Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

External Examiner Induction

October 2024

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

www.uwtsd.ac.uk

Regulations and Procedures

- Academic Quality Handbook

  - On website:

    https://www.uwtsd.ac.uk/academic-quality-handbook

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Chapter 6

- Taught Award Regulations

  - Taught Award Regulations
  - Details of degree structures
  - Level definitions (CQFW and HEQF)
  - Progression and Award Regulations
  - Examining Boards

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Chapter 7

- Assessment: Taught Programmes

    – Principles
    – Responsibilities
    – Marking and Assessment
    – External Examiner Regulations

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Student Facing Policies

https://www.uwtsd.ac.uk/academic-quality-handbook

Chapters 5 and 7

- Academic Support Tutor Handbook 2021-22
- Policy on Use of Dictionaries and Calculators in Exams
- External Expertise Protocol
- Online Examination Protocol

Chapter 12

- **Student Support Policies**
- Mitigating Circumstances Policy
- Needs Assessment Protocol
- Student Pregnancy Maternity Paternity and Adoption Leave Policy
- Applicant and Student Name Change Policy
- Support for Study Policy
    - Support for Study Staff Guidance
- Student Smoke Free Policy
- Guidance for UWTSD students in employment
- **Student Complaints, Appeals and Other Concerns**
- Student Complaint Policy
- Academic Appeal Policy
- Fitness to Practise Policy
- Non-Academic Misconduct Policy
- UWTSD Group Student Emergency Contact Policy
- Third Party Involvement Policy
- **Academic Policies**
- Academic Misconduct Policy
    - Plagiarism Detection Service
    - Contract Cheating Guidance for Staff
- Lecture Recording Policy
- Student Code of Conduct
- Student Intellectual Property Policy
- Cancelled and Rescheduled Class Policy
- Student Privacy Statement
- Research Data Management Policy
- Open Access Publications Policy
- Research Integrity and Ethics Code of Practice
- Engagement Policy
- **Admissions Related Policies**
- Admissions Policy
- Policy and Procedures for Admissions Feedback, Appeals and Complaints
- English Language Requirements Policy
- **Safeguarding Students**
- PREVENT Duty Policy
- PREVENT External Speakers and Events Code of Practice
- PREVENT Chaplaincy and Prayer Rooms Code of Practice
- Safeguarding Policy

RESOURCES FOR EXTERNAL EXAMINERS

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Resources

https://www.uwtsd.ac.uk/external-examiners

Module External Examiner

- ANNUAL MODULE EXTERNAL EXAMINER'S REPORT 2024/25 (GA3) (Page 1 of 11) (office.com))
  - Full list of questions in the GA3 online template, to assist before completing the online form
  - Allowable Expenses for External Examiners and External Advisers

Procedural External Examiner

- GA23 Procedural External Examiner Report 08-2021

External Examiner Induction

- Recording of External Examiner Induction Webinar –October 2024

External Expertise Protocol

- External Expertise Protocol

Mentoring

- If you are a first-time external examiner or would like additional support, please ask. The University will assign a mentor for first-time external examiners, normally for the first year of their period of tenure.
- If you are an experienced external examiner and would like to volunteer to mentor, please let us know at the external examiner email address.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Logging into UWTSD accounts and authentication

When approved, the University will make an account for you with the personal or institutional email address you have given us. This will become your account username.

After the account is set up you will receive an email (sent to the address you've supplied) with a direct link to Moodle that will take you through MFA authentication via a one-time code sent as a text to the mobile phone number you have supplied, thus avoiding a browser account caching issue.

You will receive notification of imminent account expiry to the same email address, allowing you to liaise with your contact within the University to renew their account.

