



UNIVERSITY
of York

EXTERNAL EXAMINER INDUCTION

September 2023

Welcome - Session starting at 10.30 am

The session will be recorded and made available to examiners unable to attend. Please let us know if you have any concerns.



Welcome

Dr Daniel Baker

Deputy Chair: **Standing Committee on Assessment (SCA)**

Dr Stephen Gow

Secretary of SCA

Rebecca Millan

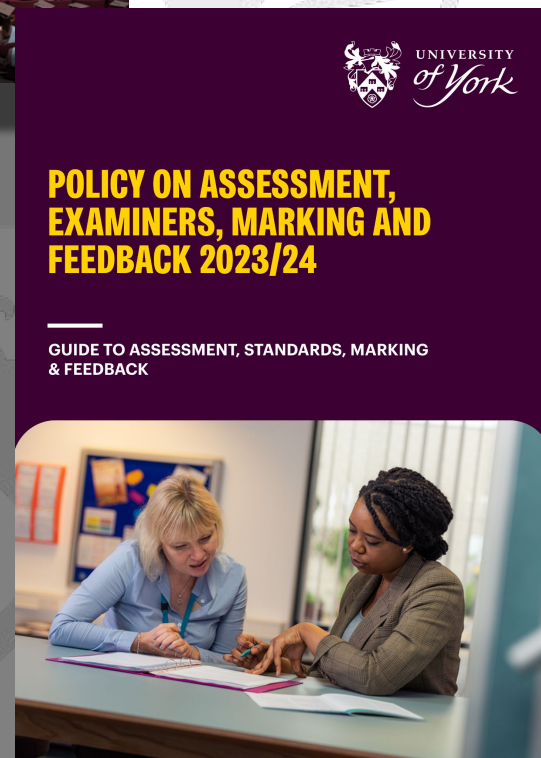
Administrator, Student & Academic Services Team

Your Role

You all play a critical role in assisting the University to discharge its responsibilities for Quality and Standards –
Thank you!

- Independent advice to us on academic standards & quality of assessment
- Critical friend to the department & University
- Advocate in the students' learning experience

Guide to Assessment, Standards, Marking and Feedback



Includes:

Rules on Progression and Award for each award

Policy on Assessment, Examiners, Marking and Feedback

- Board of Examiners (p.30)
- External Examiners (p.34)
- Standard and Marking (p.66)
- Feedback (p.74)

Your Role

Help us meet our our crucial obligations as a degree-awarding body.

UK QUALITY CODE FOR HIGHER EDUCATION



**EXTERNAL
EXPERTISE**



Your Role: Maintaining academic standards

Feedback on whether:

- The programme and its components continue to be coherent, their **outcomes aligned** with the relevant qualification descriptor in the applicable **qualifications framework**, and any relevant [subject benchmark statements](#).
- The programme reflects any additional **PSRB requirements**.
- Assessments in modules of the same level are of a **comparable standard** and the **curriculum remains current**.
- Assessment criteria, marking schemes and arrangements for classification are set at the **appropriate level**.

Your Role: Measuring achievement, rigour and fairness

Feedback on whether:

- The types of assessment are **appropriate** for the subject, the students, the respective level of study and the expected outcomes.
- The marking scheme/grading criteria have been properly and **consistently** applied, and internal marking is of an **appropriate standard, fair and reliable**.
- The assessment processes are carried out in accordance with the **degree-awarding body's regulations and procedures**.
- Procedures governing exceptional circumstances, academic integrity/misconduct and borderline performances have been **considered fairly and equitably applying institutional regulations**.

