

ARCHIVED VERSION - Ordinance XIX

IMPORTANT: This is an archived version of this ordinance, and parts of it may not apply to current practice.

Assessment

(Repealed by Council with effect from 28 October 2005)

(Version effective from 14 July 1999 to 27 October 2005)

- *Assessments other than for Introductory Studies Programmes and Higher Degrees by Research*
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Assessments other than for Introductory Studies Programmes and Higher Degrees by Research

1. Assessments in courses or programmes of study mean formal written examinations, continuous assessment, projects or any other academic exercise subject to assessment as specified in course or programme regulations.
2. Programmes of study are of a modular design. The assessment of undergraduate modules shall be the responsibility of an Internal Examiner. The assessment of postgraduate modules shall be conducted by a committee known as a Module Board. The assessment of each Part of each programme shall be conducted by a committee known as a Programme Board and appropriate Programme Boards shall award degrees, diplomas and certificates.
3. The assessment of each Part of each course of study shall be conducted by a committee known as a Board of Examiners.
4. The Senate will designate which department and which Faculty Board will have responsibility for and have jurisdiction over each module and course and programme. In this Ordinance the expressions "appropriate department" and "appropriate Faculty Board" mean the department or Faculty Board which has been so designated. For the purpose of this Ordinance the Senate shall have the power to nominate any other body as being equivalent to a department and any post as being equivalent to that of Head of Department.
5. The committees known as Module Boards, Programme Boards and Boards of Examiners shall be established by the Senate in accordance with Statute XIV 7(i). Appointments to these committees shall be made by the appropriate Faculty Board or by the Dean of the Faculty acting on behalf of the appropriate Faculty Board. These committees shall not be Standing Committees of Senate for the purposes of

Ordinance XX.

- 6. A Module Board shall consist of at least three appointed Examiners and any member of the appropriate Faculty Board. The three Examiners shall include the Internal Examiner for the module and the head of the appropriate department who shall be chair of the Module Board; one of the Examiners shall be designated Deputy Chair. Additionally the Module Board shall include the External Examiner for the module if the assessment will contribute to the award of a degree or diploma.**
- 7. A Programme Board shall consist of at least four appointed Examiners and any member of the Senate and any member of the appropriate Faculty Board. The four Examiners shall include the head of the appropriate department; one of the other Examiners shall be designated Deputy Chair. Additionally the Programme Board shall include the External Programme Assessor if the Programme Board is to assess anything other than Part A of a first degree programme.**
- 8. A Board of Examiners shall consist of at least four appointed Examiners and any member of the Senate and any member of the appropriate Faculty Board. The four Examiners shall include the head of the appropriate department; one of the other Examiners shall be designated Deputy Chair. Additionally the Board of Examiners shall include the External Examiner.**
- 9. The members of Senate and the Faculty Board shall be known as the Representatives of Senate or the Faculty Board. They shall not have engaged in any of the academic work which is the subject of the committee's consideration and shall not be students and shall not be members of the appropriate department.**
- 10. Examiners shall be full time members of the Academic Staff of the University and other persons who may be appointed by the Senate from time to time as Examiners of the University on the recommendation of the appropriate Faculty Board.**
- 11. Each External Programme Assessor and External Examiner shall be appointed for not more than three years in the first instance but such appointment may be extended to a total duration of not more than four years. He/she may not serve as an External Programme Assessor or External Examiner during the period of four years next following the termination of such an appointment.**
- 12. Each External Programme Assessor and External Examiner shall submit an annual report in writing to the Vice-Chancellor on the matters for which he/she has been responsible. The Vice-Chancellor, having considered the report, shall draw to the attention of Senate and the appropriate Faculty Boards those matters which appear to require their attention.**
- 13. Any person appointed by Senate as an Examiner of the University shall be appointed for one year from the date of appointment and shall be eligible for re-**

appointment.

14. For each formal written examination paper there shall be a Responsible Examiner. In the case of a written examination paper which contributes to a module assessment the Responsible Examiner shall be the designated Internal Examiner of the module. Each written examination paper shall be approved jointly by the head of the appropriate department (or his/her nominee) and the Responsible Examiner and these two shall sign a cover sheet for the examination paper.
15. Programme Boards and Boards of Examiners shall meet and shall promulgate pass lists which shall be prepared in accordance with the appropriate Assessment Regulations of the University.

Assessments for Introductory Studies Programmes

16. Introductory Studies Programmes are programmes offered by the University which attract funding from the Further Education Funding Council and which are recognised to lead to awards of external validating bodies.
17. Introductory Studies Programmes are of a unitised structure.
18. The assessment of each unit and award of Unit Grades shall be carried out by the designated Internal Examiner, the Internal Verifier, and, where appropriate, the External Verifier, in accordance with guidance published by the appropriate external validating body.
19. Internal Examiners shall be full-time members of the academic staff of the University or other persons who may be appointed by the Senate from time to time to act as Internal Examiners on the recommendation of the appropriate Faculty Board. Any person appointed by Senate as an Internal Examiner shall be appointed for one year from the date of appointment and shall be eligible for re-appointment.
20. Internal Verifiers shall be full-time members of the academic staff of the University, trained and accredited to national Training and Development Lead Body standards.
21. External Verifiers shall be appointed by the external validating bodies. External Verifiers' reports on the matters for which they have been responsible shall be submitted to the Vice-Chancellor, who, having considered their reports, shall draw to the attention of Senate and the appropriate Faculty Boards those matters which appear to require their attention.
22. Unit grades shall be published in accordance with the appropriate Assessment Regulations of the University.

Examinations for Higher Degrees by Research

- 23. For each candidate for a higher degree by research there shall be appointed Examiners as specified by Regulations for Higher Degrees by Research.**
- 24. Examiners shall be appointed by Senate or by Faculty Boards acting on behalf of Senate in accordance with Regulations for Higher Degrees by Research.**
- 25. The Examiners, having examined the candidate in accordance with Regulations for Higher Degrees by Research, shall report their recommendations to the body which appointed them. Senate or the appropriate Faculty Board as the case may be shall subject to such considerations as may be specified by Regulations for Higher Degrees by Research make a decision in accordance with the recommendations of the Examiners.**

(remade July 1999)