DUTIES OF EXTERNAL EXAMINER

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Purposes of External Examiner

- Principal purposes of external examiner system are to ensure:

  - standard of each award maintained at appropriate level;
  - standards of student performance are comparable with similar programmes in other UK institutions;
  - processes for assessment and determination of award are sound and fairly conducted.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Role of External Examiners

The University expects an external examiner to:

- Review and comment on the University's standards and student performance in relation to those standards;
- Review and comment on the consistent and fair application of policies and procedures ensuring the integrity and rigour of academic practices;
- Review and comment on good practice and possible enhancements;
- Verify the appropriateness of assessment tasks and assessment criteria;
- Be full members of examining boards (attendance requirements are clarified in Chapter 6);
- Present a written report to the University.

Documentation

- External examiners should receive:
  - A Programme of Study Handbook for each level of study contributing to the award;
  - Reports from previous external examiner;
  - Assessment tasks for each module for approval;
  - Assessment criteria for each assessment task.

- Programme of Study Handbooks should include the module outlines.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

External Examiner Agreement (GA15)

- List of ALL modules (and each assessment task) for which module external examiner is responsible.

- Agree the marking process applied for each assessment component.

- Identify which modules are to be reviewed in current academic year.

- Identify which assessment components (in review modules) will be considered.

- Agree on how sample of first-sit work for moderation will be defined.

GA15 – Identify modules for review

- For taught modules: a minimum of half of the modules for which external is responsible to be review in any given academic year (minimum of 120 credits in total across all levels)

- If responsible for less than 120 credits per academic year, then all modules reviewed

- All modules with a credit value of 40 or more **must** be reviewed each academic year.

GA15 – Identify modules for review *continued*

- Director of Academic Discipline/Programme Manager responsible for ensuring that appropriate number of credits identified for review in any academic year
  - **Honours Degree**: minimum of 120 credits of each programme of study (at least 60 credits at Level 5 and at least 60 credits at Level 6).
  - **PGCE Primary/Secondary with QTS**: minimum of 120 credits of each programme of study
  - **All other awards**: at least half the credits that may contribute towards the award.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

GA15 – Identify assessment tasks for consideration

- If module identified for review has more than one assessment task, not every component needs to be considered.

- Selection of assessment components in the modules identified for review will be considered.

- Assessment components considered **must** account for a minimum weighting of 40% in the module.

- For modules worth 40 credits or more, the major component **must** always be considered.

- Variety of different assessment components should be considered in the course of a 4 year period.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

GA15 – Identifying representative sample

- Representative sample of **first-sit work** from the assessments' components chosen for consideration selected for moderation.
- Sample consisting of at least **6** students (at least **4** students for modules on PGCE Primary/Secondary with QTS).
- Where there are fewer than the minimum number of students being assessed, work of all students must be included in the sample.
- Sample may overlap with the sample for internal moderation as defined in paragraph 7.8 (4) (iii) of Chapter 7 of the Academic Quality Handbook 2023/24.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Multiple cohorts/locations

- Where modules are delivered concurrently across multiple locations with the same assessment components in each location, the sample must consist of at least **6** students in total and at least **2** students per location.

- Where modules are delivered in multiple cohorts in a single location with the same assessment components are used for each cohort, the sample must consist of at least **6** students in total with at least **3** students from each cohort.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Multiple cohorts/locations *continued*

- Where modules are delivered in multiple cohorts across multiple locations with the same assessment components are used for each cohort and in each location, the sample must consist of at least **6** students in total and at least **3** students from each cohort and at least **2** students per location.

- Where the assessment component in a module is different across locations or cohorts, then each location or cohort should be treated as an individual sample (with a minimum size of **6**) and the module should be counted a separate module for determining credit rating of responsibility.

Level 7 dissertations/projects

- Any Level 7 module worth 60 credits or more is classified as a Level 7 dissertation/project module.

- An external examiner shall be responsible for no more than 30 dissertations/projects in a single appointment.

- The external examiner must see a sample of at least 6 dissertations/projects.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Concerns over marks

- If unable to confirm that the internal marking is of an appropriate standard or consistency for work in the sample, may request that all work be remarked.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Remarking

- Where marks considered to be consistently over or under-marked, remarking will take the form of a scaling up or down of marks across the cohort by a figure agreed between the internal examiners and the external examiner.

