



# External Examiner Briefing Session 2024/25

TOGETHER  
MADE  
FROM  
MORE



# What are we covering?



# About DMU

**25,000+  
students**



**15 UK & 15  
TNE  
partners /  
locations**



**4 faculties**

Arts, Design & Humanities  
Business & Law  
Computing, Engineering & Media  
Health & Life Sciences



**380 external  
examiners**

**Delivery model**  
Block teaching from 22/23  
Some exceptions





# The role of the external examiner

## Maintain standards

### Draft assessments

Approve draft assessments

[Assessment & Feedback Policy](#)

Coherent assessment strategy

Assessment balance, load & level

Relevant, effective, valid, reliable

[Enable participation from all \(UDL\)](#)

✗ **Not to be used as a marker**

✗ **Can not change individual marks**

## Fairness & equity

### Marking, internal moderation & external scrutiny

Appropriate sample

Ensure processes are followed

Consistent, transparent, impartial marking & moderation

Consistent, detailed & constructive feedback

Review marks

Compare standard of student performance

## Critical friend

### Sampling

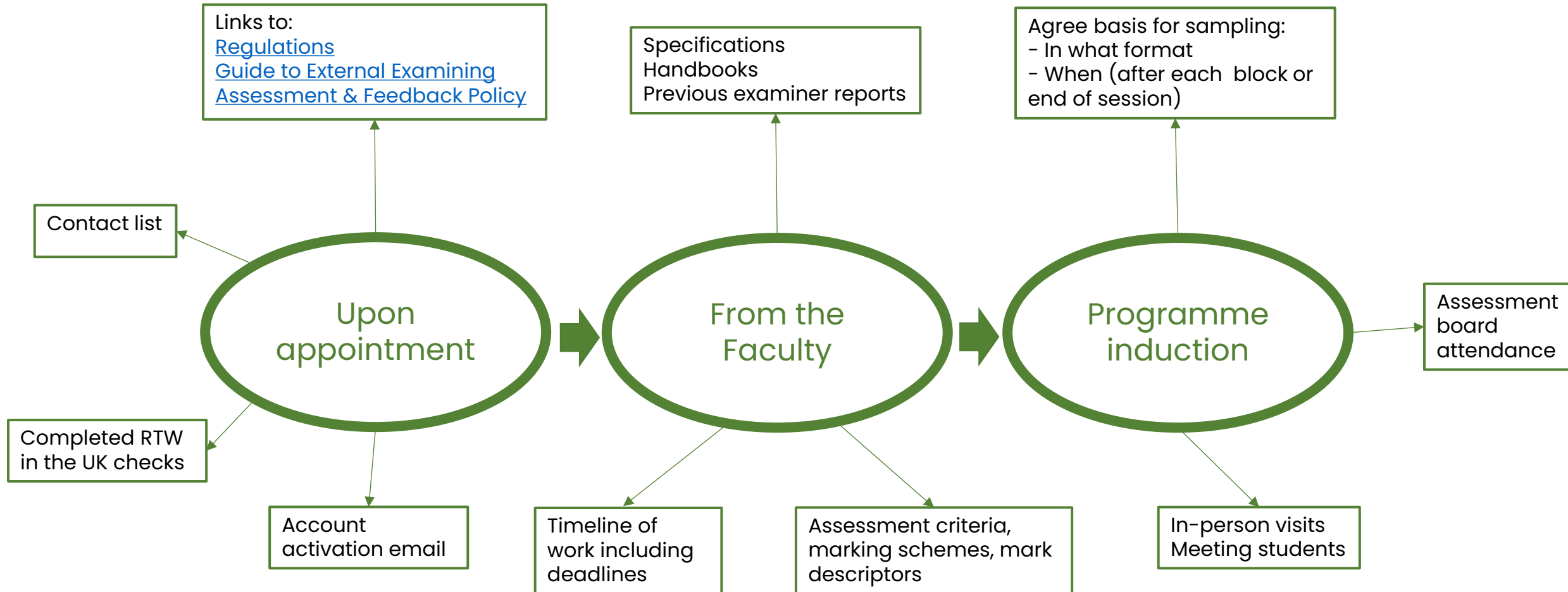
[Right to see all assessments – as a minimum:](#)

