DE MONTFORT UNIVERSITY LEICESTER

External Examiner Briefing Session

2023/24

Virtual training session rules and etiquette!

This session is being recorded for training purposes REC ●

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 – Caroline Smith (Associate Professor Quality, Faculty of Arts, Design and Humanities

External examiner role - Caroline Smith

Academic regulations – Suzanne Nelson (Quality Manager (Assessment), DAQ)

Assessment boards and academic calendars - Suzanne Nelson

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

About DMU

25,000+ students

30 collaborative partners

350 external examiners

4 faculties

Key contacts:
Programme / Subject and Module Leaders
Programme Administrator

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 typically 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
- Some exemptions and exceptions
- Necessitated changes to academic regulations, assessment and feedback turnaround times, assessment board structures etc
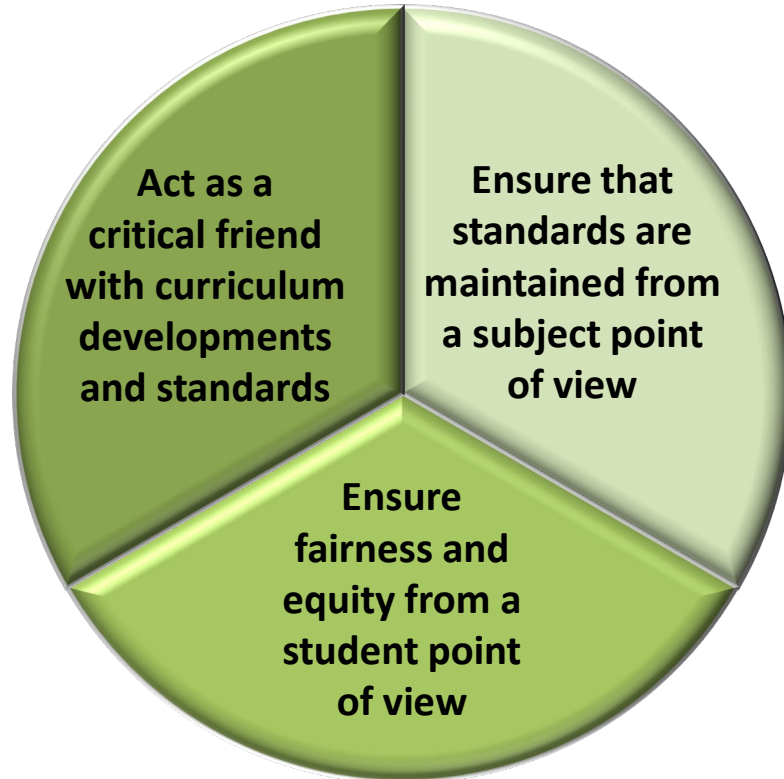
E2030 implementation timeline

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

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

Confirm the distribution of marks for a module

What you need to do your job

Specifications

Discussions with programme leader

Handbooks

Timeline

Assessment Info

Reports

Extenuating circumstances

Extensions

Faculty Panel for deferrals

Outcome: Deferral accepted or refused

Reasons: Consistence and objectivity, focus on genuine cases

Credit Framework and levels

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

Modules based on volumes of 30 credits
UG dissertation modules normally 30 credits | PGT normally 60 credits

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

Academic regulations

Levels 4, 5 & PGT

Levels 6 & 7 UG

Bite–sized regulations

- Dual regs due to introduction of block teaching
- Focus on key regulations
- Include worked examples

Programme-specific regulations

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

Awards, credits and maximum periods of registration

	Levels					Max reg period	
	4	**5**	**6**	**7**	**Total**	**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

UG progression regulations

Pass mark	40%
Passed	90 credits
Compensatable (30-39%) OR deferred	30 credits
Failed (0-29%)	0 credits

Progression

- ✓ Max 30cr deferred **OR** failed in compensation band
- ✗ No trailing "hard" fails (0-29%)
- ✗ No exceptional/discretionary progression
- ✗ Break in learning (to reassess/repeat year) before continuing

