



External Examiner Briefing Session

2025/26



What are we covering?

- 1 About DMU**
Louise Newell, Academic Quality Policy Officer, Academic Quality Services
- 2 External examiner role**
Louise Newell
- 3 Academic Regulations**
Dr Sarah Easton, Academic Quality Business Partner (AQs)
- 4 Assessment boards**
Rebecca Thirlby, Academic Quality Business Partner (AQs)
- 5 Reporting and Fees**
Louise Newell

About DMU

**25,000+
students**



**14 UK & 14
TNE
partners /
locations**



3 faculties
Business & Law (BAL)
Health & Life Sciences (HLS)
Technology, Arts & Culture (TAC)



**380 external
examiners**

Delivery model
Block teaching from 22/23
Some exceptions



The role of the external examiner



Maintain Standards

Ensure programme & student performance meet sector benchmarks



Fairness & Equality

The assessment processes are robust & fairly operated



Critical Friend

Advise on curriculum & assessment developments

Approve draft assessments

Review assessment samples

Engage in discussion with team

Attend assessment board

Write report

The role of the external examiner

Core responsibilities

Approve draft assessments

- ✓ Coherent assessment strategy
- ✓ Assessment balance, load level
- ✓ Relevant, effective, valid, reliable

Marking, internal moderation & external scrutiny

- ✓ Appropriate sample & compliance with assessment processes
- ✓ Consistent, transparent & impartial marking, moderation & feedback
- ✓ Review marks & compare standards of student performance

Sampling

Right to see all assessments - as a minimum:

- ✓ Assessment(s) marked highest & lowest & sample of failed assessments
- ✓ Problematic assessments
- ✓ Sample from all locations
- ✗ Reassessment samples for modules starting in 25/26
- ✗ Level 4 review only where it contributes directly to an award

