



LSE Office for the University of London International Programmes

2016 Examinations – Duties of the Second 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 2015/16.

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 academic coordinator by **15 February 2016** 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 following deadlines.

Monday, 4 July 2016 for Access and Diploma in Economics/Social Sciences scripts.

Monday, 11 July 2016 for all other scripts.

5. Attending relevant meetings

Second 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:

21 July 2016 Diploma/Access route Board

28 July 2016 Tier 1 Board (am) & Tier 2 Sub-boards (pm)

6. Producing Examiners' Commentaries

Exam commentaries will usually be produced by chief examiners, although as with exam papers second 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.