

External Examiner Briefing Session

2022/23

Virtual training session rules and etiquette!

This session is being recorded for training purposes



Cameras on

- Meet accessibility needs
- Increases engagement
- Provides visual feedback



Mute microphone

- Minimises interference
- Reduces background noise
- Switch on when speaking!



Questions?

- Raise a hand
- Write "comment" in chat function



Speaking

- One at a time
- Introduce yourself
- Speak clearly and slowly

What are we covering?



About DMU - Dr Nicola Brooks (Associate Dean Academic, Faculty of Health and Life Sciences)




External examiner role - Dr Nicola Brooks



Academic regulations – Sally Lloyd (Quality Manager (Taught Programmes), DAQ)



Assessment boards and academic calendars - Dr Nicola Brooks



External examiner reports - Louise Newell (Quality Officer (External Examiners/Awarding Bodies), DAQ)

About DMU

Programme /
Subject / Module
Leader

Programme
Administrator

4 faculties

338 external
examiners


29 collaborative
partners

25,812 students

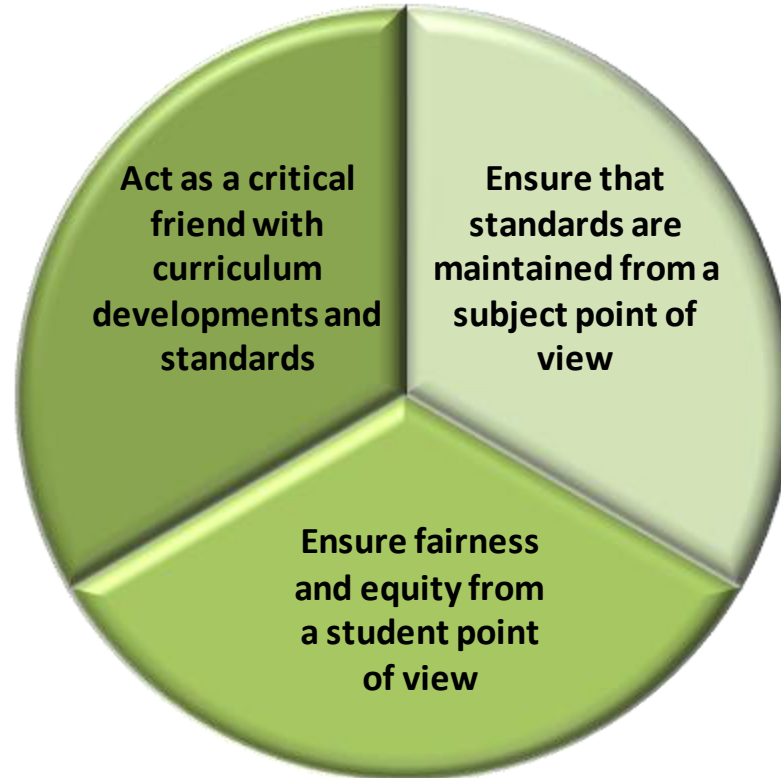
Institutional change programme: Education 2030 (E2030)

- Move to **block teaching** – concentrate on **one module at a time**
- Each module block of **teaching is 7 weeks in total** (assessment takes place no later than week 7)
- Most module blocks are worth **30 credits** – some 60 credits eg projects
- **Undergraduate** programmes consist of **four 7 week blocks** per level
- **Postgraduate** programmes consist of **six 7 week blocks** of study
- Introduced in **2022/23** for most **level 4** (some exemptions)
- Phased in for other levels over next few academic years
- Necessitated changes to academic regulations, assessment and feedback turnaround times, assessment board structures etc

E2030 implementation timeline

2022/23 	2023/24 	2024/25 	2025/26 
Level 4	Level 5	Level 6	Level 6
	PG	Level 5	Level 5
	Level 4	PG	PG
		Level 4	Level 4

The role of the external examiner



Examiners' role with assessment



Appropriate assessment aims and learning outcomes



Purposes and philosophy of assessment are articulated and understood




Appropriate assessment load



Properly and impartially conducted assessment

At the start of each session



Undergraduate honours degree provision, agree the basis for auditing level 4 (not essential)