- Where cannot reach agreement on the figure for scaling up or down of marks, the Chair of the Examining Board shall act as arbiter. The Chair's decision shall be final.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Remarking *continued*

- Where no clear pattern in over or under-marking in the sample, remarking will take the form of a full re-mark of all work in the element.

- A senior member of academic staff, who has not been involved in the internal marking of the work, shall be appointed as an additional marker. The mark of the additional marker shall be final.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Key features of process

- Assessments for whole academic year prepared by Module Tutor;
- All assessments which contribute to an award* undergo a three-stage approval process:
  - Includes coursework questions as well as examinations.

*In some cases, may include assessments which do not contribute to the final award

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Preparation of assessments 1

- Module Tutor prepares assessment questions / tasks and marking schemes;
- Checks (input from Programmes Manager and/or Assessment Officer):
  - Academic suitability & relevance of questions/tasks;
  - Instructions;
  - Mark allocations;
  - Suitability of images used.

Preparation of assessments 2

- Assessment Approval Form completed:
  - One for each examination;
  - Multiple coursework questions/tasks could be covered by a single approval form

- All assessments which contribute to an award* submitted for approval process

*In some cases, may include assessments which do not contribute to the final award

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Two stages of approval

1) By Assessment Officer *;
2) By the relevant External Examiner;

*   Assessment Officer is used throughout the process as a generic term - in practice this may be a role undertaken by the Director of Academic Discipline, by a nominated Assessment Officer or by several members of staff within the Discipline.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

*Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives*

Approval Stage 1

Assessment Officer
- verifies that:
    - questions/tasks are at appropriate level;
    - questions/tasks are clear and free of basic errors;
    - instructions are clear;
    - there is general equity across the discipline with regard to choice & numbers of questions;
    - any additional information (e.g. business cases or graphics) are clear and coherent;
    - questions for re-sits are suitably distinct from the original questions

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

*Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives*

Approval Stage 2

External Examiner

- Assessment Officer ensures that **all** assessments which contribute to the award* are sent to the relevant External Examiner

- External Examiner asked to confirm that the design and structure of assessments are appropriate

- May request that revisions be made:
  - Module Tutor informed of any requested revisions;
  - Assessment Officer verifies revisions made.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Learning Outcomes & Assessment

- Learning outcome and assessment must be at the level of the module;

- Assessment strategy should have formative function;

- Assessment process must enable learners to demonstrate achievement of the relevant learning outcomes.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Assessment criteria

- Assessment criteria should enable examiners to:
  - Decide whether a student has achieved a threshold level for the module;
  - Distinguish between categories of achievement.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

*Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives*

End of approval process

- Examinations - the questions (with instruction rubrics and mark allocation) are entered into the appropriate examination template after approval by the Module External Examiner.

- All assessments forwarded to Registry

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Electronic or hard copy?

- Examination papers and coursework will be sent by electronic mail or shared in a secure electronic way.

Work over the word limit

If the specified word limit for an assessment has been exceeded, the following penalties would normally apply. The penalty cannot take the work into the fail category.

- Up to 10% above the word limit – No deduction off final mark
- Between 10% and 25% above the word limit – Deduction of 5 marks off final mark, or reduce the mark to the capped mark, whichever is the lesser penalty.
  - For example, for an undergraduate student achieving a final mark of 44%, the mark would be reduced to the capped mark of 40%; whereas for an undergraduate student achieving a final mark of 49%, the mark would be reduced to 44%. For a postgraduate student achieving a final mark of 54%, the mark would be reduced to the capped mark of 50%; whereas for a postgraduate student achieving a final mark of 67%, the mark would be reduced to 62%.

