up to 40 credits can study those modules in full as part time students the following year.
 - No automatic right to repeat a module at other levels.
 - Normally the recommendation to repeat a module(s) is related to Suspension of Study, approval by Special Cases Panel or Appeals and Conduct Committee or Progress and Award Examination Panel or
 - Study Abroad (exchange) student with resits to meet level progression requirements.
- **Restarts (Levels 3 and 4 only)**
 - Students in their first level of study (3 or 4) are able to restart their programme where they have failed 60 credits or less and might otherwise be terminated.
 - Students may only restart their programme once. If a level 3 student has restarted level 3, they are not able to restart at level 4.
 - There is no automatic right for Degree Apprenticeship students or students studying professional programmes with professional, statutory, or regulatory body requirements to restart the first year of their programme, however, the School Assessment Board (SAB) may make a recommendation for restart for individual students on these programmes.
 - There is no automatic right to repeat any level of study beyond the first year.
 - Restarts are normally agreed by the Progress and Award Examination Panel, but the decision may be made as a result of an appeal outcome or a request to the Special Cases Panel.
 - Repeat study may only be recommended where a student is able to complete their studies within their maximum period of study (programme length plus 2 years).
 - Decisions to repeat study would usually be made through Special Cases Panel or Appeals and Conduct Committee.

External Examiner Processes: Assessment

- **Assessment consultation – EE involvement**
 - Involved in the review and evaluation of proposed assessments, including examination papers and other assessment tasks
 - Schools will provide draft assessment and examination papers, along with accompanying model answers/marking criteria for comment and approval
 - Should be received in good time to enable opportunity for feedback
 - Opportunity to comment on the suitability of the form, content and marking schemes for assessment and examination papers
 - Comments made will be considered by the programme team and a response provided
 - School will confirm how information on examinations papers and assessment briefs will be made available



External Examiner Processes: Assessment Committees

- **School Assessment Panels (SAPs)**
 - SAPs meet prior to the meeting of the School Assessment Boards in order to consider and agree marks to be presented to the SAB.
- **School Assessment Boards (SABs)**
 - Subject External Examiners
 - SABs report to the Progress and Award Examination Panel and have oversight of assessment for all taught provision within the School, including ensuring assessment procedures are properly conducted, and standards assured.
- **Progress and Award Examination Panel**
 - University External Examiner for Progress and Award



External Examiner Processes: School Assessment Boards

- Attendance at School Assessment Boards

- At least one per year
- Usually held online
- Usually held in February, June, August. Introduced two new boards from 2023-24 in April and November. Removed the October board.
- When will work be sent for review?

Work will be sent for review in the period after internal moderation and prior to the SAB, samples must be reviewed prior to SAB

- What happens if I cannot attend?

If you are unable to attend you must notify the Programme Administration and Student Support Services (PASS) in advance of the meeting, and confirm concurrence for all modules being presented at the meeting

- Concurrence post-SAB

If there are exceptional reasons, such as illness, that delayed concurrence being provided in time for SAB then concurrence must be sent as soon as possible after the SAB, as we are unable to agree marks for students until this is received. This may delay progression or award decisions.

- Borderline grades

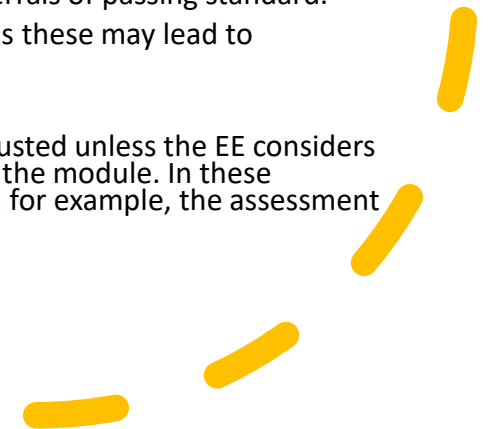
External Examiners will be asked to review and provide concurrence for a sample of borderline grades for first attempt UG and PG dissertations

- Re-assessment

- EE are not required to review a sample of reassessments or deferrals of passing standard.
- All reassessment failures must normally be reviewed by the EE as these may lead to termination of studies

- Mark adjustments

Marks for individual students in the sample will not normally be adjusted unless the EE considers that there is a need to adjust the marks for the whole cohort taking the module. In these circumstances the EE can recommend a course of action to the SAB, for example, the assessment is re-marked for all students.



