

## Good practice guidelines for the conduct and recording of Examiners' meetings

1. Minutes should be recorded at all Examiners' meetings.
2. Examiners should consider an appropriate repository for their minutes. Consideration should also be given to the use of formal reports of the Chairman of Examiners to the relevant Faculty Board (or equivalent authority) and whether it would be helpful to have a senior administrator from the Faculty or Department present at meetings to advise on long-term policies instigated by the Faculty or Department and continuity of the examination process.
3. In advance of meetings, Examiners should make themselves aware of:
  - the times, locations and attendance requirements for Examiners' meetings;
  - the requirements of availability during the examination period and afterwards;
  - the quorum required at Examiners' meetings;
  - the rôle(s) of the External Examiner(s);
  - the regulations and other stipulations (e.g. Form and Conduct Notices) for the examinations.

If an Examiner cannot attend the final meeting, where the class list is drawn up, they must seek dispensation for absence from the Vice-Chancellor.

4. The Minutes of meetings should record the receipt of guidance documents issued by the Board of Examinations and the Faculty Board (or equivalent authority).<sup>a</sup>
5. The Minutes of meetings should record any agreements on:
  - procedures for the fair and comparable assessment of student work;<sup>b</sup>
  - a timetable and procedure for the release of a class list and further indicators of examination performance, in the format of data for transcripts and College markbooks;
  - procedures in the event of a query or appeal of the marks (in line with the appeals procedure and any Examination Data Retention Policies), including the storage and retention of examination data during the period of appeals.

And additionally at the Final Meeting should:

- state the arrangements for marking and classing with reference to agreed criteria;
- note any exceptions and the reasons;
- indicate discussion of marginal candidates;
- record attendance, dispensations for absences;
- record the decisions relating to any representations relating to the conduct of the examination. A brief note explaining the reasons for the decision should be included.

*It is likely that these procedures will remain substantially the same from year to year.*

6. At meetings, Examiners should consider and record any discussions on:

- decisions pertaining to individual candidates whose marks have required a more detailed analysis
- the drafting or revision of guidelines for Examiners and Assessors for future Boards of Examiners
- making proposals to the appropriate Faculty Board or equivalent authority for changes to assessment in future years

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<sup>a</sup> Guidance documents may include:

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| • marking and classing criteria and schemes;  | FB  |
| • administrative guidance to the processing of marks;   | FB  |
| • a statement on the level of detail to be included in College markbooks;                         | FB  |
| • an Examinations Data Retention Policy (EDRP);   | FB  |
| • a statement on plagiarism, which may have been included in the relevant student handbook.       | FB  |
| • information on the invigilation of examinations and the rôles of Examiners during examinations; | BoE |
| • information on the preparation of examination papers and other materials;                       | BoE |
| • information on the appeals process;   | BoE |
| • the examinations timetable.   | BoE |

<sup>b</sup> Such procedures may include:

- the use of anonymous marking;
- appropriate measures to govern and publicise the deadlines for submission of assessed work and the format of such work, including any policies on the resubmission or absence of such work;

- the need, or otherwise, for double marking of a sample of, or all, questions ;
- rules to govern the internal moderation and/or agreement of final marks;
- actions arising from incidents that may have occurred during the examinations.