Compensation

- ✓ Mark between 30-39% (near miss)
- ✓ Maximum 30 credits per level, applied at the end of a level provided minimum 40% average
- ✗ Not available for 'must pass' modules or essential components
- ✗ Some programme-specific regulations prevent compensation
- ✗ Not normally permitted by PSRBs

Reassessment regulations

Levels 4, 5 & 7 (from Sept 2023)	Level 6 (from Sept 2023) Level 7 (prior to Sept 2023)
Twice in each module	**UG**: 60 credits per level **PG**: Once in each module

Reassessment rules

- Module marks capped at pass mark (UG = 40%, PG = 50%)

- One in-year reassessment (IYR) per block (after each semester/2 blocks)

- Second reassessment attempt the following year

- Depending on volume of failure, reassessment with mandatory attendance or repeat year (counts as one of the two opportunities)

Reassessment with attendance/ repeat years overview

Failed	Option/requirement
Up to 30 credits	Without attendance
Between 45-60 credits	Choice: repeat year or reassessment with attendance
More than 60 credits	Repeat year

Reassessment with attendance	Repeat year
• Marks are **capped** • Only undertake **failed modules**	• Only **one** offered **per level** • Marks will be **uncapped** • Undertake **all modules**, both failed and previously passed – **given highest mark achieved**

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

Award	Normal classification criteria
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 master's	Best 225 over Level 5&6 single-weighted Best 105 Level 7 triple-weighted

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

Consideration band

- Provides consistent approach to student classification
- Rules based: applies if the overall average for classification is not more than 2% below a classification band (eg 58/59)

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

Postgraduate regulations

Progression

Before starting the dissertation, major project or design work, students must have passed:

From Sept 2023	Prior to Sept 2023
30 credits	60 credits

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*

Assessment board operation and purpose

Purpose

1. Accountable for academic integrity of assessment
2. Verification and ratification of results
3. Conduct of assessment, determining module marks, progression and awards
4. Compliance with university and PSRB requirements inc programme-specific regulations

Operation

1. Confirm adherence to marking, moderation and external scrutiny
2. No discussion or discretion on individual cases – report by exception
3. Confirm compliance with academic regulations under consideration
4. Verbal briefing on the academic regulations under consideration

Ratifying assessment/reassessment

- Reassessment based on provisional/unratified marks
- Reassessment points after every two blocks
- Reassessment results ratified at next available progression and award board (PAB)

Undergraduate

- Assessment marks ratified at PABs at the end of teaching (July) and after reassessment (September).

Postgraduate approach: differs from UG to allow for interim awarding points.

- Assessment marks ratified at PABs after every 2 blocks (March, July and November).

! External examiners approval required for each PAB – strongly encouraged to process assessment sampling after each block – do not leave everything until the board period!