- ✓ Assessment(s) marked highest & lowest
- ✓ Problematic assessments
- ✓ Sample of failed assessments
- ✓ Sample from all locations
- ✓ Reassessments
- ✗ Not required to review L4 unless it contributes directly to an award

### Sample size

- ✓ Modules of up to 100 students – min 10 assessments
- ✓ Modules of over 100 students – min √ of the number of assessments

# Information you will require



# UG progression regulations

Pass mark for UG students is 40%

Passed	90 credits
Compensatable (30–39%) <u>OR</u> deferred	30 credits
Failed (0–29%)	30 credits

## Progression

- ✓ Max 30cr deferred **OR** failed in compensation band
- ✓ Can trail up to 30 credits of “hard” fails (0–29%) – to be retrieved in next academic session
- ✓ Entitled to use remaining reassessment attempt/s

## Compensation

- ✓ Mark between 30–39%
- ✓ Applied at the end of a level
- ✓ 40% minimum level average
- ✗ Not available for ‘must pass’ modules or essential components
- ✗ Some programme-specific regulations prevent compensation
- ✗ Not normally permitted by PSRBs

# UG reassessment regulations

- ✓ 2 re-assessment attempts per module
- ✓ In-year reassessment (IYR) where possible (once)
- ✓ IYR takes place as close as possible to the original taught content
- ✓ Permitted for all blocks
- ✓ 2<sup>nd</sup> reassessment opportunity the following academic year.

Failed	Option/requirement
Up to 30 credits	Can progress to next level of study or choose to undertake reassessment in the module(s) <b><u>without</u> attendance</b> (reg 3.1)
Between 45-60 credits	<b>Choice</b> to <b>repeat the year</b> or <b>undertake reassessment</b> in the module(s) <b><u>with</u> attendance</b> (reg 2.36)
More than 60 credits	<b>Required to undertake a repeat year <u>with</u> attendance</b> (reg 2.35)

# 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

## Consideration band

- Rules based formula: 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



# PG regulations

**Pass mark for PG students is 50%**

## Progression

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

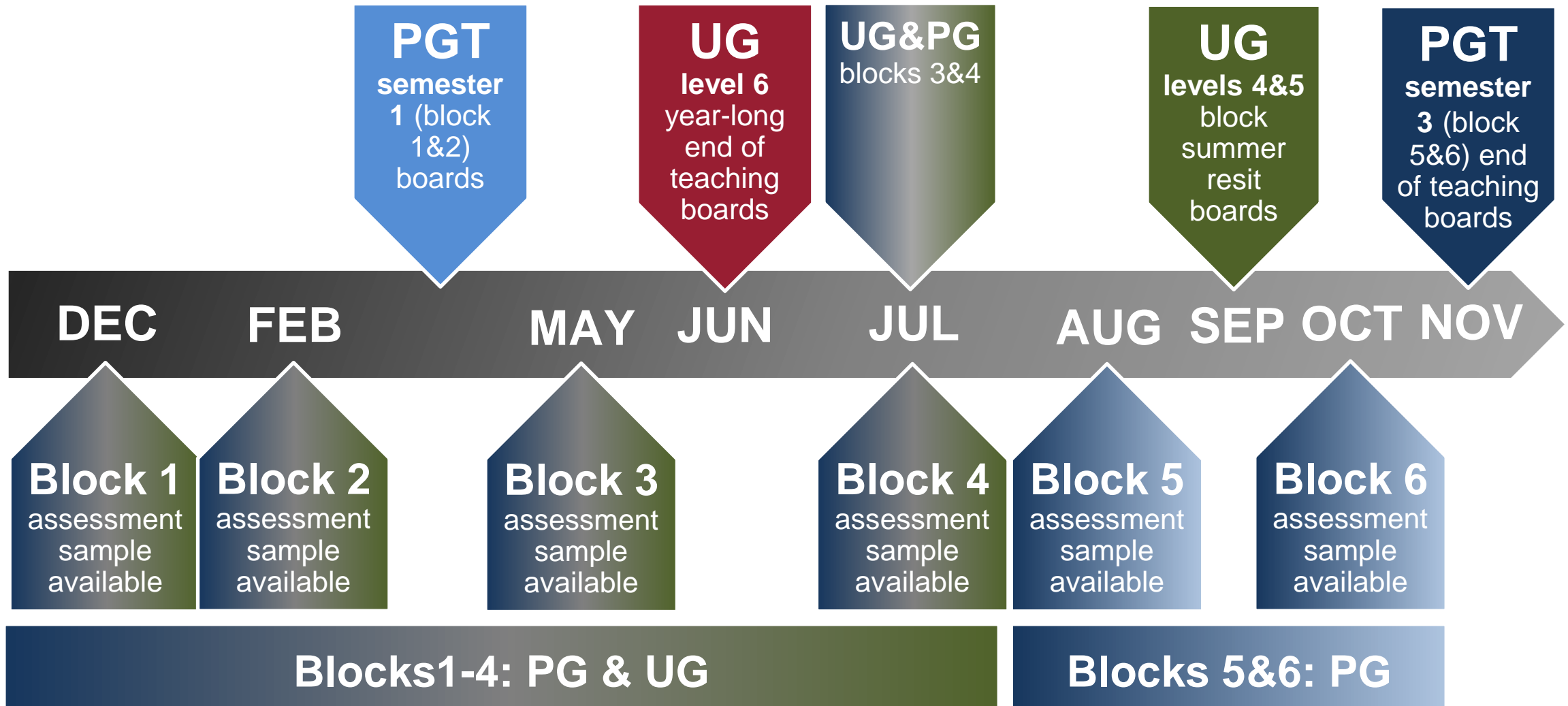
From Sept 2023	Prior to Sept 2023
30 credits	60 credits