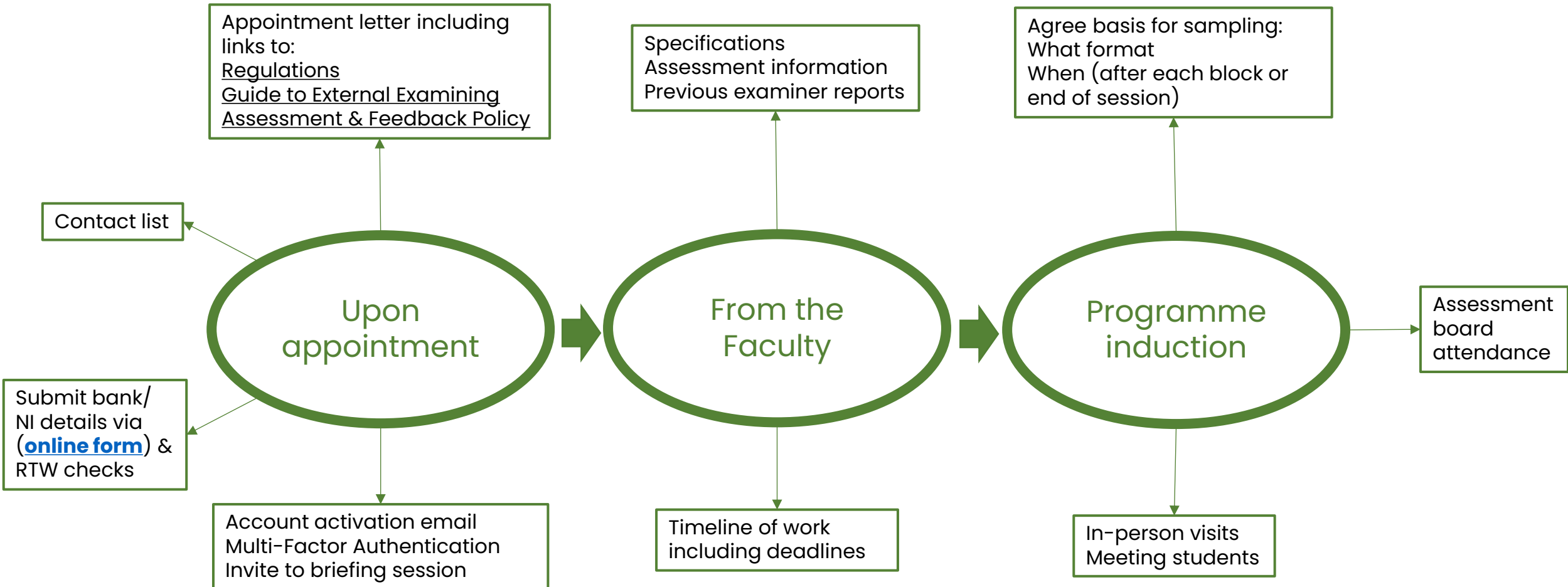
✗ **Not a marker**

✗ **Cannot change individual marks**

Helpful Resources

Assessment & Feedback Policy

What you need to get started



UG proceeding regulations

Pass mark for UG students is 40% (IM L7 50%)

Passed – consider for compensation and/or proceeding	90 credits
Compensatable (30–39%)	30 credits
Failed (0–29%) or not compensatable	30 credits

Proceeding

- ✓ Max 30cr outstanding – Can trail up to 30 credits to be retrieved in next academic session without attendance (Not L3 – L4, not if PSR restrictions)
- ✓ Entitled to use remaining reassessment attempt/s
 - if fail module with no reassessment at the lower level, L4 – L5 and IM L6 – L7 proceed not allowed, L5 – L6 is to non-hons
 - cannot proceed L5 – L6 unless **ALL** L4 passed, cannot proceed IM L6 – L7 unless **ALL** L4 and **ALL** L5 passed

Compensation

- ✓ Mark between 30–39%
- ✓ Applied at the end of a level
- ✓ 40% minimum level average
- ✓ Considered as passed for decision making
- ✗ Not available for ‘must pass’ modules or essential (must pass) components
- ✗ Not available at L7 of integrated masters (IM)
- ✗ Some programme-specific regulations prevent compensation
- ✗ Often not permitted by PSRBs

PSR restrictions may apply in all aspects

UG reassessment regulations

- ✓ 2 re-assessment attempts per module – module marks are always capped at pass mark on reassessment
- ✓ In-year reassessment (IYR) where possible (once)
- ✓ IYR takes place as close as possible to the original taught content
- ✓ Permitted for all blocks
- ✓ 2nd reassessment opportunity the following academic year – nature depends on proceed status

Not yet passed (still reassessment left)	Outcome
0 credits	All levels – Can proceed to the next level of study
At most 30 credits	Level 4 or 5 (or 6 for IM) – Can proceed to next level of study undertaking failed credits without attendance alongside next level – failed components only To proceed L5 – L6 ALL L4 credits must be passed, for IM L6 – L7 ALL L4 and L5 must be passed. Level 3 must pass all credits to proceed to next level.
More than 30 credits	Students cannot proceed and are required to undertake reassessment with attendance – attend and take all assessments again Deferrals are not intended to be taken with attendance unless final attempt at module

UG degree classification

Award	Normal classification criteria – once all modules passed
Honours degree	Best 105 Level 5 single-weighted Best 105 Level 6 triple-weighted
Honours degree with placement	Best 120 Level 5 single-weighted Best 105 Level 6 triple-weighted
*Integrated masters	Best 225 across Level 5&6 single-weighted Best 105 Level 7 triple-weighted

Classification band	Classification	Consideration band
70% and above	1st	NA
60 – 69%	2:1	68 – 69%
50 – 59%	2:2	58 – 59%
40 – 49%	3rd	48 – 49%

Consideration band – top 2%

Awarded a degree in the next higher classification band if one of the following applies:

- ✓ Overall percentage across the 120 credits at level 6/7* is in the next classification band or above

Example overall weighted average 69 %, overall L6 average 68% - N

- ✓ Module marks in at least half of the level 6/7* modules are in the next classification band or above

30 credit L6 modules 63, 67, 71, 72: 60 credits higher class - Y so 1st

*Exit awards are typically available: non-honours, DipHE, CertHE
Sub-degrees: defined PMD based on final level average or just P*

PG regulations

Pass mark for PG modules is 50%

Reassessment

- ✓ 2 re-assessment attempts per module - module marks are always capped at pass mark on reassessment
- ✓ Reassessment is without attendance (both attempts) – failed components only
- ✓ Reassessment is taken at the next offered opportunity
- ✓ Permitted for all blocks