Assessment schedule overview
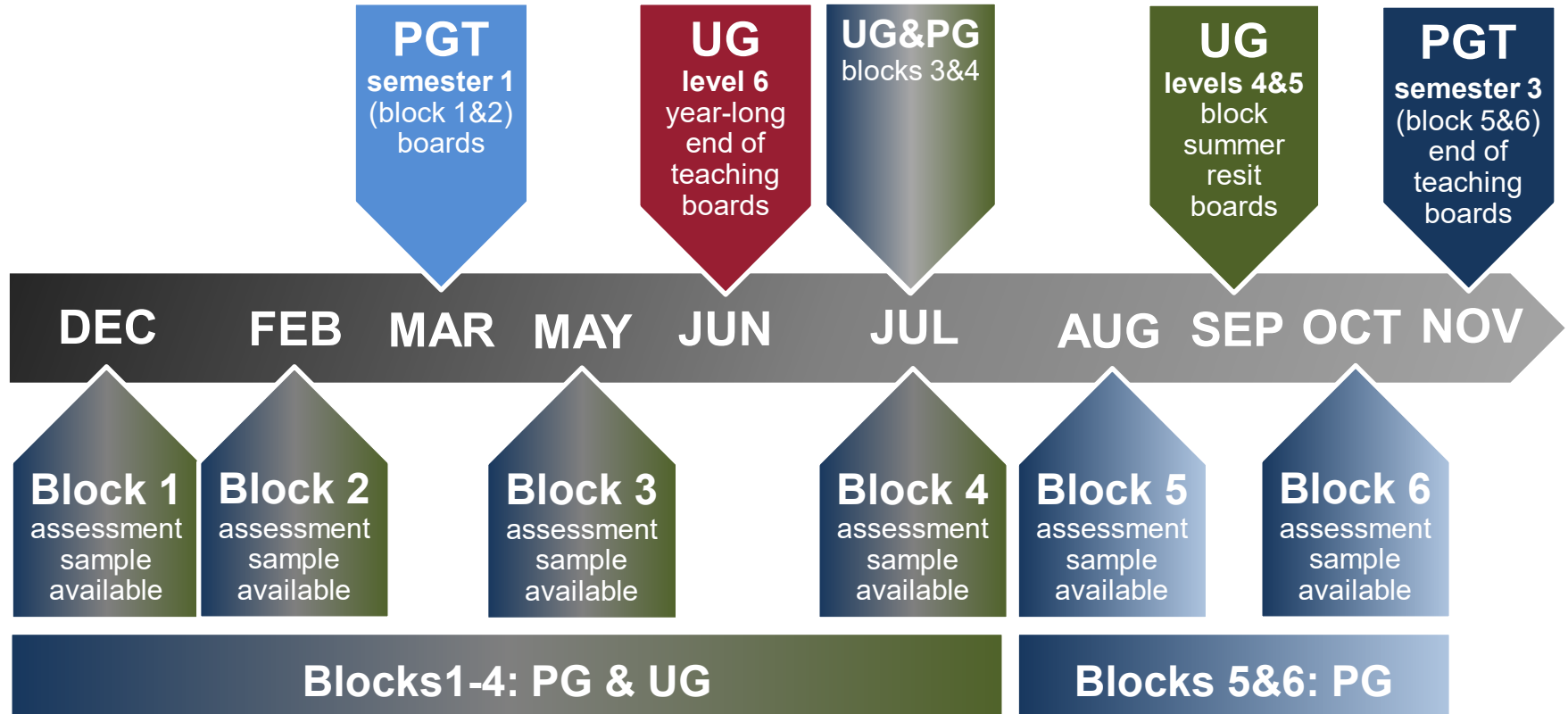
Examiners' involvement in assessment

- Assessment samples! Agree how and when. Minimum sample size applies.

- Provided with opportunity to review samples of level 4 work

- Involved in the moderation of all students' reassessments

- Confirm marks distribution/raise issues with assessment processes

- Not 2nd or 3rd marker! – exceptionally advise on problematic cases

- Attendance at virtual assessment boards is encouraged – provide brief report

FACULTY:	FACULTY OF COMPUTING ENGINEERING MEDIA	CAMPUS:	DMU LEICESTER
PROGRAMME:	Q25021 ENGINEERING	LEVEL:	LEVEL 6 (YEAR 3)
ACADEMIC SESSION:	INTAKE OCT 12MTH	REGISTRATION YEAR:	2019

Run Date: 9/10/21 6:33:07 PM

Students Actively Registered on: 9/2/21 Faculty: TY

Consideration Dates for Semesters Ending From: 6/21/21 To: 10/3/21 Programme Type: Undergraduate

Grouping bands: Modules by level · Level · Modules by level · Level · Final outcome

Column numbers: 26 27 28 29 30 31 32 33 34 36 37 38 39 40 43 45 46 47 48 49 50 51 52 53 54 55 56 58 59 60 61 62 63 64 65 66 67 68 69 70 71

Credit size row: 15 15 15 15 15 15 15 15 15 | … | 15 15 30 15 15 15 15 15 15 15 15 15