## Degree classification

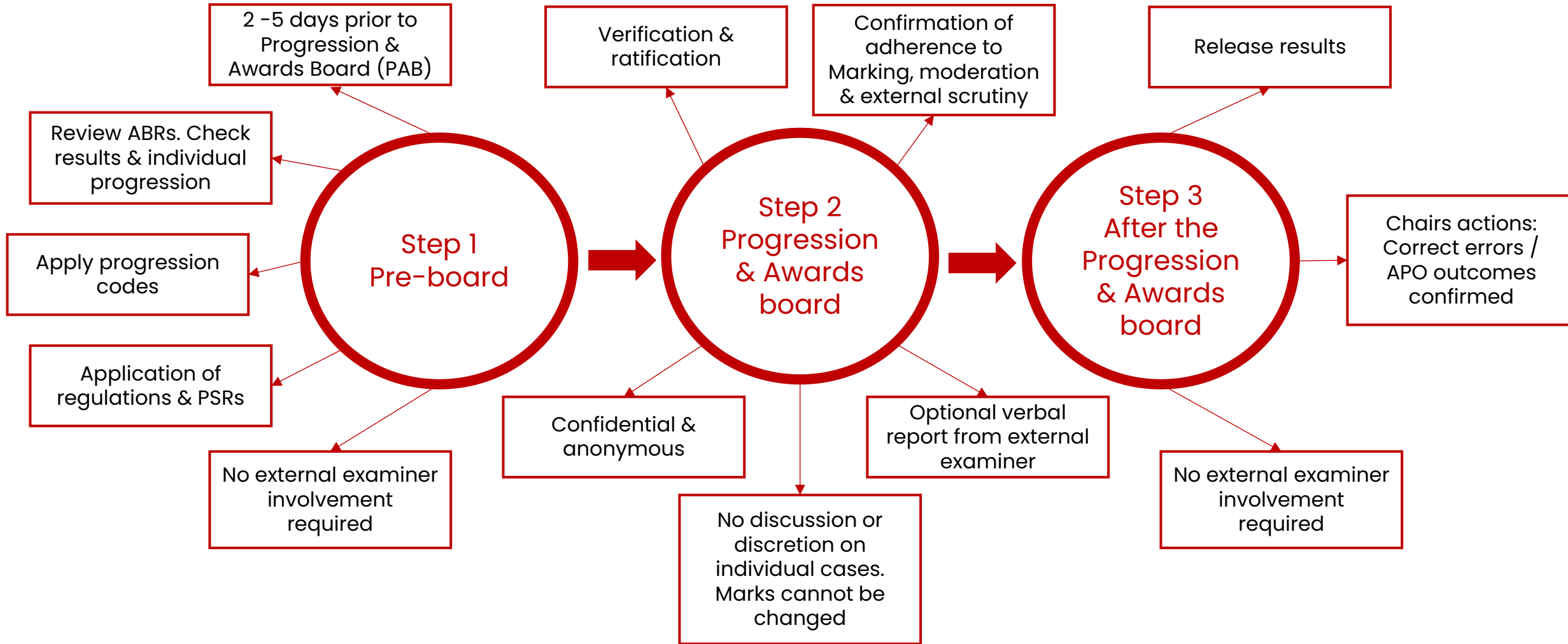
Award	Classification criteria
PgCert	Overall average mark in higher band <b><u>OR</u></b> minimum 45 credits (out of 60) *
PgDip	Overall average mark in higher band <b><u>OR</u></b> minimum 90 credits (out of 120) *
Master's	Overall average mark in higher band <b><u>OR</u></b> minimum 120 credits (out of 180)

