

INFORMATION ON THE PRESENTATION OF STUDENT WORK MATERIAL FOR EXTERNAL EXAMINERS

Introduction

This paper contains information for academic and administrative staff at UEL and its partners regarding the systems in place for the correct packaging of student work for scrutiny by external examiners. The source of this information is the Assessment and Feedback Policy, although this paper contains extra information concerning delivery at more than one centre.

Work for each module should contain the following:

- the relevant module specification;
- details of the assessment task;
- the assessment criteria, and the indicative answers where appropriate;
- the sample of assessed work – a minimum of 10% or 10 individual pieces of work, whichever is the greater;
- the records of marks and comments from the internal examiners;
- the schedule of all marks agreed for all candidates assessed in the module following internal moderation;
- a brief report from the module leader providing general comments on the outcomes of the assessment process (e.g. trends in questions answered by students; common errors; questions generally answered well/poorly etc)

For delivery of the module at more than one centre (e.g. the module is franchised to collaborative partners), the following additional material should be made available:

- the sample of assessed work should be 10% or 10 individual pieces of work, whichever is the greater, from **each** centre of delivery;
- it should be presented so as to ensure that the work from each centre is clearly distinguishable from the others;
- the brief report from the module leader provides comments, if appropriate, on the centres of delivery (e.g. common errors by students at particular centres of delivery; questions generally answered well/poorly at particular centres of delivery).

Other information:

- Each subject area should agree with their external examiner the preferred method for moderation (e.g. online submission **or** a visit to the university **or** partner premises prior to the Assessment Board meeting or the dispatch of materials by post **or** a combination of these);
- If the materials are to be sent by post, examiners should be given a minimum of five days in which to complete the moderation, in addition to any postal time involved;

- The sample of work is taken from the full range of performance, although it is good practice to avoid 'borderline' cases;
- External examiners should be presented with the agreed marks for all candidates, and are not to be requested to act as a second or third marker or to adjudicate on disagreements between internal markers;
- External examiners may recommend to the Subject Area Assessment Board that all marks for a particular assessment task are raised or lowered, based on the moderation of the sample provided. On modules where there is more than one centre of delivery, the examiner can request that this happen at one or more centres.
- If significant and inconsistent discrepancies are highlighted by the external examiner moderation process, the external examiner can request that all work produced by all candidates be remarked. On modules where there is more than one centre of delivery, the examiner can request that this happen at one or more centres.
- External examiners cannot request amendments to marks allocated to individual assessment tasks for individual students.