Your Role

Information available to you (from Department – see Policy of Assessment, Examiners, Marking and Feedback 2023/24, 8.3 The responsibilities of External Examiners)

- Syllabus, handbooks, reports
- Meeting with students (?)
- Receiving assessment tasks in advance (e.g. exams)
- Assessment/marking schemes
- Student work and feedback on work
- Exam boards data and processes

We will ask you to:

- Comment on draft exams and other forms of assessment
- Review (sampled) examination scripts
- Review other student work
- Attend Exam Boards (see later)
- Advise on programme enhancements and new programme proposals as requested
 - e.g. New programmes in a semesterised structure are being introduced in 2023/24
- Make improvement/ enhancement suggestions
- Submit annual report
- Work with the department to help maintain standards and foster excellence.

Exam Boards:

- Scrutiny Panel (following each Assessment Period)

Receives marks, checks penalties, considers assessment issues, recommendation for scaling etc)

- Departmental Exam Board (Module Board)

*Finalises marks for modules, input from **External Examiners**
External Examiners: please provide an oral report*

- Ratification Panel

Confirms and ratifies outcomes for progression and award.

Exam Boards:

We will ask you to:

- Approve processes
- Confirm standards, fairness and rigour
- Consider outcomes
- Approve final marks
- Comment and advise on all aspects (and we will listen!)

We will NOT ask you to:

- Mark work
- Consider an individual student's circumstances.



SCENARIOS



BREAK

Guide to Assessment, Standards, Marking and Feedback

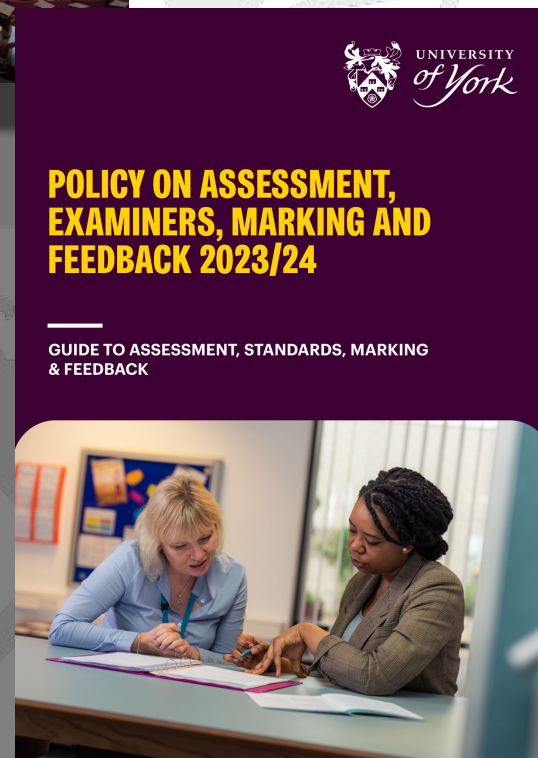


Includes:

Rules on Progression and Award for each award

Policy on Assessment, Examiners, Marking and Feedback

- Board of Examiners (p.30)
- External Examiners (p.34)
- Standard and Marking (p.66)
- Feedback (p.74)



University of York Progression & Award Rules - Undergraduate Programmes

Based on credit weighted average (rounded to nearest integer)

- First-class Honours average ≥ 70
- Upper second-class Honours $60 \leq \text{average} < 70$
- Lower second-class Honours $50 \leq \text{average} < 60$
- Third-class Honours $40 \leq \text{average} < 50$

3-year Bachelors weighted 0:2:3

4-year Integrated Masters weighted: 0:2:3:3

University of York Progression and Award Rules - Undergraduate Programmes

Based on credit weighted average (rounded to nearest integer)

Borderline cases

- Possible first-class Honours average ≥ 68
- Possible Upper second-class Honours $58 \leq \text{average} < 68$
- Possible Lower second-class Honours $48 \leq \text{average} < 58$
- Possible Third-class Honours $38 \leq \text{average} < 48$

3-year Bachelors when weighted 0:1:1 **OR** 0:1:2

4-year Integrated Masters when weighted : 0:1:1:1 **OR** 0:1:2:2

University of York Progression and Award Rules - Postgraduate Taught (Masters)

Based on credit weighted average (rounded to nearest integer)

