**Specific Duties for External and Intercollegiate Examiners**

An External and Intercollegiate Examiner’s role is to:

- Ensure that the standard set for the award is consistent, in the field of study concerned, with that of the national university system;
- Ensure that the standards set to measure student performance are comparable with similar programmes in other UK Higher Education institutions;
- Consider the extent to which the processes for the assessment of the students are sound and have been fairly conducted;
- Be involved and influential in the decision making process of the Board of Examiners and to endorse the decisions made by the Board;
- Identify examples of good practice.

**Paper Setting**

External and Intercollegiate Examiners shall be invited to participate in the setting of examination papers. Each individual examination paper should be approved by at least one External or Intercollegiate Examiner.

**Marking, sampling and moderation**

External and Intercollegiate Examiners have the right to inspect any script or other assessed examination material. External and Intercollegiate Examiners may be asked to sample scripts or other assessed examination material and to take part in oral and practical examinations where these are specified. When sampling scripts and assessed examination material, External and Intercollegiate Examiners should see enough material to be able to assess whether marking and classifications are of an appropriate standard and are consistent. This should normally include:

- A sample of scripts from the top, the middle and the bottom of the range.
- A sample of scripts with borderline marks.
- A sample of scripts assessed by Examiners as first class and as failures.

External and Intercollegiate Examiners should not normally be involved with double marking of scripts.

**Meeting of the Board of Examiners**

External and Intercollegiate Examiners are required to attend meetings of the Boards of Examiners at which significant decisions are to be taken. The Chair of the Board of Examiners will ensure that External and Intercollegiate Examiners are invited to attend such meetings. In cases of disagreement on the final classification of a particular candidate, the views of the External/Intercollegiate Examiner(s) will be sought. The decision shall be arrived at by majority vote of those members of the Board of Examiners present.

**Endorsement of decisions made by the Board of Examiners**

External and Intercollegiate Examiners should be invited to formally endorse the decisions of the Board of Examiners before candidates’ examination results are released. External and Intercollegiate Examiners have the right to withhold their endorsement of the Board's decisions if, in their belief, the assessment process has not been conducted properly.

**Annual Reports**

To facilitate the full and proper consideration of specific issues, External and Intercollegiate Examiners are requested to use the standard proforma to produce their annual report. External and Intercollegiate Examiners should submit this report to the Dean, University of London International Programmes, within 4 weeks of the final meeting of the Board of Examiners. External and Intercollegiate Examiners’ reports will be copied to various parts of the University, including the Lead College/Consortia, the International Programmes and International Academy committees, for consideration and follow-up. Parts 1 - 4 of the Annual Report will be made available publically.