#	Student	First Reg Yr	Intake	CTEC2904	CTEC2905	CTEC2906	CTEC2907	CTEC2908	CTEC2909	CTEC2910	IMAT2207	IMAT2704	L5 Compensation	L5 Credits	Activity Rsn	L5 Resit Taken	L5 Avg Mark	CTEC3110	CTEC3410	CTEC3451	CTEC3902	CTEC3904	CTEC3905	CTEC3906	IMAT3104	IMAT3406	IMAT3423	IMAT3611	IMAT3613	IMAT3614	L6 Compensation	L6 Credits	Activity Rsn	L6 Resit Taken	L6 Avg Mark	Total Credits	Award Achieved	Avg for Class	Consider Band	Final Class	Grad Audit	Safety Net 3 to 1	Safety Net 2 to 1	Safety Net Ratio	#
1	Student 1	2018	Oct 12mth	60	87	82	56		65	67	89	77	0	120	P1		80	73	77	91			73	60		68	80				0	120			74	360	BSC_HONS	79		1	A1	78		-2	1
2	Student 2	2018	Oct 12mth										0	120	P1		78														0	120			74	360	BSC_HONS	76			A1	76		-3	2
3	Student 3	2018	Oct 12mth	79	60	84	32		41	69	73	57	15	120	P1	0	62	78		66	56	65	58	64		70					0	120			65	360	BSC_HONS	67		2.1	A1	67		-3	3
4	Student 4	2017	Oct 12mth	53	59	78	46	48	63	30		67	15	120	P1	0	55		61	73		85		77	61	44	58				0	120			62	360	BSC_HONS	66		2.1	A1	66		-3	4
5	Student 5	2018	Oct 12mth	93	59			57	61	92		67	15	120	P1	0	75	57	58	37	40		60	40							0	120		15	52	360	BSC_HONS	61		2.1	A1			-2	5
6	Student 6	2019	Oct 12mth	63	70			61	59	61			0	120	P1			67	33	71	45		52	40		46					0	120			53	360	BSC_HONS	60		2.1	A1			-2	6
7	Student 7	2018	Oct 12mth	63	57	42		34	64	59			0	120	P1			67	33		60	61		50		43	56				15	120			55	360	BSC_HONS	59	Yes	2.1	A1	59		-2	7
8	Student 8	2018	Oct 12mth	53	41	72	71		40	40	72	72	0	120	P1	30	63	60	57	40	68	56			65		30				0	120		15	52	360	BSC_HONS	59	No	2.2	A1	58		-2	8
9	Student 9	2018	Oct 12mth	72	40	53		40	49	60	70		0	120	P1	45	53		46	74	45		53	54		60		46			0	120		15	57	360	BSC_HONS	57		2.2	A1	57		-3	9
10	Student 10	2017	Oct 12mth	75	94	98	65	48	40	40		55	0	120	P1	30	57	21	X		X			X	X	X		60			0	15		45	34	255	DIP_HE			P	A3				10
11	Student 11	2017	Oct 12mth	60	40	40	37	41	65	49		44	15	120	P1	30	50	40		54	S	40	70	51		66					0	105	N1	30	54	345									11
12	Student 12	2017	Oct 12mth	95	100	63		65	77	62		40	0	120	P1	45	77	77		X	X	X		53		X	X				0	30	N2	30	65	270						F	F	-3	12
13	Student 13	2018	Oct 12mth	95	73	80	70		54	91	97	40	0	120	P1	15	75	64	.	70	85		48		73		61				0	90	E		67	330						F	F	-3	13

Annotation callouts: Programme · Modules by level · Level · Final outcome · Credit size · Students · Grey = not under consideration · Code denotes position · Ranked by student performance – report by exception

External examiner reports

Within one month after the main assessment board

Optional supplementary reports and reports to the PVC or VC

Report proforma

What happens to your report?

Submit report to qaenquiries@ dmu.ac.uk - 1 month after main assessment board

Reports shared with 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

Monitoring of Institutional Issues:

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

Payment of fees and expenses

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

In-person visit fee – paid on receipt of claim form.

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 (VLE) 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, TNE Mike Anderson (mike.Anderson@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 Tracey Harris: tracey@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

Contants

Emma Sheffield, Head of Academic Quality 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