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

# Assessment schedule overview



# Assessment Boards



Students Actively  
Registered on:  
06/06/2024  
Faculty: TY

Consideration Dates  
for Sessions Ending  
From: 02/10/2023  
To: 24/06/2024  
Programme Type:  
Undergraduate

First  
Reg  
Yr

AGD

Student Data  
Modul A  
Materi A  
Spesifikasi

si A  
si  
om

CAMPUS: DMU LEICESTER  
LEVEL: LEVEL 6 (YEAR 3)

1	2	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
			Modules by level			Level			Modules by level			Level			Modules by level			Level			Final outcome																											
L4 M o A	L4 D L	R P L L4	T E C H 1 0 0 2	T E C H 1 0 0 4	T E C H 1 0 0 8	T E C H 1 0 1 5	L4 C o m p e n s a t i o n	L4 C r e d i t s	L4 A c t i v i t y R s n	L4 R e s i t T a k e n	L4 A v g M a r k	L5 M o A	L5 D L	R P L L5	T E C H 2 0 0 2	T E C H 2 0 0 4	T E C H 2 0 0 5	T E C H 2 0 0 8	T E C H 2 0 1 5	T E C H 2 0 5 3	L5 C o m p e n s a t i o n	L5 C r e d i t s	L5 A c t i v i t y R s n	L5 R e s i t T a k e n	L5 A v g M a r k	L5 P A c t i v i t y R s n	L6 M o A	L6 D L	T E C H 3 0 0 8	T E C H 3 0 1 0	T E C H 3 0 1 3	T E C H 3 0 1 5	T E C H 3 0 1 7	T E C H 3 0 2 2	T E C H 3 0 2 5	T E C H 3 0 2 6	L6 C o m p e n s a t i o n	L6 C r e d i t s	L6 A c t i v i t y R s n	L6 R e s i t T a k e n	L6 A v g M a r k	T o t a l C r e d i t s	A w a r d A c h i e v e d	A v g f o r C l a s s	C o n s i d e r B a n d	F i n a l C l a s s	G r a d A u d i t	S a f e t y N e t
		120	30	30	30	30								120	30	30	30	30	30	30								30	30	30	30	30	30															
FT	N		77	70	86	77	0	120	P1		78	FT	N			79	84	71		86	0	120	P1		80		FT	N	83	79	87		81			0	120			83	360	BSC_HONS	83		1	A1		
FT	N		Credit size					120	P1		72	FT	N			75	74	71	65			0	120	P1		71		FT	N	80	75			71		76	0	120			76	360	BSC_HONS	75		1	A1	
FT	N							120	P1		63	FT	N			62	68	76	65			0	120	P1		68		FT	N	68	73			73		64	0	120			70	360	BSC_HONS	70		1	A1	
FT	N		57	47	66	53	0	120	P1	0	56	FT	N			51		68	50	62	0	120	P1	0	58		FT	N		72			67	76	72	0	120			72	360	BSC_HONS	69	Yes	1	A1		
FT	N		73	40	65	58	0	120	P1	0	59	FT	N			70	65		65		59	0	120	P1		65		FT	N	73	69			67		57	0	120			67	360	BSC_HONS	68	No	2.1	A1	
FT	N		32	52	40	58	30	120	P1	30	46	FT	N			70	70	71	65			0	120	P1		69		FT	N	64	61	65		60		0	120			63	360	BSC_HONS	65		2.1	A1		
FT	N		71	61	64	62	0	120	P1		65	FT	N			67	64		67		67	0	120	P1		66		FT	N		61	56		54	63		0	120			59	360	BSC_HONS	61		2.1	A1	
FT	N		58	44	54	56	0	120	P1	0	53	FT	N				60	54	63		63	0	120	P1		60		FT	N		58	53		60		56	0	120		0	57	360	BSC_HONS	58	No	2.2	A1	
FT	N		75	48	57	70	0	120	P1		63	FT	N			70	50		59	52		0	120	P1		58		FT	N	63	55			41		60	0	120			55	360	BSC_HONS	58	Yes	2.1	A1	
FT	N		51	52	51	57	0	120	P1		53	FT	N				47	64	54		56	0	120	P1		55		FT	N	57	51		39		51	30	120		0	50	360	BSC_HONS	52		2.2	A1		
FT	N		56	56	73	47	0	120	P1	0	58	FT	N			14	63	61		6	0	60	P2	60	36		FT	N	57	61	66		61		0	120			61	300	BSC		P	A3				
FT	N		46	52	50	48	0	120	P1	0	49	FT	N			61	56		32		50	30	120	P1	30	50		FT	N	60	43				40	S	0	90	N1	30	48	330						
FT	N		52	40	47	52	0	120	P1	30	48	FT	N				55	40	37		50	30	120	P1	30	46		FT	N	19	49			58	61		0	90	N1	0	47	330						
FT	N		54	40	46	40	0	120	P1	60	45	FT	N				43	56	59		40	0	120	P1	30	50		FT	N	S	S			S		0	0	N1			240							
FT	N		60	75	40	38	30	120	P1	30	53	FT	N				43	50	57		40	0	120	P1	30	48		FT	N	19	4	32		33			0	0	N2	0	22	240						
		120					120							120								120						FT	N	Q	30			47		55	0	60	Q	0	44	300						
		120					120							120								120						FT	N	X	X					X	0	0	N4	00	240							