Work over the word limit *continued*

- Between 25% and 50% above the word limit – Deduction of 10 marks off final mark, or reduce the mark to the capped mark, whichever is the lesser penalty.
  - For example, for an undergraduate student achieving a final mark of 47%, the mark would be reduced to the capped mark of 40%; whereas for an undergraduate student achieving a final mark of 55%, the mark would be reduced to 45%. For a taught postgraduate student achieving a final mark of 59%, the mark would be reduced to the capped mark of 50%; whereas for a postgraduate student achieving a final mark of 64%, the mark would be reduced to 54%.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Work over the word limit *continued*

- 50% or more over length – Maximum mark of capped mark
- A failure to meet the word limit (or minimum word limit if a range is given) may result in lower marks based on the quality of the work because the work may not include the necessary information required for the assessment to meet the stated learning outcomes.
- The feedback on the assessment should explicitly mention any mark deduction and the reason for it.

Rules for Progression

Undergraduate

Processing Marks (6.5.3.2)

- All numerical calculations relating to assessment marks should be carried out by the central Student Record System.

- It is sometimes the case that a single mark is derived from more than one assessment activity (for example, a portfolio of work or an examination). In such cases, the single mark should be the outcome of adding the marks for each activity rather than the calculation of an average.

- The final mark for a module is rounded to the nearest whole number for the purpose of deciding whether or not a student has passed the module, for all other progression related decisions including condonement, and in all calculations for award classification and all classification related decisions.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

6.5.3.3 General Progression and Award Rules

- **General Progression rules**
  - Pass mark is **40%**
  - Where outcome is grade – Pass or better counts as at least 40%.

- Progress where possible
  - Full profile, all modules passed – Progress / Award
  - Failed modules
    - Condonement
    - Re-assessment

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

6.5.3.4 Failure and Retrieval

- Maximum number of **re-assessment attempts** for particular module is **two**

- Student not allowed more than one opportunity to repeat a level of study or the majority of a level of study– may be permitted to repeat individual modules

- Examining Board may determine retrieval position of student who has not reached end of level, but has failed **completed module** or failed to **attempt component** of incomplete module

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Students not at the end of level

- An Examining Board can decide the retrieval position of a student who has not reached the end of a level but has failed completed module(s) and/or has failed to attempt an assessment component of incomplete module(s). A key consideration is that the decision needs to be in best interest of the student and to ensure consistency and parity across the cohort.
  - For students with 20 or fewer credits to retrieve:
    - Any student with 20 or fewer credits to retrieve shall be offered re-work/re-sit opportunity/replacement module during the next term, to be considered at the next Exam Board.

Students not at the end of level *continued*

- Any student with more than 20 credits to retrieve shall be offered re-work/re-sit opportunity for a maximum of 40 credits during the next term, to be considered at the next Exam Board.

- Any outstanding credits shall be offered as re-work/re-sit/ replacement module at the next available opportunity, with all remaining credits offered for retrieval at the end of the student's level of study. The credits offered for retrieval shall be determined based on the following principles:
  - Retrievals should be prioritised to give the student the best opportunity to progress. Normally, this would include consideration of:
    - Retrieval of a full module shall be prioritised over retrieval of components from multiple modules.
    - Retrieval of re-works shall be prioritised over retrieval of resits.
    - Where multiple re-works of full modules are to be retrieved, the module in which the student received higher marks shall be offered, except where the module may be eligible for condonement.
    - Retrieval of failed re-works and/or re-sits shall be prioritised over retrieval of first attempts.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Students with work still under investigation for Academic Misconduct:

- Any student with one or more components under investigation for Academic Misconduct within a module shall not be offered retrieval for other components within that module until the investigation has concluded.

- Retrieval may be offered for components of other modules based upon the above principles.

  – For students with more than 40 credits to retrieve, their retrieval position should be considered at the end of level Examining Board.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Students at the end of Level

- **Condone** or **Conditional Progression**;
- Failed **60 credits or less** – re-assessed in some/all failed components;
- Failed **more than 60 credits** – repeat failed modules;
- If fail module for second time, normally required to repeat module;
- May be required to repeat level if not appropriate to repeat individual modules.