- Distinction: average ≥ 70 and **no fails**
- Merit: average ≥ 60 and ≤ 20 **credit failed**

University of York Progression & Award Rules - Compensation & Re-assessment Principles

Compensation allowed, but only if:

- Stage average is at pass level, AND
- A “compensatable fail” mark is achieved in all modules, AND
- Maximum number of credits compensation not exceeded

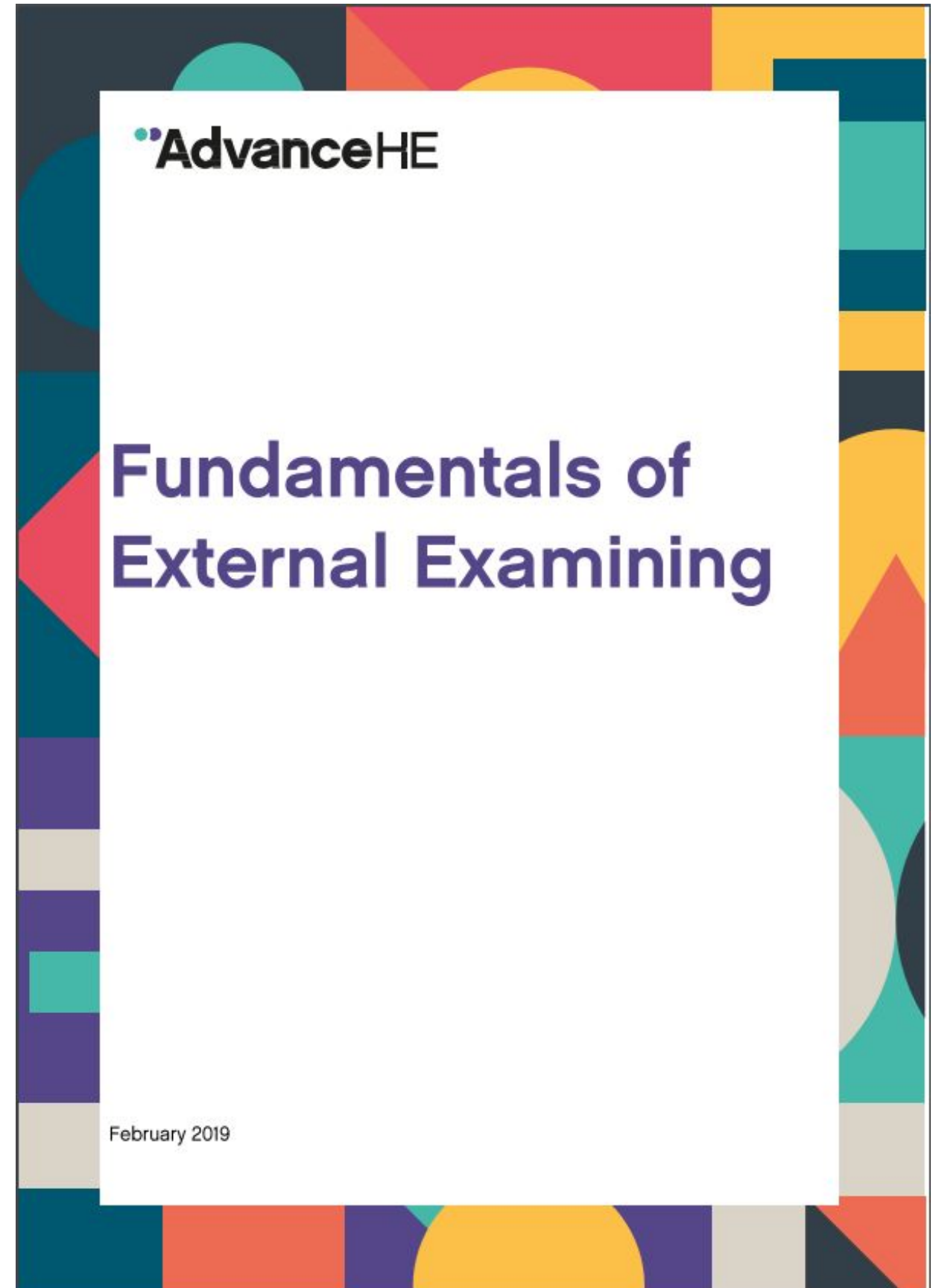
Reassessment allowed, but only if:

- Maximum credits of reassessment not exceeded, AND
- Maximum credits of “outright fail” not exceeded

Reassessment “caps” are applied at **stage**-level not module level

A useful guide

[Advance HE's handbook for external examining](#) (Feb 2019)
is a useful reference point



The Report

- Purpose
- Design of the template
- Key features of a 'good' report
- Sample from 2020/21
- University's quality assurance framework

UK QUALITY CODE FOR HIGHER EDUCATION



**EXTERNAL
EXPERTISE**

The Report

- Key feature of our annual monitoring and enhancement processes
- Evidences comparability of our awards, appropriateness of standards, assessment process
- Sector expectation
- Designed in accordance with the guiding principles in Quality Code Advice and Guidance: External Expertise.

Design Template

- Reflection on Standards
 - course structure & content (in context of the level of the qualification & benchmark statement)
 - marking scheme/grading criteria & extent to which it has been rigorously & consistently applied
 - threshold standards are met
 - comparability of standards (in context of other UK degree awarding bodies).

Design Template

- Reflection on Assessment
 - appropriateness of methods (for the **subject, level, and learning outcomes**)
 - conduct of the Board of Examiners (**fair & equitable** application of rules for assessment, progression, award etc)
 - effectiveness of administrative arrangements (e.g. time to review assessment sample).

Design Template

- Reflection on quality of teaching and learning
 - *(in so far as you are able)* as revealed in assessments & by student performance.
- Optional sections
 - Induction (first year of appointment)
 - End of term overview
 - Previous issues (considered & responded to?)
 - Additional comments
 - Feedback on the form.

Design Template - Assurance

Overall opinion on whether:

a) the standards set for this/these award(s) are appropriate for qualifications at this level, in this subject

YES/NO

b) the academic standards and the achievements of students are comparable with similar programmes or subjects in other UK degree-awarding bodies with which you are familiar

YES/NO

c) the processes for assessment, examination and the determination of awards are sound and fairly conducted in line with the University's regulations and procedures:

YES/NO

Reports should....

- Be sufficiently detailed - Fully address each point on the template
- Be constructively written – aid enhancement – identify possible actions
- Observe confidentiality
- Recognise and highlight good practice
- Be submitted on time – if there is a delay, please keep us posted.

Sample Reports

- Sample report(s) from 2020/21
- Read & feedback:
 - Level of detail?
 - Constructive?
 - Highlights innovative practice?

In 2020 we moved to the online format [guidance sheet circulated].

Scrutiny of the Report

- **Department** – Boards of Studies – Annual Programme Review Process – Periodic Review process
- **Academic Quality Team** – create a log of issues raised on which the Department must indicate actions taken in response
- **University** – Standing Committee on Assessment and University Teaching Committee
- Shared with Student Representatives.

Response to the Report

- Department

- response must address issues raised and indicate action(s) to be taken (or not) in response
- monitored via routine quality assurance processes
- indicate in subsequent report if unsatisfactory response.

- University

acknowledgement & thank you

- further correspondence if serious concerns are raised.

Fees and Expenses

Fees:

- Fees are finalised each year on account of student numbers
- Fees are paid after receipt of the annual report
- PG Examiners need to complete a [self-assessment tax return](#)

Expenses:

- Travelling & other reasonable expenses will be reimbursed
- Expenses are paid on submission of a claim form (this should be within 3 months of incurring the expense) and sent to examiners@york.ac.uk
- Claim form and guidelines are on the [UoY External Examiners web page](#).