Student by number

Grey = not under consideration

Progression code

Ranked by student performance  
– report by exception

# 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.



# External examiner reports

## Report due dates

UG (excluding Nursing & Midwifery)

Main board: June/July

Report by **31st August**

PG & Nursing & Midwifery (UG & PG)

Main board: October/early November

Report by **20th December**

APU provision: complete separate APU report  
proforma (**not** the MS form above):

Main board: November

Report by **20th December**

## The Form

Link on website & emailed before board

New link each year

Complete report in one go – progress cannot  
be saved

Question preview & additional guidance  
available

## Content

Clear feedback including good practice &  
recommendations

Do not name individuals

Be specific

Comment on ALL locations unless you have  
been asked to write a separate report

Question format – drop down menus, Yes/No,  
Likert scale and free text

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](mailto:gaenquiries@dmu.ac.uk)

Important thing you can do next

Save my response to edit

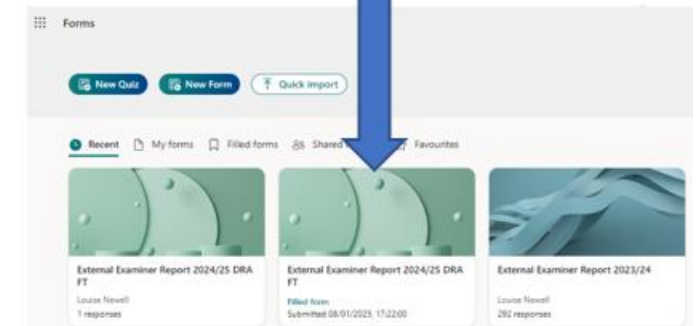
[Submit another response](#)