Agree the basis for sampling assessments



Engage in consultation about draft assessments



Agree the basis of visits to the university

What you need to do your job




Specifications



Programme specification to define curricula



Two levels defining programme and module



Programme specifications place subject in national context, including subject benchmarks, and define student outcomes



Module specifications use learning outcomes methodology and link this to assessment

Outside of the assessment boards




Meet students, discuss their work, attend presentations or performances etc




Not to be used as a marker. Not expected to change individual marks



Confirm the distribution of marks for a module



Advise on exceptional cases eg where there has been internal disagreement



Some modules run concurrently at a number of locations. External examiners should be aware when sampling

Extenuating circumstances



Extensions



Faculty Panel for deferrals



Outcome: Deferral accepted or refused



Reasons: Consistence and objectivity, focus on genuine cases

Engaging external examiners




Four models of engagement



Each board will decide which model is most appropriate




Consult with programme leader to confirm which model is used




Some boards are responsible for a wide and varied selection of programmes and may use more than one model


Credit Framework and levels



Nationally recognised credit tariff:
1 credit = 10 notional student learning hours



Modules based around 15 and 30 credits, and larger modules.
UG dissertation modules normally 30 credits, PGT dissertation modules normally 60 credits



Levels conform to FHEQ: level 4 = primarily diagnostic/formative.
Levels 5 & 6 = count towards degree classification. Level 7 = postgraduate

Academic regulations

Dual sets (introduction of block teaching)

Full regs includes
new appendix on
coursework
extension
deadlines

Focus on key regs for UG and PGT

Overview matrix

BITE-SIZE

Academic regulations for taught programmes

2022/23

Applies to undergraduate students in level 4 (first year) from September 2022 only

Including part-time students who initially enrolled in 2021/22 and those who are repeating level 4 in 2022/23. NB separate regulations are available which apply to undergraduate students who first registered with the university from September 2022 and are on levels 5, 6 and 7, plus taught postgraduate students.

Whether you are a De Montfort University (DMU) student, member of staff or external examiner, this leaflet provides a summary of the key regulations for each stage of an undergraduate programme, from assessment and progression through to awards. Please read this alongside the *academic regulations for taught programmes*. For ease, the relevant regulation number is indicated against each point. Please also refer to any programme-specific regulations, where applicable (normally for professional or accredited programmes). For more information, please contact your Associate Dean (Academic).

Assessment

- Module marks are determined by combining the module assessment tasks marks, according to the task weightings, rounded to whole numbers; 0.49 and below is rounded down, 0.5 and above is rounded up. (Reg no. 2.4)
- The pass mark for an undergraduate module is 40%. Normally, students are required to achieve at least the pass mark to pass a module; some modules may require individual assessment tasks to also be passed. (Reg no. 2.6, 2.8)

Reassessment

- Only failed assessment components need be reassessed. Reassessment is not permitted in assessment components or modules which have already been passed. (Reg no. 2.19)
- Students may be reassessed twice in each module, one of which may be via in-year reassessment if timescales allow. (Reg no. 2.20)
- Module marks will be capped at 40% where one or more assessment tasks have been reassessed. (Reg no. 2.23)

