



**UNIVERSITY
OF LONDON**

**INTERNATIONAL
PROGRAMMES**

Specific Duties for Chair and Deputy Chair
Appointment of Examiners
Where you have an involvement with the appointment of examiners, please note that all members of the Board and all Assistant Examiners/Assessors required to take part in assessment, including practical's, must be appointed by the relevant College or Subject Panel approximately three months prior to the examinations. Delays to the appointment of examiners may cause problems with the examination process.
Award schemes and assessment criteria
As agreed by the University of London International Academy, each programme must have an awards scheme and assessment criteria, approved by the relevant body within the Lead College. A definition of the awards scheme and assessment criteria is given in the <i>Guidelines on award schemes and assessment criteria for External provision</i> , located in the <i>Guidelines for Examinations</i> booklet. Certain information in this respect must be made public to students and can be found in the Programme Regulations. All examiners will receive a copy of the Regulations with their appointment letter. However, In cases where additional award and assessment criteria information, which is not available in the regulations, is required by examiners in completing their duties the supplementary information should be distributed accordingly. Please also send copies to me for the University's records.
Please note that any supplementary information that is provided to the examiners other than that given in the Regulations will need to be ratified by the relevant body within the Lead College. If no changes have been made to the previous year's information then it does not require re-validation. Further information about this is given in the enclosed <i>Guidelines for Examinations</i> .
Setting and distributing scripts
Please note that by acting as Chair of the Board of Examiners you should ensure that paper setting takes place and that all question papers have been scrutinised and approved by the External Examiner(s). Distribution sheets, on which you will be asked to give your instructions regarding the distribution of scripts, will be sent to you in due course.
Board meetings
Please note that External/Intercollegiate Examiners must be invited to attend all meetings at which significant decisions are to be taken, including the setting of papers. In addition, all examiners should receive reasonable notice (6-8 weeks minimum) of all meetings.
If you would like meetings of your Board of Examiners to take place in the central University, please let the Head of Student Assessment (tim.palmer@london.ac.uk) know so that the necessary arrangements can be made.
External Examiners' reports
External and Intercollegiate Examiners are required to submit an annual report to the Dean, the University of London International Programmes. They will be informed that they may, if they so wish, also submit a separate confidential report to the Dean.
Other information
Please contact examiner.contract@london.ac.uk if you would also like to receive a copy of the relevant subject guides on which students base their studies.