No compensation

PSR restrictions may apply in all aspects

PG Classification

Degree classification

Classification band	Classification
70% and above	D
60 – 69%	M
50 – 59%	P

Classification criteria – once all modules passed –

Highest classification band of:

1. Classification band for overall average mark
2. Minimum classification band for best:
 - ✓ Masters – 120 credits (out of 180)
 - ✓ PgDip – 90 credits (out of 120)*
 - ✓ PgCert – 45 credits (out of 60)*

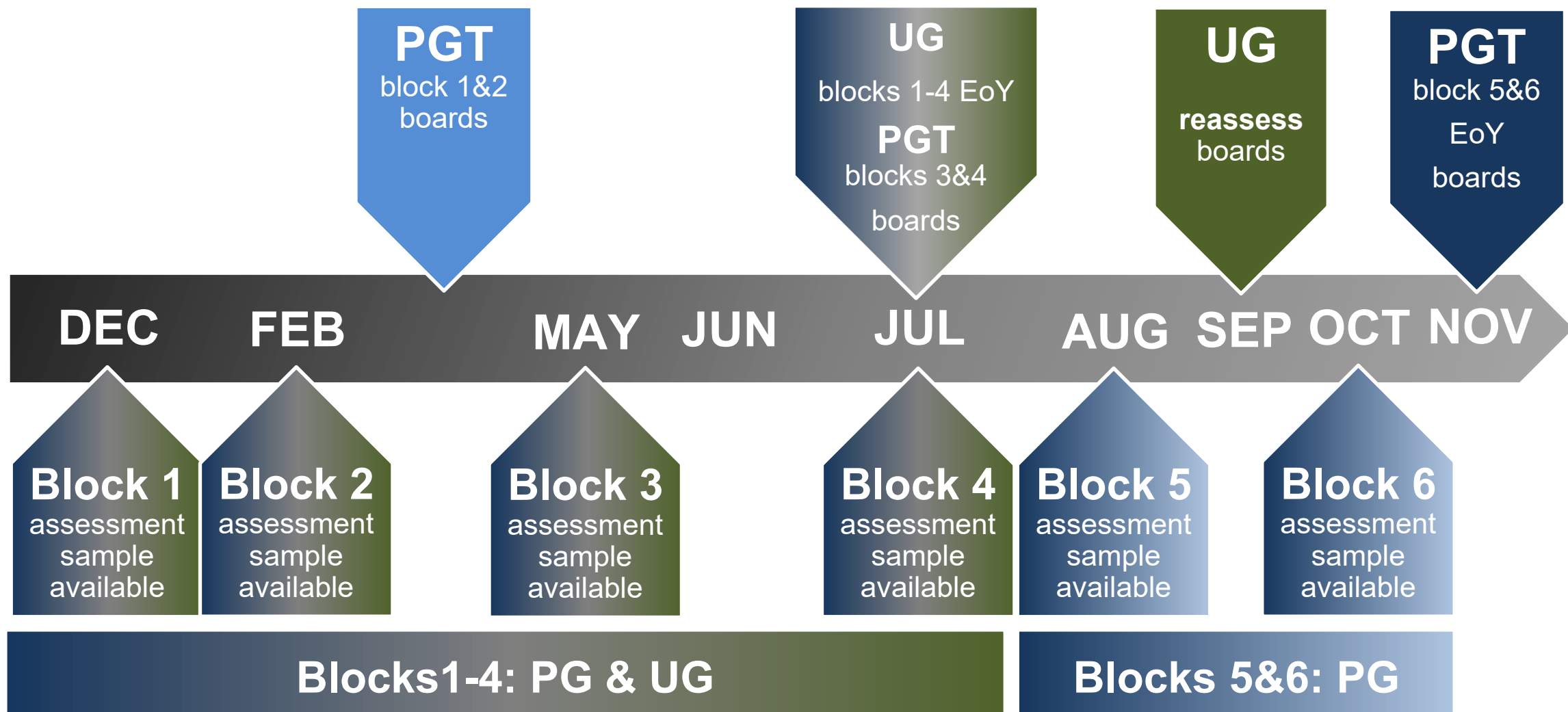
Example

Highest classification band of: **Best of M and D = D**

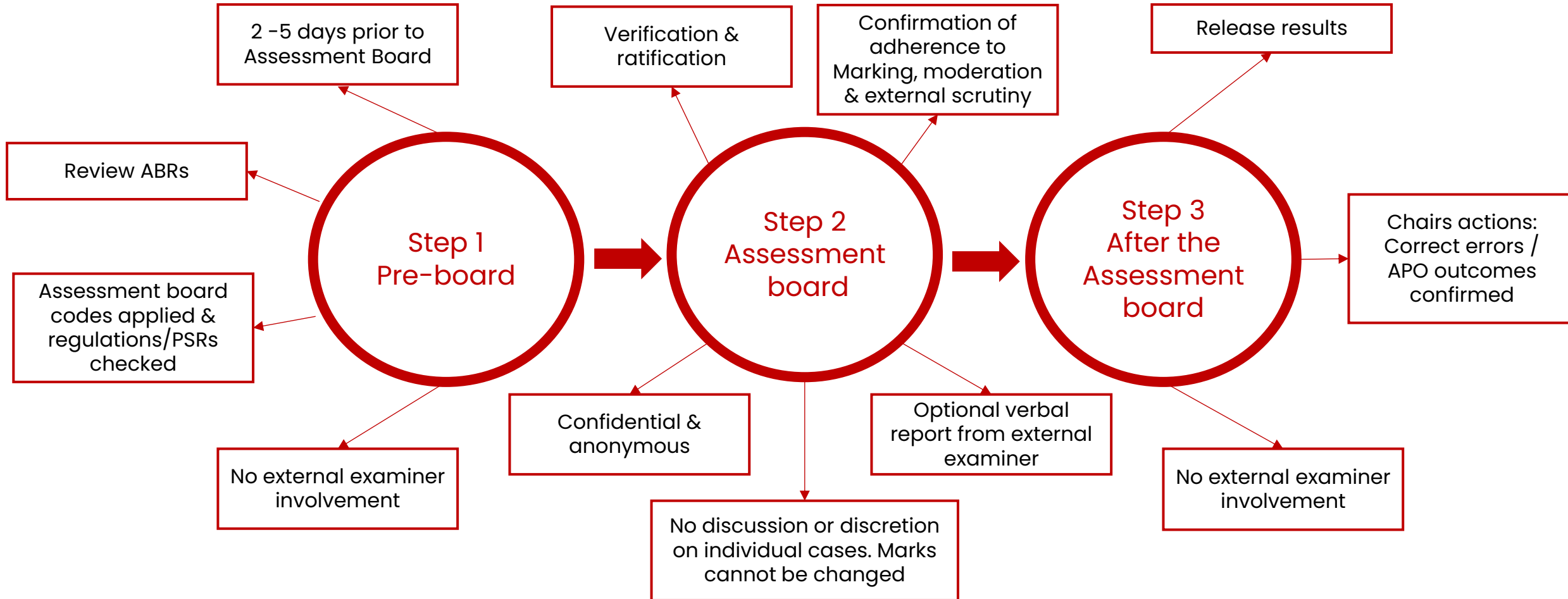
1. Classification band for overall average mark
72% – D
2. Minimum classification band for best:
Masters – 120 credits (out of 180)
 - ✓ – **30 credits M, M, M, D, D, D = M**

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

Assessment schedule overview – standard Oct



Assessment Boards



Activity reasons & module mark colour coding

40	Module Passed at 1st Attempt		
40	Module Passed at 1st Attempt Previous Session		
35	Module Failed at 1st Attempt, Ineligible for Compensation		
35	Module Failed at 1st Attempt, Eligible for Compensation	35	Module Failed at 1st Attempt, Compensation Applied
35	Module Failed at 1st Attempt Previous Session, Ineligible for Compensation		