Condoned modules (6.5.3.3 (4))

- Up to 20 credits of failed modules can be **condoned** at each level of study, subject to following:
  - student has attained minimum of 100 credits at the level of study;
  - failed module(s) not **core** for programme of study;
  - module mark in failed module is at least 30%;

- Credit awarded for condoned module

- Student may request opportunity to re-sit a condoned module

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

*Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives*

Repeat module / level

- Defined criteria - as set out in paragraph 6.5.3.4 (12) – must be considered before student is allowed opportunity to repeat module / level;

- Student who is required to repeat failed modules must agree to forfeit any marks and credit already achieved in the modules to be repeated;

- Student who is required to repeat entire level must agree to forfeit any marks and credit already achieved for that level;

- Normally marks for repeat modules not capped.

UNDERGRADUATE AWARD CLASSIFICATIONS

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Degree classifications

Paragraph 6.5.5 (3)

- Classification boundaries:

Class I:	70% and above
Class II (i):	60 up to but not including 70%
Class II (ii):	50 up to but not including 60%
Class III:	40 up to but not including 50%
Pass Degree:	at least 35%

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Award	Method One: Overall Weighted Average	Method Two: Average at Highest Level
University Certificate of Credit	Unclassified	Unclassified
Foundation Certificate	Unclassified	Unclassified
Certificate of Higher Education		Average of best 100 Credits at level 4 or above
Higher National Certificate (HNC)		Average of best 100 Credits at level 4 or above
Diploma of Higher Education		Average of best 100 Credits at level 5 or above
Higher National Diploma (HND)		Average of best 100 Credits at level 5 or above
Foundation Degree		Average of best 100 Credits at level 5 or above
Honours Degree (Model A + B)	Best 100 Credits at Level 6 will be given a weighting of 2 Best 100 Credits at Level 5 will be given a weighting of 1	Average of best 100 Credits at level 6 or above
Graduate Certificate		Average of best 50 credits at level 6
Graduate Diploma		Average of best 100 credits at level 6
Integrated Master's Degree	Best marks in 100 credits at Level 7 modules will be given a weighting of 3. Best marks in 100 credits at Level 6 modules will be given a weighting of 2. Best marks in 100 credits at Level 5 modules will be given a weighting of 1.	Average of best 100 credits at level 7

Borderline cases

- 6.5.5 (9) A student can be considered as borderline if their final overall average mark is no more than 2 percentage points below a classification boundary (i.e. no lower than 68% for a Class I, no lower than 58% for a Class II (i) etc.). The exit velocity principle will be applied to the profile of each borderline student in order to decide upon the classification.

- 6.5.5 (10) **Exit velocity principle**
For a borderline student, the result is deemed to be in the upper of the two classifications surrounding the border if at least half the highest level credits used to calculate the final overall average mark were awarded rounded marks that are above the border.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Rules for Progression

Postgraduate
(including Professional Doctorate – Part One)

Postgraduate Progression rules

- **General progression rules (section 6.6.4.1)**
- Pass mark is **50%**

Where a Master's Degree consists of Part I and Part II:
- Progress where possible
  - Full profile, all modules passed – progress / award
  - Failed modules
    - Condonement (not for Professional Doctorate)
    - Re-assessment

Postgraduate Progression rules

- **Failure and retrieval (Section 6.6.4.2)**
- Maximum number of **re-assessment attempts** for particular module is **one**
- Examining Board may determine retrieval position of student who has not reached end of level, but has failed **completed module** or failed to **attempt component** of incomplete module
- For master's Degree - at end of Part I:
  - **Condone**;
  - Failed **60 credits or less** – re-assessed in some/all failed components;
  - Failed **more than 60 credits** – repeat failed modules.