Academic regulations
for taught undergraduate programmes

BITE-SIZE
2022/23

Academic regulations OVERVIEW 2022/23 ONLY		May period of registration	RPT credits (max)	Progression/award eligibility										Award classification calculation			
				Reassessment credits/types		Compensation credits (max)		Progression	Award credits	Award award credit	Highest award available	Average for classification based on (max)	Classification bands		Classification labels		
				Reassessed 2022/23	Reassessed 2021/22	Reassessed 2022/23	Reassessed 2021/22						Classification bands	Classification labels			
LEVEL 4	UCPD	PT: 2 ym FT: 3 ym	30	Twice per module	Twice per module	30	15	N/A	40	40%	N/A	A1 & C	D 70%+ M 60-69% P 40-59%	Overall average			
	CertHE	PT: 2 ym FT: 3 ym	40 @ L4	Twice per module	Twice per module	30	PT: 30	120 @ L4	40%	N/A							
	UNC	PT: 2 ym FT: 3 ym	40 @ L4	Twice per module	40 @ L4	30	PT: 30	120 @ L4	40%	N/A	A1 120 L4	D 70%+ M 60-69% P 40-59%	L4 average				
	OND	PT: 4 ym FT: 6 ym	120 @ L4 30 @ L5	Twice per module	40 @ L4 40 @ L5	30	PT: 30	120 @ L4 120 @ L5	40%	CertHE		A1 120 L5	D 70%+ M 60-69% P 40-59%	L5 average			
LEVEL 5	DipHE	PT: 4 ym FT: 6 ym	120 @ L4 30 @ L5	Twice per module	40 @ L4 40 @ L5	30	PT: 30	120 @ L4 120 @ L5	40%	CertHE							
	Foundation degree	PT: 4 ym FT: 6 ym	120 @ L4 30 @ L5	Twice per module	40 @ L4 40 @ L5	30	PT: 30	120 @ L4 120 @ L5	40%	CertHE		A1 120 L5	D 70%+ M 60-69% P 40-59%	L5 average			
	GradCert	PT: 1 ym FT: 2 ym	Twice per module	Twice per module	30 @ L4	15	PT: 30	40 @ L4	40%	N/A							
	Non-honours	PT: 4 ym FT: 7 ym	120 @ L4 120 @ L5	Twice per module	40 @ L4 40 @ L5	30 credits across L5 & 6 max 20% @ L6	48 credits across L5 & 6 max 20% @ L6	PT: 30	120 @ L4 120 @ L5	40%	DipHE						
LEVEL 6	GradDip	PT: 2 ym FT: 3 ym	Twice per module	Twice per module	40 @ L5	30	PT: 30	120 @ L5	40%	GradCert							
	Honours	PT: 4 ym FT: 6 ym	120 @ L4 120 @ L5	Twice per module	40 @ L5 40 @ L6	30	PT: 30	120 @ L4 120 @ L5	40%	Non-hon	Best 100 @ L5 & 6 Best 100 @ L5 & 6	1st 70%+ 2nd 60-69% 3rd 50-59% 4th 40-49%	Consideration band: Min 60 @ L6 or L7 average in higher band				
	Honours with placement	PT: 7 ym FT: 9 ym	120 @ L4 120 @ L5	Twice per module	40 @ L5 40 @ L6	30	PT: 30	120 @ L4 120 @ L5	40%	Hon	Best 100 @ L5 & 6 Best 100 @ L5 & 6	1st 70%+ 2nd 60-69% 3rd 50-59% 4th 40-49%	Consideration band: Min 60 @ L6 or L7 average in higher band				
	Integrated master's	PT: 7 ym FT: 9 ym	120 @ L4 120 @ L5	Twice per module	Once per module	N/A	N/A	PT: 30	120 @ L4 120 @ L5	80%	Hon	Best 220 over L5 & 6 Best 100 @ L7 & 8	1st 70%+ 2nd 60-69% 3rd 50-59% 4th 40-49%	Consideration band: Min 60 @ L7 or L7 average in higher band			
LEVEL 7	Integrated master's with placement	PT: 8 ym FT: 10 ym	120 @ L4 120 @ L5	Twice per module	Once per module	N/A	N/A	PT: 30	120 @ L4 120 @ L5	80%	Integrated masters	Best 240 over L5 & 6 Best 100 @ L7 & 8	1st 70%+ 2nd 60-69% 3rd 50-59% 4th 40-49%	Consideration band: Min 60 @ L7 or L7 average in higher band			
	PGCert	PT: 1 ym FT: 2 ym	30 @ L7	Once per module	Once per module	N/A	N/A	PT: 30	40 @ L7	80%	N/A	A1 40 L7	D 70%+ M 60-69% P 50-59%	Min 40 @ L7 or L7 average in higher band			
	PGDip	PT: 2 ym FT: 4 ym	60 @ L7	Once per module	Once per module	N/A	N/A	PT: 30	80 @ L7	80%	PGCert	A1 120 L7	D 70%+ M 60-69% P 50-59%	Min 40 @ L7 or L7 average in higher band			
	Master's	PT: 3 ym FT: 5 ym	90 @ L7	Once per module	Once per module	N/A	N/A	PT: 30	180 @ L7	80%	PGDip	A1 180 L7	D 70%+ M 60-69% P 50-59%	Min 100 @ L7 or L7 average in higher band			