35	Module Failed at 1st Attempt Previous Session, Eligible for Compensation	35	Module Failed at 1st Attempt Previous Session, Compensation Applied
40	Module Passed at 2nd Attempt		
40	Module Passed at 2nd Attempt Previous Session		
35	Module Failed 2nd Attempt, Ineligible for Compensation		
35	Module Failed 2nd Attempt, Eligible for Compensation	35	Module Failed 2nd Attempt, Compensation Applied
35	Module Failed at 2nd Attempt Previous Session, Ineligible for Compensation		
35	Module Failed at 2nd Attempt Previous Session, Eligible for Compensation	35	Module Failed at 2nd Attempt Previous Session, Compensation Applied
35	Module Passed at 3rd Attempt		
35	Module Passed at 3rd Attempt Previous Session		
35	Module Failed at 3rd Attempt, Compensation Not Applied		
35	Module Failed at 3rd Attempt, Eligible for Compensated Credits	35	Module Failed at 3rd Attempt, Compensation Applied
35	Module Failed at 3rd Attempt Previous Session, Ineligible for Compensation		
35	Module Failed at 3rd Attempt Previous Session, Eligible for Compensation	35	Module Failed at 3rd Attempt Previous Session, Compensation Applied
S	Deferred Module		
S	Deferred Module Previous Session		
40	Module Passed That Was Previously Deferred		
40	Module Passed That Was Previously Deferred Previous Session		
Q	Further Investigation Required		
Q	Missing Marks Due To Strike Action		
X	No Work Submitted		
W	Mark Awaited		