Master's: Progression rules: Part I

- **Condonement**
- Up to 20 credits of failed modules can be **condoned** at Part I, subject to following:
  - student had attained minimum of 100 credits;
  - failed module(s) not **core** for programme of study;
  - overall mark for Part I is at least **50%**;
  - module mark in failed module is at least **45%**;

- Credit is awarded for condoned modules

- Student may request opportunity to re-sit a condoned module (must do so prior to completion of programme)

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Repeat module

- Defined criteria - as set out in paragraph 6.6.4.2 (12) – must be satisfied before student is allowed opportunity to repeat module;

- Student who is required to repeat failed modules must agree to forfeit any marks and credit already achieved in the modules to be repeated;

- Normally marks for repeat modules not capped.

Students who have run out of attempts but not completed 60 credits (6.6.4.2 (4))

Where an Examining Board has considered the retrieval position of a student who has not reached the end of Part I, but has reached the maximum number of attempts for a module may be allowed by the board to register for a Postgraduate Certificate and to enrol on an appropriate number of credits to complete that award.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Dissertation/Practical Project (section 6.6.5) Retrieval of Failure

- Pass mark is **50%**;
- Candidates who fail the dissertation, may be permitted to submit a dissertation on one further occasion, not more than **twelve months from the date of the Examining Board** which confirms the decision:
  - Fee is payable for re-assessment;
  - Mark is capped at 50%.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

POSTGRADUATE DEGREE CLASSIFICATION

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Degree Programme	Part I Calculation	Final Calculation	Additional Requirements: Distinction	Additional Requirements: Merit
Pre-Master's Certificate	Average of best 50 Credits			
Pre-Master's Diploma	Average of best 100 Credits			
Postgraduate Certificate	Average of best 50 credits			
Postgraduate Diploma	Average of best 100 credits			
Master's Degree	Average of best 100 credits	Average of Part I and II	Distinction: Part I above 60 Part II above 70	Merit: Part I above 50 Part II above 60
Master of Fine Arts	Average of best 100 credits	Average of Part I, II and III	Distinction: Part I above 60 Part II and III above 70	Merit: Part I above 50 Part II and III above 60

University of Wales
Trinity Saint David

Master's: Borderline cases

6.6.7

(10) For Part I, a student can be considered as borderline if their final overall average mark is no more than 2 percentage points below a classification boundary (i.e. no lower than 68% for a Distinction, no lower than 58% for Merit). The exit velocity principle will be applied to the profile of each borderline student in order to decide upon the classification.

(11) For Part I, the result is deemed to be in the upper of the two classifications surrounding the border if at least half the credits used to calculate the final overall average mark were awarded rounded marks that are above the border.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

OTHER THINGS

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Extenuating Circumstances

- Late submission:
  - Work submitted up 1 week late is marked in the normal way and then capped (at 40% for undergraduate or 50% for postgraduate)
  - Work is not accepted more than 1 week after the submission deadline

- Student may claim extenuating circumstances

- Claim assessed and decision (approve or reject) made

- If approved, the late penalty will be lifted or the student will be re-assessed without incurring any additional penalty

Academic Misconduct

- Any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research.

Allegations of Academic Misconduct

- If student accepts allegation, then appropriate penalty (as indicated by the Academic Misconduct Guidelines and Penalties) applied.

- If student denies allegation, then allegation considered by Academic Misconduct Investigation Panel (may be referred to a Formal Panel).

- If allegation found to be substantiated, then appropriate penalty (as indicated by the Academic Misconduct Guidelines and Penalties) applied.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Penalties for Academic Misconduct

Points	Penalty
190-329	Formal warning letter (further offences will be repeat offences)
330 – 424	Component awarded mark of 0% (fail)
425 – 524	All components in module awarded mark of 0% (fail)
525 – 559	Student expelled from University (retains credit previously gained)
560+	Student expelled from University (loses all credit from programme)

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Action following penalty

- Appropriate Examining Board informed of the decision and the penalty applied to enable the Examining Board to determine the student's overall result and, where appropriate retrieval position

Unconscious Bias

- The University now offers a module available to all staff on unconscious bias.

