

Conduct of Examiners' Meetings

1. Examiners' Meetings shall be convened by the Head of the relevant School (or his/her nominated deputy) or Honours Co-ordinator where appropriate.
2. Examiners' Meetings should be scheduled to ensure that the School can submit results, approved by the External Examiner, by the Senate-approved deadlines.
3. Those attending Examiners' Meetings are obliged to declare any personal interest, involvement or relationship with a student being assessed.
4. Only data, and any personal information, required for Examiners to reach an appropriate outcome should be shared for the meeting. Schools should determine an appropriate mechanism (e.g. a dedicated Teams site) for the distribution and management of this information
5. Examiners should be provided with instructions around restrictions on sharing and handling data, and instructions for deleting information following the conclusion of the meeting. Data should only be kept for the minimum period necessary to complete the task. Multiple copies of information must not be kept
6. All written examination scripts and in-course assessments should be available for Examiners' Meetings, if requested, in regard to any student for whom an assessment outcome is being considered.
7. Where the Examiners have evidence (e.g. a candidate's past performance) to believe that a candidate's performance has been impaired for a prolonged period of time (e.g. long term illness of a parent), the Examiners may take account of this in reviewing borderline cases to determine final degree classification or postgraduate award. See also the Code of Practice on Assessment.
8. The *Code of Practice on Assessment* indicates that, in regard to degree classification, where the Examiners use their discretion to depart from the class indicated by the *Grade Spectrum/Grade Point Average*, such discretion can only be used in an upward direction.
9. In all circumstances where discretion is applied, clear reasons must be identified for doing so and a record kept in the minutes of the examiners' meeting.
10. It is the responsibility of the Convener to ensure that an appropriate record is kept of the procedures and decisions of each Examiners' Meeting.
11. External Examiners, as full members of the relevant Examiners' Meeting, must be invited to attend all Examiners' Meetings at which significant decisions are to be taken in regard to the specialisms with which they have been concerned (including those for which they have approved question papers). At least one External Examiner must be present at all Final Examiners' Meetings i.e. normally in May for undergraduate programmes and September for postgraduate programmes. Heads of School should therefore ensure that their External Examiner(s) are informed of the dates of Examiners' Meetings for the whole session by the start of each academic year, or as soon as possible thereafter.

12. In addition to noting the comments from External Examiners, minutes of Examiner's Meetings should include the following, minimum set of information:

- Full title of Examination meeting
- Date and location of meeting
- Those present followed by those who have submitted apologies
- List of programmes and/or courses being examined
- Explanation of calculations to be used in determining grades
- Candidates with special circumstances possibly affecting their performance
- List of results

13. Additionally, the following points should be taken into consideration when compiling minutes:

- The use of personal information should be avoided as much as possible
- Students should be referred to by ID numbers
- **All decisions should be attributed to all Examiners**