

12.6

GUIDANCE ON EXTERNAL EXAMINING – SHARED MODULES

CARDIFF METROPOLITAN UNIVERSITY

EXTERNAL EXAMINING – SHARED MODULES (GUIDANCE NOTE)

1 Introduction

- 1.1 This Guidance Note provides advice to programme teams, Examination Board Chairs and External Examiners in relation to instances where students from different programmes undertake and are assessed together on a common module, there being a single External Examiner for that module.
- 1.2 In such instances, the assessment outcomes for students will progress to more than one programme Examination Board.
- 1.3 The Guidance Note should be read in conjunction with “*Assessment Regulations*” and “*External Examiners*”.

2 Regulatory Issues

- 2.1 The University Assessment Regulations require each programme to have an Examination Board, the composition of which is clearly defined. It is a requirement under normal circumstances for all External Examiners associated with a programme to attend meetings of the Examination Board at which final awards are determined.
 - 2.2.1 For External Examiners who are associated with shared modules as in 1.1 above, attendance at each programme Examination Board may not be possible (though every attempt to do so should be made, particularly if the module forms a key element of the programme in question), or reasonable to expect.

3 Determination of results to be transmitted to the Examination Board

- 3.1 In circumstances where a shared-module External Examiner cannot be present at a programme Examination Board, the following should apply:
 - (i) a meeting between the External Examiner, the module Internal Examiner(s) and the Programme Directors associated with each programme on which the shared module exists should take place;
 - (ii) the assessment marks of each student being assessed should be fully considered, the External Examiner taking appropriate steps to satisfy him/herself that the marks given are appropriate;
 - (iii) marks agreed at the meeting should thereafter be transferred to the individual programme mark sheets to be considered by

Examination Boards;

- (iv) supplementary information regarding the average mark for the module cohort and for each programme cohort associated with the module should also be made available to each Examination Board;
- (v) comments on the performance of individual students, where necessary, and in particular for those students whose performance is at, or close to, a classification threshold should be noted;
- (vi) a formal record of the meeting, to include (iv) and (v) above and signed by those present should be available to the Examination Boards and lodged with the Minutes of each Board.

4 Examination Boards

- 4.1 Examination Boards will receive the module marks for shared modules in the normal way, and whilst they have the power to do so, would not normally alter marks as advised by the meeting given in 3.

Programme Directors will convey to the Examination Board any issues regarding the group of students, or individual students, for the Board's consideration.