- This training is available to external examiners as well, but it needs to be requested through the Academic Office. You can do so by emailing aoexternals@uwtsd.ac.uk

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

EXAMINATION BOARDS

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Levels of Examining Boards

- Pre-Boards
- Examining Board (1 external must be present)

Examining Boards

- The Examining Board confirms the outcomes for each student in each module and the overall profile of the student.

- Examining Boards are normally organised by Institutes in consultation with Registry.

- Students will be considered at an examining board at least once per level of study and at least one per annum.

- Examining Boards serve as the University's mechanism for securing institutional oversight of the assessment process and ensuring institutional consistency in the treatment of its students.

Terms of Reference

- To ensure appropriate consideration of individual students and that the academic standard of programme awards is maintained.
- To ensure that all appropriate University, Professional Body, and Programme regulations are met.
- To approve and endorse the accuracy of the central record, including any amendments.
- To approve and endorse all student progression, award and exit award outcomes.
- To approve and endorse all the retrieval position for students who have failed to satisfy the criteria for progression.
- To secure External Examiner endorsement of all recommendations relating to student progression and award.
- To approve and endorse Professional Body awards, where appropriate.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Membership

- Chair: A senior member of staff of the University with comprehensive knowledge and understanding of the University's academic regulations

- External Examiner: External examiners

- Members: Lead staff responsible for teaching, assessing and/or managing the provision under consideration

- Secretary: Registry appointment

Quoracy

Actual membership for Examining Board in the form of a list of named individuals shall be determined and approved by the Chair prior to the meeting of the Board and the following quoracy adopted:

- **Chair**
- At least **one External Examiner** who will comment on the consistent and fair application of policies and procedures ensuring the integrity and rigour of academic practices.
- At least **one third of named other members**.
- Where a meeting is not quorate, the Examining Board must not proceed.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

External Examiner at the Board

- The external examiner present at the Board, can either be:
  - Module External Examiner (who agrees to comment on process of the Board)
  - Procedural External Examiner (who comments on the process of the Board)

Examining Board Minutes

- Following an Examining Board, the minutes will be confirmed by the Chair and stored centrally.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Chair's Action for Examining Boards

Subsequent to the Examining Board, marks may only be amended under the following circumstances - if;

- Chair's Action was granted at the Examining Board;
- A Mark Amendment Form has been signed by the chair of the Examining Board;

- It is expected that marks will be presented on time and inputted to the Student Records System in line with the published schedule.

- It is acknowledged that in certain cases, normally relating to ongoing academic or non-academic misconduct investigations, fitness to study or practise processes or the impact of delayed placements, or compensatory measures marks may not be available in time for an Examining Board meeting. *In such cases where a decision cannot be made at the scheduled Board the appropriate profile(s) will be recorded as 'Subject to Chair's Action'.*

- In these exceptional circumstances, the Chair of the Examining Board will be responsible for confirming the final outcome. It is at the discretion of the Chair to make a judgement on whether the volume and nature of such activity would warrant the Examining Board to be reconvened in order to consider the updated profile(s).

- All proceedings that are authorised by the Chair outside of the main meeting will be reported to the Board at the next available opportunity.

EXTERNAL EXAMINER REPORT

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

External Examiner Report

Due: Normally 31st of July or within 2 months of the relevant examination board or the completion of duties for that year
Must be completed before payment is made

- [GA3 Annual Module External Examiner's Report (24-25)](#) Full list of questions in the GA3 online template, to assist before completing the online form

Names of all students and staff must be omitted from reports, to maintain appropriate confidentiality.