Thank you message is confirmation of receipt

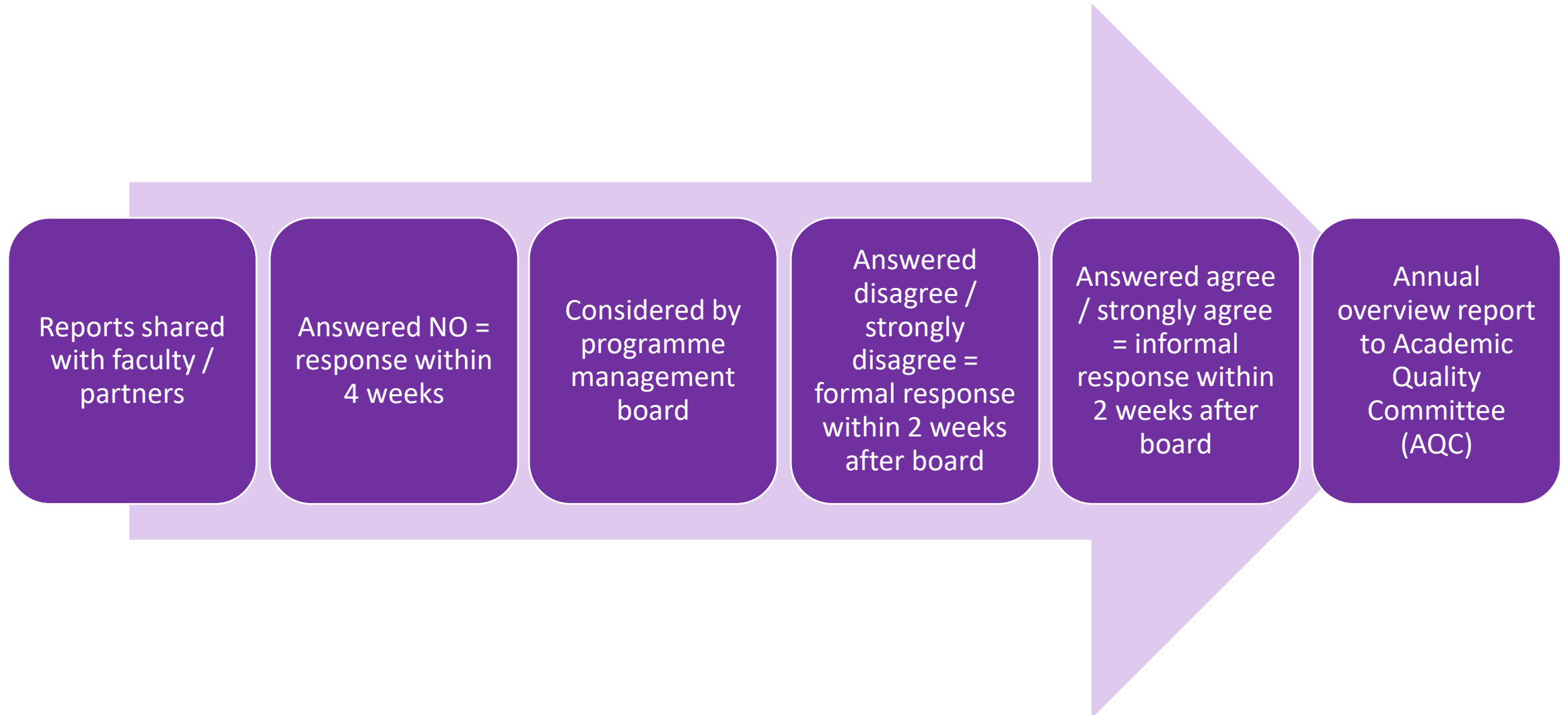
**"Save my response to edit"** – MS Forms portal (MS Office users only)

Allows you to view & edit

Recently completed MS Form



# Responses to reports



# Fees and expenses

## Annual, visit fee & expenses

Annual fee on receipt of report & claim form = £540 some variations apply

In-person visit fee paid on receipt of claim form = £90 capped at 1 visit per year (some exceptions)

