

UNIVERSITY OF ABERDEEN  
**EXAMS OFFICERS – JOB DESCRIPTOR**

- i. Each School must appoint an Examinations Officer who will have oversight of the examinations process in that School. Schools can appoint an Examinations Officer for UG programmes and one for PGT programmes, if they wish, or a single Examinations Officer can oversee both UG and PGT programmes. Multi-discipline Schools can, if they wish, appoint an Examinations Officer for each Discipline but in that case it is expected that they would meet routinely throughout the year to agree on School policies and the timings and delegation of duties; in such instances, Schools should appoint a Senior Examinations Officer to ensure consistency and compliance across the School.
- ii. The Examinations Officer(s) must be an experienced academic member of staff who has an in-depth knowledge of the University's policies on Feedback and Assessment and the dates by which actions need to have been taken.
- iii. All Examinations Officers are required to attend an annual training session prior to the final Examiners' Meetings of the academic year to apprise themselves of any changes to University policy. Support for Examinations Officers is available throughout the year and in particular at the time of Examiners' Meetings from members of the Quality Assurance Committee and Registry staff.
- iv. The responsibilities of an Examinations Officer are as follows:
  - a) Being fully cognisant of, and keeping up-to-date with all institutional policy and regulations in regard to assessment;
  - b) Attending annual Exams Officer training;
  - c) Ensuring School/Discipline knowledge of, and compliance with, the University's current assessment policies and regulations, including internal moderation;
  - d) Coordinating the preparation of examination papers for all courses assessed by written papers, including checking for accuracy and, where appropriate, ensuring they are in the requested format for special needs students;
  - e) Ensuring that the School's External Examiner(s) are fully inducted<sup>1</sup> and have been familiarised with the University's policies and practices and have received accurate and timely information and documentation relating to the course/programme being examined; liaising with External Examiner(s) to obtain feedback on draft exam papers, and supplying him/her with course grade lists and samples of student coursework and exam scripts; providing additional information requested by the External Examiners, regarding assessments, programmes and courses, during their visit;
  - f) Liaising with the University's Central Timetabling Team, Academic Services and the Quality Assurance Committee, as required, on academic matters relating to assessment;
  - g) Ensuring staff are aware of, and comply with, all deadlines for the setting of assessments and the return of grades;
  - h) Monitoring the work of non-academic staff supporting the School's assessment processes;
  - i) Establishing and chairing a School/Discipline Mitigating Circumstances Committee, to ensure a consistent approach to, and consideration of, all students in the School/Discipline ;

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<sup>1</sup> <https://www.abdn.ac.uk/staffnet/teaching/external-examiners-6107.php>

- j) Attending the School's/Discipline's Examiners' Meetings (potentially chairing such meetings if requested by the Head of School), ensuring they are held in accordance with University policy; arranging for the provision of materials for Examiners' Meetings within the School/Discipline, including any second marking/moderation issues and mitigating circumstances of particular students (anonymised); reviewing final degree examination results and (if necessary) bringing to the attention of External Examiners and Examiners' Meetings any borderline cases or others which require consideration; where appropriate, making statistical analysis of course grades available to Internal and External Examiners;
- k) Ensuring production of records of the discussions and actions taken at Examiners' Meetings, including formal minutes in line with Academic Quality Handbook guidance<sup>2</sup>; ensuring that such records are retained in an appropriate format in accordance with the University's retention policy;
- l) Liaising with other Schools/Disciplines regarding results and decisions for students on joint degree programmes;
- m) Carrying out a final check of course grades for accuracy prior to the School Office entering them into Student Records, and a further check after entering has been completed but before 'committing';
- n) Reporting and investigating any instances of academic misconduct during examinations in accordance with the University's normal procedures;
- o) Providing, upon request, analysis of degree awards and classifications and feedback on examination and assessment processes.

Queries should be addressed to [academicsservices@abdn.ac.uk](mailto:academicsservices@abdn.ac.uk).

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<sup>2</sup> <https://www.abdn.ac.uk/staffnet/teaching/assessment-policies-and-guidance-6099.php>