The report should provide clear and informative feedback to the University on whether or not:

➢ the University is maintaining the threshold academic standards set for its awards in accordance with the frameworks for Higher Education qualifications and applicable subject and other benchmark statements;

➢ the assessment process measures student achievement rigorously and fairly against the intended outcomes of the modules and programme(s) and is conducted in line with the University's policies and regulations;

➢ the academic standards and the achievements of students are comparable with those in other UK Higher Education Institutions of which the module external examiner has experience.
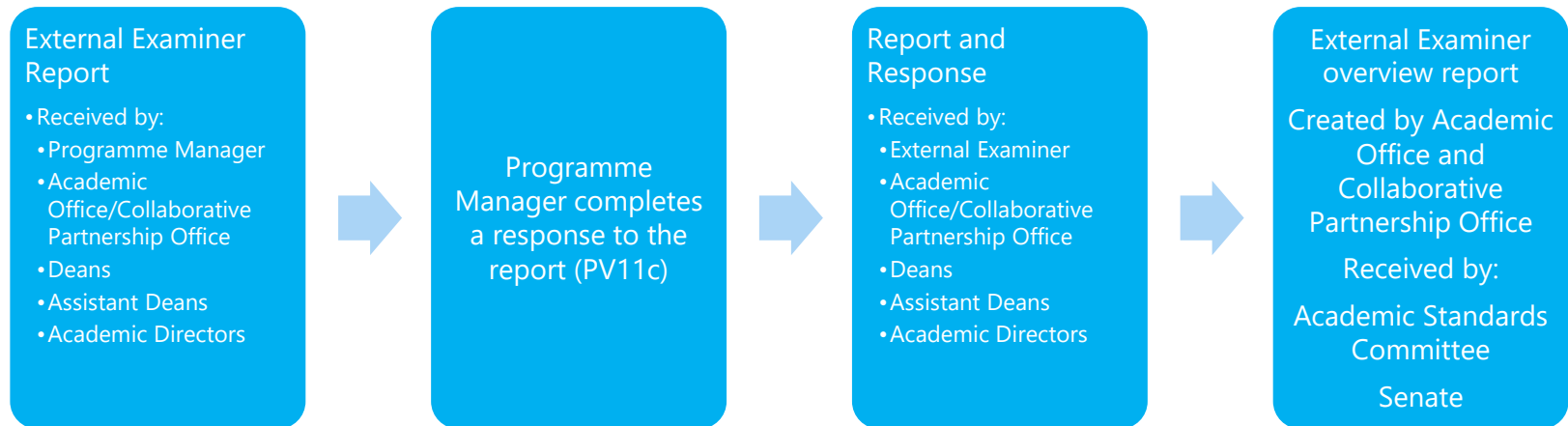
The report should also provide informative comment and recommendations on:

➢ good practice and innovation relating to learning, teaching and assessment observed by the module external examiner;

➢ opportunities to enhance the quality of the learning opportunities provided to students.

In addition, in the report the module external examiner should:

➢ confirm that sufficient timely evidence was received to enable the role to be fulfilled (where evidence was insufficient, they give details);

➢ state whether issues raised in the previous report(s) have been, or are being, addressed to their satisfaction;

➢ address any issues as specifically required by any relevant professional body;

➢ give an overview of their term of office (when concluded);

➢ Where programmes are delivered at more than one site, e.g. at different UWTSD campuses, examiners should differentiate these explicitly to identify issues or good practice pertaining to the specific instance of delivery.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Response to External Examiner Report

External Examiner Report

- Received by:
  - Programme Manager
  - Academic Office/Collaborative Partnership Office
  - Deans
  - Assistant Deans
  - Academic Directors

➤

Programme Manager completes a response to the report (PV11c)

➤

Report and Response

- Received by:
  - External Examiner
  - Academic Office/Collaborative Partnership Office
  - Deans
  - Assistant Deans
  - Academic Directors

➤

External Examiner overview report

Created by Academic Office and Collaborative Partnership Office

Received by:

Academic Standards Committee

Senate

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

THANK YOU!