A1	Achieved Award Aim, Leaving DMU	Confer a student's award aim
A2	Achieved Award Aim, not Completing Student Record	Confer a student's award aim, where they are continuing to study/assess either on the same award level, or higher.
A3	Achieved Interim Award, Dismissed	DMU dismisses a student with an interim award.
A4	Achieved Interim Award, Withdrawn	Withdraw a student, with an interim award.
A5	Achieved Aegrotat Award	Confer an award in extreme extenuating circumstances, where there is no prospect of the student completing their studies in the foreseeable future.
A6	Achieved Posthumous Award	Confer an award where the student is deceased.
A7	Achieved Interim Award, End Registration	DMU ends a student's registration with an interim award.
C	No Award, Not Failed But Leaving DMU	Leaving without an award, but not on the grounds of academic failure.
D1	Academic Failure - Studies Dismissed	DMU dismisses due to academic failure.
E	Waiting For Results	Marks are unavailable at the point of the assessment board.
H	Leaving DMU With Institutional Credits	Leaving with the award aim of institutional credits.
N1	Cannot Progress – Resits And/Or Defers Required	Cannot progress onto the next level/stage of study due to resits and/or defers.
N2	Cannot Progress - Resits And/Or Defers Required for Lower/Non-Accredited Award Only	Cannot progress onto the next level/stage of study due to resits and/or defers, and can no longer achieve their award aim.
N4	Cannot Progress - Resits And/Or Defers Required in Attendance	NEW IN 2022/23: Cannot progress onto the next level/stage of study due to 60 credits of resits and/or defers, which are required to be undertaken with attendance.
N5	Cannot Progress - Repeat Year With Attendance	NEW IN 2023/24: Cannot progress onto the next level/stage of study due to resits and/or defers, which are required to be undertaken as part of a repeat year.
NQ	Cannot Progress - Choose Either Resits With Attendance Or Repeat Year	NEW IN 2023/24: Cannot progress onto the next level/stage of study due to 60 credits of resits and/or defers, which they are required to choose to undertake with mandatory attendance or repeat the year.
P1	Progress	Progress onto the next level/stage of study without any outstanding module failure/defers to retrieve, to achieve their award aim.
P2	Progress To Lower Award Only	Progress onto the next level/stage of study, but can no longer achieve their award aim.
P3	Progress To Non-Accredited Programme	Progress onto the next level/stage of study, but can only achieve a non-accredited award.
P4	Progress To iMECHe Accredited Programme Only	CEM USE ONLY: Progress onto the next level/stage of study for an iMECHe accredited award (can no longer achieve IET accreditation).
Q	To Be Investigated, No Decision	Decision cannot be reached due to an ongoing investigation or where clarification is being sought on a student's status.
U	Result Unknown, Externally Examined	
V	Programme Completed	Successful completion of a sub-HE programme of study
X	Progressing To Next Stage Prior To Assessment Decision	
Y	Progress Carrying Fails And/Or Defers To Non-Accredited Programme	
Z	Progress Carrying Fails And/Or Defers	Progress exceptionally onto the next level/stage of study having passed 90 credits with the remaining 30 credits deferred.
Z2	Progress Carrying Fails And/Or Defers To A Lower Award	Progress onto the next level/stage of study, but can only achieve a lower award due to insufficient reassessment attempts remaining to achieve their award aim.