Expenses on receipt of claim form & receipts. Mileage is 45p per mile

## When

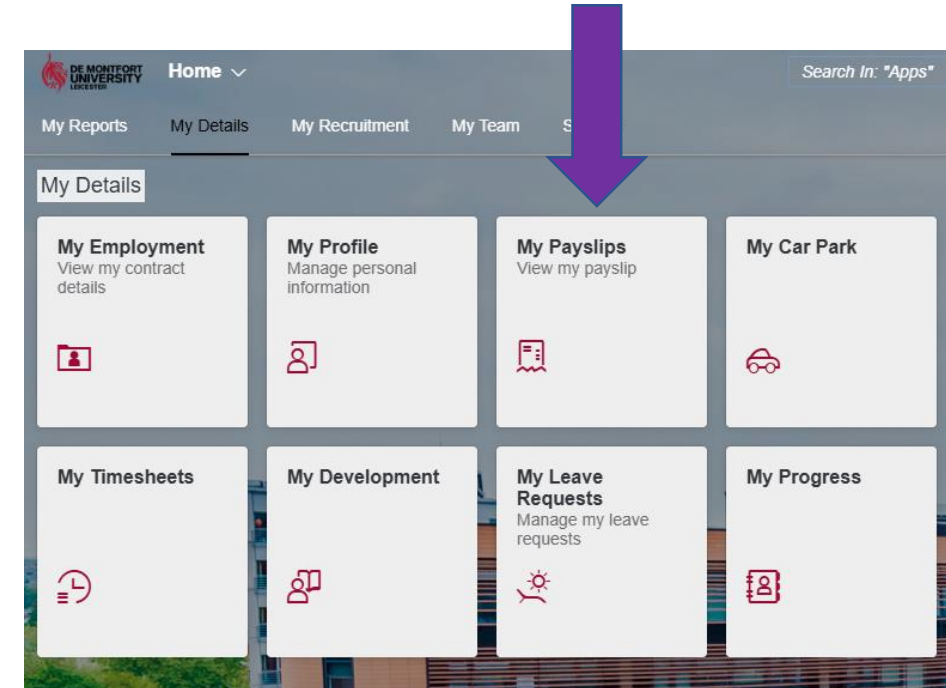
Submit within 3 months of report submission or visit

Submit by 25<sup>th</sup> to be paid on 25<sup>th</sup> of following month

## Payslips & P60

Available on DMUhub via staff portal

Use single sign-on (VLE) username & password



# Contacts for fee payment

## Arts, Design & Humanities

Arts, Design and Architecture:  
[adhadmin-ada@dmu.ac.uk](mailto:adhadmin-ada@dmu.ac.uk)

Fashion & Textiles:  
[adhadmin-ft@dmu.ac.uk](mailto:adhadmin-ft@dmu.ac.uk)

Humanities & Performing Arts:  
[adh-admin.hpa@dmu.ac.uk](mailto:adh-admin.hpa@dmu.ac.uk)

TNE  
Mike Anderson  
([mike.Anderson@dmu.ac.uk](mailto:mike.Anderson@dmu.ac.uk))

## Business & Law

Sophia Welton:  
[swelton@dmu.ac.uk](mailto:swelton@dmu.ac.uk)

## Computing, Engineering & Media

Computer Science & Informatics:  
Justine Lam  
[jlam@dmu.ac.uk](mailto:jlam@dmu.ac.uk)

Leicester Media School &  
Engineering & Sustainable  
Development:

Chris Voss  
[chris.voss@dmu.ac.uk](mailto:chris.voss@dmu.ac.uk)

ALL postgraduate:

Tracey Harris  
[tracey@dmu.ac.uk](mailto:tracey@dmu.ac.uk)

TNE:  
Clark Summers  
[csummers@dmu.ac.uk](mailto:csummers@dmu.ac.uk)

## Health & Life Sciences

HLS quality team:  
[hlsquality@dmu.ac.uk](mailto:hlsquality@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](mailto:qaenquiries@dmu.ac.uk)



## How did we do?

- Complete feedback survey
- <https://forms.office.com/e/1fg5g7HCBj>

# Useful resources

## **DMU website**

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

## **External Examining at DMU**

[External examining](#)

## **Academic Regulations and Assessment Boards**

[Academic regulations and recognition of prior learning](#)

## **Assessment and Feedback Policy**

<https://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/daq/learning-teaching-assessment/assessment-feedback-policy-24-25.pdf>

## **Academic Quality Services website**

[Academic Quality Services](#)

## **DMUhub**

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

## **QAA Quality Code**

[https://www.qaa.ac.uk/docs/qaa/quality-code/uk-quality-code-for-higher-education-2024.pdf?sfvrsn=19a5b881\\_32](https://www.qaa.ac.uk/docs/qaa/quality-code/uk-quality-code-for-higher-education-2024.pdf?sfvrsn=19a5b881_32)

## **Advance HE – resources for external examiners**

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