Programme-specific regulations

- Deviations from generic academic regulations
- Meet Professional Statutory and Regulatory Body requirements



2022/23

Academic regulations for taught programmes

In effect for 2022/23.
Applies to ALL postgraduate students, and undergraduate students on levels 5, 6 and 7 (from September 2022).



2022/23

Academic regulations for taught programmes

In effect for 2022/23.
Applies to students in level 4 (first year) undergraduate (from September 2022).

Everything you need to know about the regulations affecting student registration and academic study at DMU, from assessment and progression, through to awards and beyond.

Awards, credits and maximum periods of registration

	Levels				Total	Max reg period	
	4	5	6	7		FT	PT
Master's degree	-	-	-	180	180	3 years	6 years
Postgraduate diploma	-	-	-	120	120	2 years	4 years
Postgraduate certificate	-	-	-	60	60	1 year	2 years
Integrated master's	120	120	120	120	480	7 years	9 years
Honours degree with sandwich placement	120	150	120	-	390	7 years	9 years
Honours degree	120	120	120	-	360	6 years	8 years
Non-honours (ordinary degree)	120	120	60	-	300	5 years	7 years
FD / HND / DipHE	120	120	-	-	240	4 years	6 years
HNC / CertHE	120	-	-	-	120	2 years	3 years

Key regulations overview

	Undergraduate		Postgraduate
Module pass mark	40%		50%
Reassessment	Level enrolled on in 2022/23		
	Level 4	Levels 5, 6 and 7	Level 7
	Twice in each module	60 credits per level	Once in each module*

** NB additional 30 credits available for students enrolled prior to 2020/21*

Reassessment rules

- ✓ Module marks capped at pass mark
- ✓ In-year reassessment (IYR) where possible
- ✓ Reassessment with mandatory attendance

Reassessment with mandatory attendance

- ✗ Failed more than 60 credits of a level at the point of reassessment
- ✗ Required to undertake reassessment in the module(s) with attendance

Undergraduate progression and compensation

Students' profiles reviewed at the end of the academic year (in June) and after reassessments (where applicable, typically September)

Progression and compensation rules

- ✓ Undergraduate only
- ✓ Passed minimum of 90 credits
- ✓ Module mark 30-39% can be compensated for remaining 30 credits
- ✓ No academic failure below 30%
- ✓ Minimum level average of 40%

Compensation exemptions

- ✗ Not available for 'must pass' modules or essential components
- ✗ Some programme-specific regulations prevent compensation
- ✗ Not normally permitted where PSRB

Award classifications overview

Classification band	PG awards	Integrated Master's Honours degree	FD/HND/HNC etc
70% and above	Distinction	First class honours	Distinction
60-69%	Merit	Upper second (2:1)	Merit
50-59%	Pass	Lower second (2:2)	Pass
40-49%	Fail	Third class honours	Pass
Below 40%	Fail	Fail	Fail

UG degree classification under safety-net

Award	Normal classification criteria	Safety-net classification criteria
Honours degree Level 5 students*	Best 105 Level 5 single-weighted Best 105 Level 6 triple-weighted	Best 90 Level 5 single-weighted Best 105 Level 6 triple-weighted
Honours degree Level 6 students	Best 105 Level 5 single-weighted Best 105 Level 6 triple-weighted	Best 105 Level 5 single-weighted Best 105 Level 6 double-weighted
Honours degree with placement	Best 120 Level 5 single-weighted Best 105 Level 6 triple-weighted	No change
Integrated master's Level 5 & 6 students*	Best 225 over Level 5&6 single-weighted Best 105 Level 7 triple-weighted	Best 210 over Level 5&6 single-weighted Best 105 Level 7 triple-weighted
Integrated master's Level 7 students	Best 225 over Level 5&6 single-weighted Best 105 Level 7 triple-weighted	Best 225 over Level 5&6 single-weighted Best 105 Level 7 double-weighted