External Examiner Processes: reports and payments

- Completion of reports
 - Report form comprising five sections:
 - Part A External Examiner details;
 - Part B: Full Report; Learning, Teaching and Student Experience Strategy; Professional, Statutory, Regulatory Body (PSRB) Requirements; Apprenticeship Requirements
 - Complete by 1 August (for programmes examined in the summer) or 1 November (for programmes examined in September/October)
 - Where appropriate, reports include consideration of franchise provision
 - Reports inform our quality improvement and feed into the University's annual monitoring process
 - Reports are made available to students
- Payment
 - Annual payment (Basic fee plus per capita fee) will be paid on receipt of the report
 - Travel, subsistence and other reasonable expenses incurred during completion of role can be claimed for using a form
 - Fee (£120) if a mentor

All External Examiners will have received a briefing summary of the changes implemented for 2023-24.

Key Changes made in 2023-24

- **University Regulations**
 - Automatic restarts at Levels 3 and 4 are no longer available to undergraduate student who fail more than 60 credits in their first year.
- **Code of Practice on Assessment-Related Matters**
 - Introduction of a new Reasonable Adjustments Policy
 - Exceptional Circumstances – removal of 1 and 2-week extensions with evidence. Students who apply for extensions with evidence are granted a 3-week extension. If they have self-certified for 1 week for the same assessment, they will be granted 2 weeks giving a maximum of 3 weeks.
 - Compensation changes at undergraduate level
 - Use of non-compensatable or qualifying fail mark modules are by exception (i.e. required by a PSRB or where they consist of the only item(s) of assessment which measure a Programme Learning Outcome)
 - Change of compensatable range for UG programmes from 35-39 to 30-39

Key Changes made in 2023-24

- Code of Practice on Assessment-Related Matters
 - Third attempts for progression for compensation scheme students
 - Students in Levels 3, 4 and 5 are offered a third attempt if they have failed no more than 20 credits, where the failure cannot be compensated. Some modules are exempt from third attempts due to PSRB requirements.
 - Part time study
 - Students in Levels 4 and 5 who have failed no more than 40 credits are offered the opportunity to study part time the following year to redeem failure in order to meet progression requirements.
 - Level 4 students who fail progression following part time study cannot be subsequently offered a programme restart.
 - Repeat modules
 - Where part time study is not possible and through Special Cases Panel approval, students can repeat 20 credits at L4 alongside L5.
 - New Apprenticeships Policy
 - This policy provides additional clarity on a core component of apprenticeship programmes – the gateway requirements and the end point assessment.
- Introduction of a formal Academic Framework
 - Sets out the design principles for programmes and YSJU

Useful links: Key policies and procedures

- **University Regulations**

- Section 1 – General Regulations for Awards
- Sections 2-4 – Regulations for UG, PGT, Taught Doctorates
- Section 9 – Emergency Regulations
- Section 10 – Credit Framework for Awards
- Section 11 – Academic Framework

www.yorks.ac.uk/policies-and-documents/regulations

- **Code of Practice for Assessment and Academic-related Matters**

- Section 10 – Assessment Format Policy
- Section 11 - Non-examination Assessment Policy
- Section 12 – Examination Policy
- Section 14 – Contingency Plans for Staff Shortages
- Section 15 – Reasonable Adjustments Policy
- Section 16 – Alternative Assessment Policy
- Section 18 – Exceptional Circumstances Policy
- Section 24 – Academic Misconduct Policy
- Section 30 – Marking and Moderation Policy
- Section 31 – Anonymous Marking Policy
- Section 35-41 – Assessment scheme information
- Section 50 – School Assessment Board meetings
- Section 51 – Protocol for School Assessment Board analysis
- Section 52 – Scaling of Marks Policy

