LSE Office for the University of London International Programmes

2016 Examinations – Duties of the Chief Examiner

1. Paper setting (Please see ‘Paper-setting Guidelines’ for further guidance):

- 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 2015/16.
- To ensure that draft versions of the paper have been checked and agreed with the second examiner and sent to the academic coordinator by 15 February 2016 in preparation for the scrutiny process. This includes the provision of solutions to problems where applicable.
- To submit a paper that is camera-ready. That means using the templates for the exam papers emailed to you from Stewart House. Tom Nagel is available for advice on this (tom.nagel@london.ac.uk).
- To ensure that the papers are at Stewart House by 14 March 2016.

2. Scrutiny:

- To attend the scrutiny meeting organised by the academic coordinator and held at the LSE, usually in the relevant academic department.
- To work with the LSE programme office to ensure an exam paper tester is organised to work through the exam paper before the scrutiny meeting – quantitative papers only

3: Standardisation (Please see ‘Standardisation Guidelines’ for further guidance):

- If a paper has three or more examiners, a formal standardisation meeting must be held at LSE and there must be a written marking scheme for each zone paper.
- Standardising the marking also includes reviewing scripts during and at the end of the process to ensure examiners are following the marking scheme and that the mark awarded to each script is appropriate and consistent.
- For a paper with only two examiners, standardisation may be no more than a thorough discussion with a second examiner.

4. Appointing additional examiners:

- Examiners are permitted to mark no more than 1000 scripts.
- PhD students marking for the first time are permitted to mark 200 scripts.
- All scripts must be double marked.

5. Getting marks in on time:

- Monday, 4 July 2016 for Access and Diploma in Economics/Social Sciences scripts.
- Monday, 11 July 2016 for all other scripts.
6. Checking scripts:

- For the large entry papers, a checker should be appointed to ensure that all scripts are checked for correct addition of marks and transcription from the script to the examiner marksheet. The chief examiner will be contacted about this by the LSE Office for University of London International Programmes.

7. Attending relevant meetings:

- 21 July 2016 Diploma/Access route Board
- 28 July 2016 Tier 1 Board (am) & Tier 2 Sub-boards (pm)

8. Producing Examiners’ Commentaries

- Separate commentaries for each zone paper.
- Guidance and templates will be sent out in May.
- Deadline for submitting commentaries will be Monday 22 August 2016.