** Safety-net dual degree classification algorithms apply to students who were at the appropriate level in 2020/21 – applied whenever the final award is made, continues until last student graduates.*

UG degree classification “consideration” band

- Band provides a consistent approach to student classification
- Rules based: applies if the overall average for classification is not more than 2% below a classification band (ie 48/49, 58/59, 68/69)

Students will be awarded a degree in the higher classification band if the:

- ✓ Overall percentage across the 120 credits at level 6/7* **OR IF:**
- ✓ Module marks in at least half of the level 6/7* are in the higher classification band

* Level 6 if honours degree, level 7 if integrated master's

	15 credits								Level 6 avg mark	Avg for class	Final classification
	SCEN 3001	SCEN 3002	SCEN 3003	SCEN 3004	SCEN 3005	SCEN 3006	SCEN 3007	SCEN 3008			
Student A	55	50	60	62	58	59	63	67	59	58 (2:2)	2:1 ✓
Student B	62	67	70	72	82	77	69	80	72	68 (2:1)	First ✓
Student C	60	65	67	72	77	68	60	80	69	69 (2:1)	2:1 ✗

PG degree classification

Award	Classification criteria
PgCert	Overall average mark in higher band OR minimum 45 credits (out of 60) *
PgDip	Overall average mark in higher band OR minimum 90 credits (out of 120) *
Master's	Major/final piece AND Overall average mark in higher band OR minimum 120 credits (out of 180)

* Where a PGCert/PGDip is made as an exit award, the best 60/120 credits will be used to classify

	Award aim	15 credits								60 credits	Level 7 avg mark	Final classification
		SCEN 5001	SCEN 5002	SCEN 5003	SCEN 5004	SCEN 5005	SCEN 5006	SCEN 5007	SCEN 5008	SCEN 5000		
Student A	PGCert	72	52	78	70	-	-	-	-	-	68	Distinction
Student B	PGDip	55	52	60	62	58	59	63	67	-	60	Merit
Student C	Master's	62	67	70	72	82	77	69	80	58	68	Pass
Student D	Master's	60	65	67	72	77	72	60	80	70	69	Distinction

Postgraduate progression

End of first semester (60 credits of taught modules – not a progression point)

Students who do not pass any modules on first attempt can continue on to the second semester carrying these fails and/or defers.

End of second semester (120 credits of taught modules – progression point)

Before starting the dissertation, major project or design work, students must have passed 60 credits of the taught modules.

- Students in this position retrieve the position and continue on to dissertation once they have achieved the 60 credits required
- The principle behind this regulation is one of preparedness, noting the significance of the final piece in the master's degree classification

New two-tier assessment board structure – MABs

Module assessment boards (MABs)

- Typically after each block (only level 4 this year)
- Ratify assessment component marks and overall module marks (where complete ie pass, fail, defer)
- Allows students to undertake in-year reassessment (IYR) based on ratified marks
- Results of IYR considered at next available MAB
- Examiners involved in assessment – spreads workload out over the year

New two-tier assessment board structure – PABs

Progression and award board (PABs)

- All programme-level decisions made about progression, retention and awards
- Mechanistic ratification of student decisions
- Examiner representation at the progression and awards boards (PABs)

Dual MABs/PABs can be held to ratify assessment marks and make progression/retention/award decisions

- Summer board allows UG students to graduate where applicable
- September board mops up all UG reassessments taken that year
- After each semester (PGT) for progression to dissertation/interim awards

Why we have assessment boards



Accountable for academic integrity of assessment




Verification and ratification of results



Conduct of assessment including determining module marks, progression and awards




Compliance with university and PSRB requirements inc programme-specific regulations



