



LSE Office for the University of London Programmes

**2018/19 Examinations
Duties of the Deputy Chief Examiner**

1. Paper-setting

To ensure papers are set in accordance with the syllabus for your course, and at a level comparable to that required for internal University of London students.

To ensure that there are two papers for the course, zone A and zone B, that are AT LEAST 50% DIFFERENT from each other, from last year's papers for that course and any mock exam set in 2018/19.

To work with the chief examiner to ensure draft versions of the paper have been checked and agreed so that they can be sent by the chief examiner to the LSE Office for the University of London Programmes by **6 February 2019** in preparation for the scrutiny process. This includes the provision of solutions to problems where applicable.

2. Scrutiny

To attend the scrutiny meeting at LSE if the chief examiner is unable to do so.

3. Standardisation

To attend the standardisation meeting. If the paper has three or more examiners, this will be a formal meeting where possible held at LSE. For a paper with only two examiners, standardisation may take the form of a thorough discussion between the examiners.

4. Script marking

To work with the chief examiner to ensure that scripts are double marked and returned to Stewart House by the set deadlines as communicated by the EMFSS programme team.

5. Attending relevant meetings

Deputy chief examiners are not required to attend Exam Board meetings. However, if a chief examiner is unable to attend it may be helpful for the second examiner to attend in their place. The 2018/19 EMFSS Board of Examinations meeting will be held on:

25 July 2019

6. Producing Examiners' Commentaries

Exam commentaries will usually be produced by chief examiners, although as with exam papers deputy chief examiners may be involved in this process and if this is the case payment will be divided accordingly. You should discuss this with your chief examiner.