<https://www.yorks.ac.uk/policies-and-documents/code-of-practice-for-assessment/>

Programme Administration and Support Service (PASS)

- Interactions with EE's
 - Invites to SAB's (must attend one per year)
 - Sharing Information such as when to expect samples
 - What we need to know from EE's i.e. any unavailability
 - Access to Moodle
 - Access to sample work
 - Liaison for approval/concurrence of marks

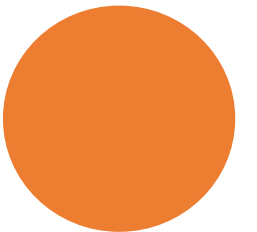


Useful links – information

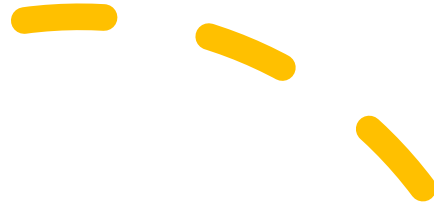
- [Information for external examiners | York St John University \(yorks.ac.uk\)](https://yorks.ac.uk/information-for-external-examiners)
- [Moodle – External Examiner Access to Student Work](#)
- [Regulations | York St John University \(yorks.ac.uk\)](https://yorks.ac.uk/regulations)
- [Code of practice for assessment | York St John University \(yorks.ac.uk\)](https://yorks.ac.uk/code-of-practice-for-assessment)
- [49.External-Examiners-for-Taught-Programmes-2023-24.pdf \(yorks.ac.uk\)](https://yorks.ac.uk/49-external-examiners-for-taught-programmes-2023-24.pdf)
- [School-Assessment-Boards-\(SAB\)-Terms-of-Reference-2023-24.pdf \(yorks.ac.uk\)](https://yorks.ac.uk/school-assessment-boards-(sab)-terms-of-reference-2023-24.pdf)
- [External Expertise \(qaa.ac.uk\)](https://qaa.ac.uk)

Est.
1841

YORK
ST JOHN
UNIVERSITY



Useful contacts



externalexaminers@yorksj.ac.uk

Programme Administration and Support Service:

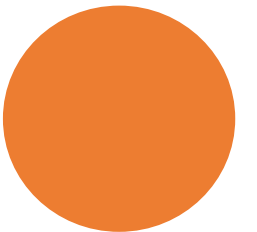
[Contact us | York St John University \(yorksj.ac.uk\)](#)

Technology Enhanced Learning (Moodle):

tel@yorksj.ac.uk

Est.
1841

YORK
ST JOHN
UNIVERSITY



Timeline of key events

August	Semester 2 resit period Re-assessment fails reviewed by EE Concurrence provided by EE before September SAB EE reports due for programmes examined over the summer (1 August)
September	Semester 2 resit SAPs and SABs Progress and Award Examination Panel
November	EE reports due for programmes examined Sep/Oct (1 November) Progress and Award Examination Panel (mainly PG)
December	Semester 1 Examination paper deadline
January	Semester 1 Examination/Assessment Period (end of the month)
February	EE reviews sample of work and all fails/provides concurrence Mark entry deadline for Semester 1 (EVision) Semester 1 SAPs and SABs
March	Progress and Award Examination Panel
April	Semester 1 resit period (early in the month) Progress and Award Examination Panel (mainly PG)
May	Semester 2 Examination/Assessment Period (end of Month)
June	EE reviews sample of work and all fails. Reviews Semester 1 reassessment fails. Provides concurrence. Mark entry deadline for Semester 1 resits and Semester 2 (EVision)
July	Semester 1 resit and Semester 2 SAPs and SABs Progress and Award Examination Panel



Questions & Answers