Reporting: what, when & how



When to report

Within 1 month after the main board

UG: by **31st August**

PG & Nursing & Midwifery (UG & PG):
by **18th December**

APU & SCoT provision: by **18th December**



How to report

Online MS form (new link each year)

Complete report in one go (cannot save progress)

Question preview & additional guidance available



What to include

Clear feedback including good practice & recommendations

Do not name individuals

Be specific

Comment on ALL locations

Free text boxes limited to 4000 characters including spaces

After submission of your report



Thank you for submitting your 2024/25 external examiners report. This will be shared with the Faculty and if relevant, locations other than DMU Leicester.

If you have indicated disagree or strongly disagree to any statements, a response will be sent to you within 2 weeks of the programme management board. If you answered no to the statements about academic standards, student performance or the process for the determination of awards, you will be sent a response within 4 working weeks of report submission.

You will also need to complete a form (<https://tinyurl.com/mr2n2dbf>) to claim for your annual fee. This must be submitted within three months of completing this report. Please send your form to the appropriate faculty finance administrator (<https://www.dmu.ac.uk/About-DMU/Quality-management-and-policy/daq/external-examining.aspx>).

To view your response, you will see a button below labelled "Save my responses to edit". Clicking this button will take you back to the Forms portal (Microsoft Office required), where you can open this MS Form to view and edit if required. If you do not have access to MS Office and you would like a copy of your report, please contact gaenquiries@dmu.ac.uk

Important thing you can do next

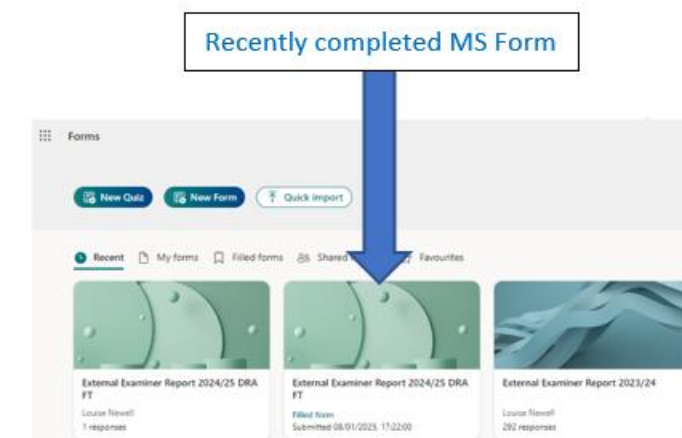
Save my response to edit

[Submit another response](#)