EXTERNAL EXAMINER EXPENSES AND FEE CLAIM FORM
(TO BE SENT TO EXAMINERS@YORK.AC.UK)

EXAMINER DETAILS									
Title	Forename[s]		Surname						
Date of Birth				National Insurance Number					
Correspondence Address									
Email									
Have you provided your bank details to the University previously? Yes <input type="checkbox"/> No <input type="checkbox"/>									
If No, or if your bank has changed recently, please complete bank details on the reverse of this form									
Department/Centre				Level Examined	Undergraduate / Taught Postgraduate				
Date of Exam Board	<i>(if applicable)</i>		Report Sent	YES / NO	Date Sent				
Is this your first claim?	YES / NO								

DETAILS OF CLAIM <small>(Please attach all receipts – these may be scanned and attached via email)</small>									
Travel type <small>(Please state rail/ car/bus/air/taxi)</small>	Date	Travel from	Travel to	Miles	@45p	Sterling including VAT, if other currency, state:			
						£	p		
Other expenses <small>(please give details)</small>	Accommodation								
	Meals								
	Any other expenses								
					TOTAL EXPENSES				

					DETAILS OF FEE <small>(to be completed by University of York)</small>				
CLAIMANT SIGNATURE: _____					DATE: _____				
					TOTAL				

For office use

AUTHORISATION:		Department: ASO	Print Name: Jane Warne/AQ Team Leader or Julia Hampshire/SAS, ASO					
		Date: _____	Signature: _____					
Undergraduate – fee liable for tax	Yes	No	Description to appear on finance reports:					
Postgraduate – fee not liable for tax	Yes	No						
Leaver [can be removed from database]	Yes	No						
Account xxxxx	Analysis xxxxx	Workorder xxxxxxxxx	Account Code	Description	VAT code	Sterling £/p including VAT, if other currency, state:		
2351/1503				PG Fee / UG Fee				
2102				UK Travel - Rail/Coach/Bus/ Tram/ Ferries/ Underground	P4			
2107				UK Travel - Taxis	P4			
2112				UK Travel - Meals and Subsistence	P4			
2108				Parking	P4			
					TOTAL			

Taught External Examiner Expenses and Fee Claim Form 2017-18

UK BANK ACCOUNT (GBP)

Please complete for first claim or if details have changed. Please complete in capital letters.

Name							
Email address							
Name of Bank							
Account number							
Sort code							
Signed							
Print name							
Date							

NOTES TO THE EXTERNAL EXAMINER EXPENSE CLAIM FORM

- PAYMENT**
Payments will be made by BACS directly to your Bank/Building Society account. Please complete details overleaf.
- AUTHORISATION**
All claims must be signed by the claimant and authorised by an authorised member of the Academic Support Office.
- RECEIPTS**
All claims must be supported by valid receipts as far as is practical [excluding mileage]
- TRAVEL**
2nd class rail or bus fares will be paid. Travel by car will be at the External Examiner mileage rate
- FEE PAYMENTS**
Undergraduate Examiners - The Inland Revenue procedures require the University to deduct tax at 'basic rate' from fees paid to undergraduate external examiners. National Insurance is not deducted as this is not a requirement.
Postgraduate Examiners - It is not a requirement to deduct tax or National Insurance from fees for external examiners examining at postgraduate level.
Travel and subsistence expenses will not be taxed.
Claimants must complete their National Insurance number and date of birth. Payments cannot be made without this information.
Payments will be made directly into your bank/building society account. A payment advice will be issued to the correspondence address. The payment advice should be retained for submission to your Tax Office as (a) you may be liable for tax at a higher rate or (b) you may be entitled to a refund of the tax deducted.



Any Questions?



Evaluation

We would greatly appreciate your feedback on this event to help us improve our delivery at future events. Would you please take a few minutes after this meeting to complete our evaluation form, the link to which is on the Agenda?



Contact Details

Email address: examiners@york.ac.uk

Website: External Examiners - link is on the Agenda