Arrangements and processes for module assessments, moderation and reassessments

How assessment boards operate



Conducted virtually via MS Teams – student results shared on screen




No discussion or discretion on individual cases



Report by exception – clarify borderline cases eg consideration band



Reduced constitution for efficiency – academic lead for each area



Adherence to due process: marking, moderation and external scrutiny



Verbal briefing on the academic regulations under consideration

Academic calendars

NOV	DEC	FEB	MAR	MAY	JUN	JUL	SEP
PGT end of year	UG MABs (L4 only)	UG MABs (L4 only)	PGT S1	UG MABs (L4 only)	UG end of year	UG MABs/ PABs (L4 only)	UG resits
					PGT S2		UG MABs/ PABs resits (L4 only)

Examiners' involvement in assessment



Provided with opportunity to review samples of level 4 work



Involved in the moderation of all students' reassessments



Module results cannot be released until marks are agreed, as applicable



Attendance at boards is encouraged but not mandated – provide brief report

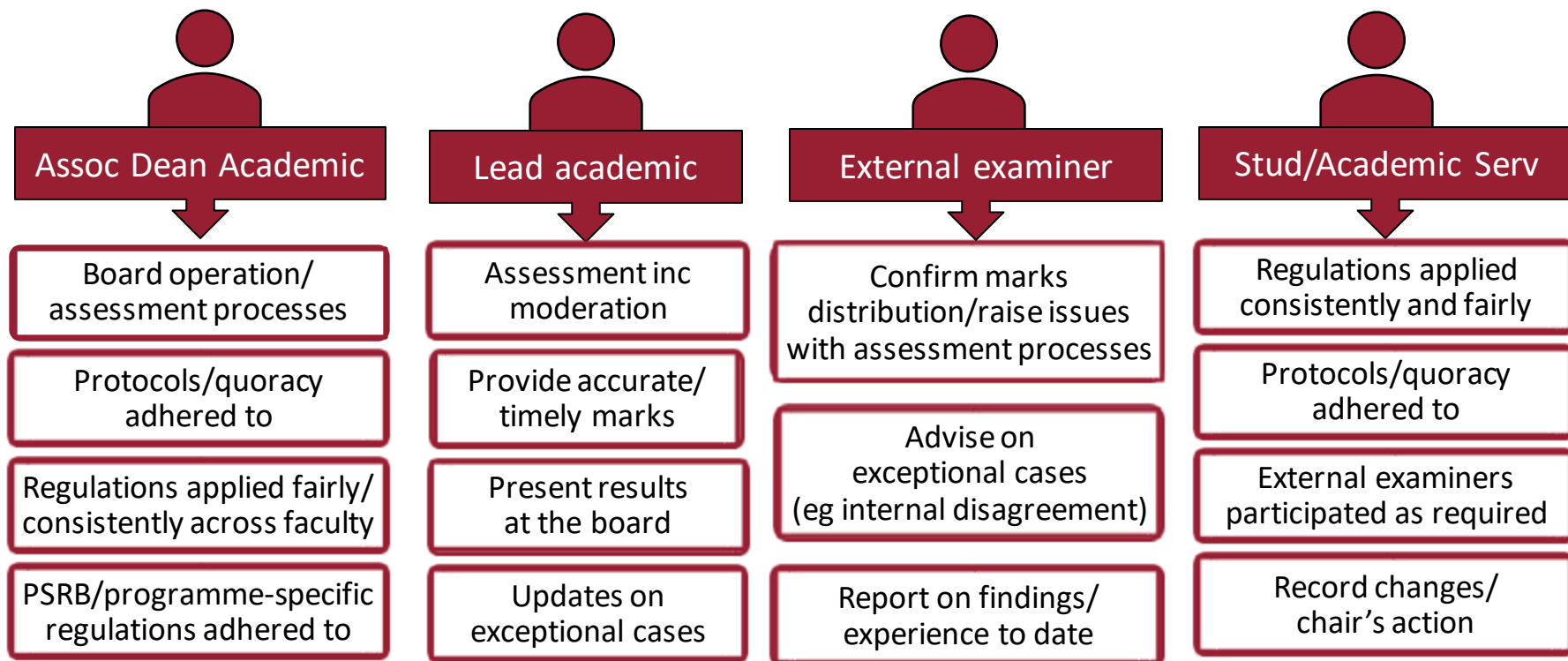


Role primarily aligned to the module assessment boards (MABs)