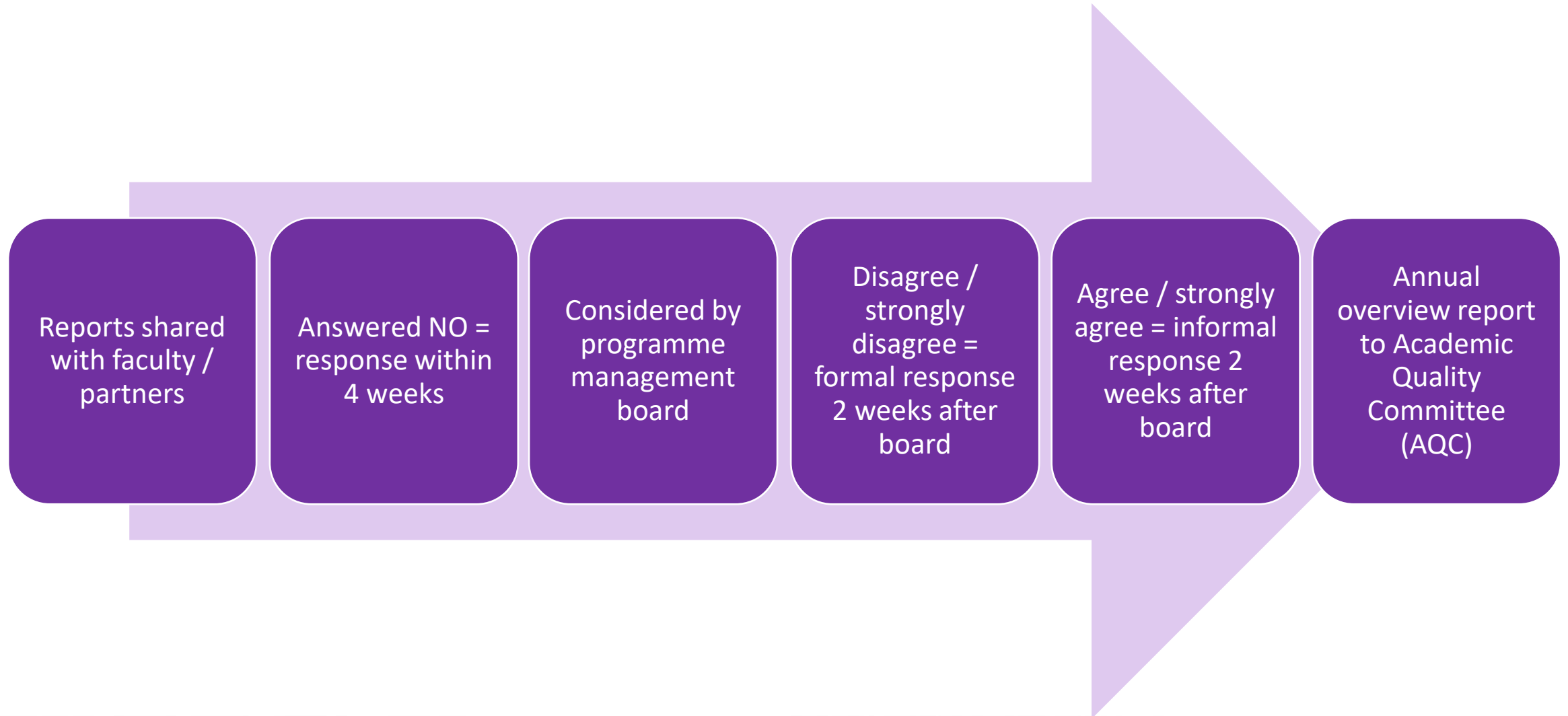
Thank you message is confirmation of receipt

"Save my response to edit" – MS Forms portal (MS Office users only)

Allows you to view & edit



Responses to reports



Payment of fees & claiming expenses



Annual fee

£540 (variations apply)

Paid after submission & approval of report.

Submit bank/ NI details via ([online form](#)) if not done so already



Visit fee & expenses

£90 per In-person visit (1 per year)

Mileage: **45p** per mile

Submit claim form = 3 months of visit with receipts



Payment timing

Report submitted, approved & shared: by **25th** = paid on **25th of next month**

Missed cut-off = paid following month

Payslips & P60 = DMUhub via staff portal. Single sign-on (VLE) username & password

Report submitted

Approved by 25th

Paid on 25th of following month

Contacts for fee payment

Business & Law

Leadership Management
and Marketing
adminlmm@dmu.ac.uk

Law
adminlaw@dmu.ac.uk

Accounting, Finance and
Economics
admin.afe@dmu.ac.uk

Health & Life Sciences

ALL schools
hlsquality@dmu.ac.uk

Technology, Arts & Culture

Design Innovations
tac-admin.di@dmu.ac.uk

Computer Science and
Informatics
tac-admin.csi@dmu.ac.uk

Engineering, Infrastructure
and Sustainability
tac-admin.eis@dmu.ac.uk

Creative Industries and
Culture
tac.admin.cic@dmu.ac.uk

UK & TNE Partners & Campuses

dave.kyffin@dmu.ac.uk

DMU International College

gordon.boyes@dmu.ac.uk

What happens next?



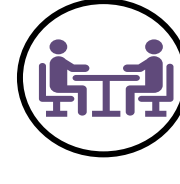
Emailed copy of:

- Presentation
- Website links
- Useful docs



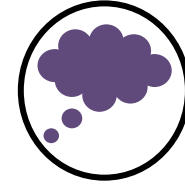
Faculty will send:

- Programme & module specifications
- Other programme information
- Timeline



Communication

- Meeting with programme leader and team
- Email from administrator
- AQS contact:
qaenquiries@dmu.ac.uk



How did we do?

- Complete feedback survey
- Feedback form

Useful resources

DMU website

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

External Examining at DMU

Academic Regulations and Assessment Boards

Assessment and Feedback Policy

Academic Quality Services website

DMUhub

Advance HE – resources for external examiners