Representation at the progression and awards boards (PABs)

Key roles at assessment boards



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<div>Students Actively Registered on: 9/2/21 Faculty: TY</div> <div>Consideration Dates for Semesters Ending From: 6/21/21 To: 10/3/21 Programme Type: Undergraduate</div>				<div>F</div> <div>i</div> <div>r</div> <div>s</div> <div>t</div>	<div>R</div> <div>e</div> <div>g</div> <div>i</div> <div>s</div> <div>t</div> <div>r</div> <div>e</div>	Modules by level					Level				Modules by level										Level				Final outcome																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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External examiner reports



Within one month after the main assessment board



Optional supplementary reports and reports to the PVC or VC



Serious concerns - all internal procedures have been exhausted - QAA independent mechanism for addressing concerns about standards and quality in higher education

Report proforma



Summary report

Main report

What makes a good report?

Be specific

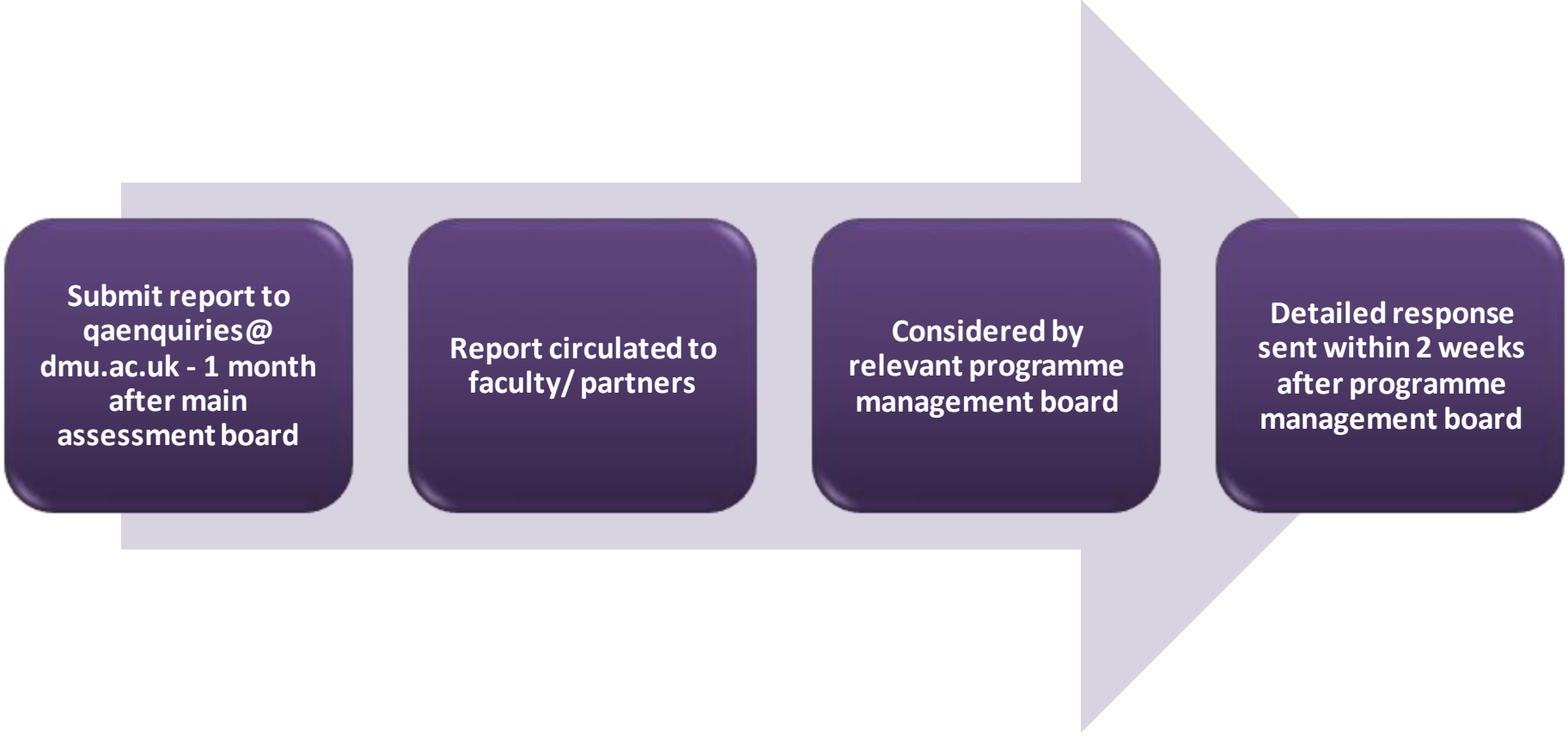
Evaluative

Volume

Complete
all
sections

Submit on time

What happens to your report?



```
graph LR; A[Submit report to qaenquiries@dmu.ac.uk - 1 month after main assessment board] --> B[Report circulated to faculty/ partners]; B --> C[Considered by relevant programme management board]; C --> D[Detailed response sent within 2 weeks after programme management board];
```

Submit report to
qaenquiries@
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after main
assessment board

Report circulated to
faculty/ partners

Considered by
relevant programme
management board

Detailed response
sent within 2 weeks
after programme
management board

Monitoring

Monitoring of Faculty Issues:

- Associate Professor Quality (APQ) tracks faculty themes, comments upon any regulatory or board operation issues
- Faculty Programme Self-Assessment Report (PSAR)

Monitoring of Institutional Issues:

- Read by DAQ and institutional themes highlighted. Appropriate person will respond on behalf of university
- Annual overview report submitted to Academic Quality Committee (AQC)

Payment of fees and expenses



Annual fee – paid on receipt of annual report and claim form



Visit fee – paid on receipt of claim form. Claim after each “visit”



Dissertation fee for PGT – keep track of how many dissertations have been reviewed



Expenses – need to provide receipts


Fees and expenses - when



Submitted by the end of the month



Forms received after this date will be paid the following month



Access payslips via DMUhub using your single sign-on (Blackboard) username and password

Fees and expenses - who and where to

Arts, Design and Humanities - Arts, Design and Architecture: adhadmin-ada@dmu.ac.uk, Fashion & Textiles: adhadmin-ft@dmu.ac.uk, Humanities & Performing Arts: adh-admin.hpa@dmu.ac.uk

Business and Law – Sophia Welton (swelton@dmu.ac.uk)

Computing, Engineering and Media - CSI Kathryn Harris: kharris@dmu.ac.uk, LMS & ESD Chris Voss: chris.voss@dmu.ac.uk, TNE Clark Summers: csummers@dmu.ac.uk ALL PG Marisa Haynes: mhaynes@dmu.ac.uk

Health and Life Sciences – HLS Quality: hlsquality@dmu.ac.uk

Educational Partnerships - Educational Partnerships: ep@dmu.ac.uk



What happens next?



Emailed copy of:

- Presentation
- Website links
- Useful docs



Faculty will send:

- Programme & module specifications
- Other programme information
- Timeline



Communication

- Meeting with programme leader and team
- Email from administrator



How did we do?

- Complete feedback survey
- <https://forms.office.com/e/5rYk7ARhKM>

Contacts



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esheffield@dmu.ac.uk



Suzanne Nelson, Quality Manager (Assessment)
snelson@dmu.ac.uk



Louise Newell, Quality Officer (External
Examiners/Awarding Bodies) lnewell@dmu.ac.uk

Useful resources

DMU website

<https://www.dmu.ac.uk>

External Examining at DMU

<https://www.dmu.ac.uk/external-examining>

Academic Regulations and Assessment Boards

<https://dmu.ac.uk/assessment-boards-regulations>

Assessment and Feedback Policy

<https://www.dmu.ac.uk/learning-teaching-assessment>

Department of Academic Quality website

<https://www.dmu.ac.uk/academic-quality>

DMUhub

<https://demontfortuniversity.sharepoint.com/sites/DMUHome?wa=wsignin1.0>

Advance HE – resources for external examiners

<https://www.advance-he.ac.uk/knowledge-hub/external-examining>