



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

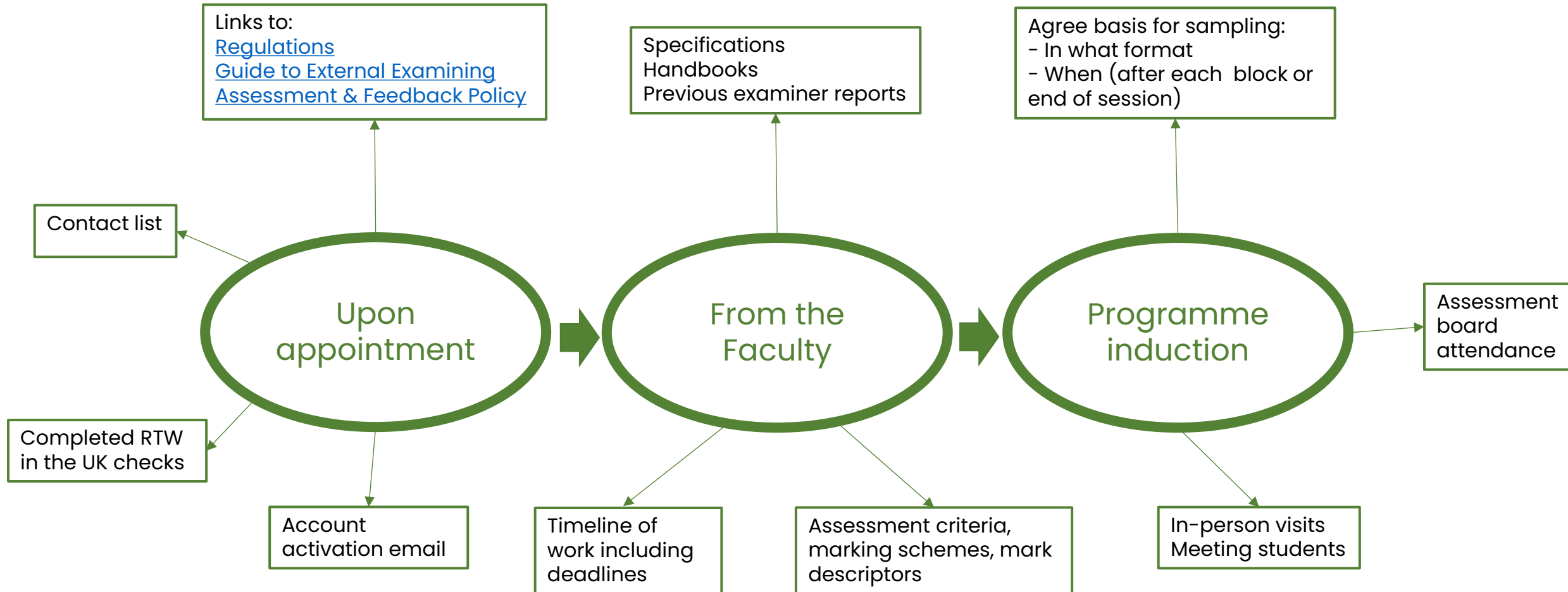
[Right to see all assessments – as a minimum:](#)

- ✓ 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
- ✓ 2nd 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) <u>without</u> attendance (reg 3.1)
Between 45-60 credits	Choice to repeat the year or undertake reassessment in the module(s) <u>with</u> attendance (reg 2.36)
More than 60 credits	Required to undertake a repeat year <u>with</u> attendance (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:

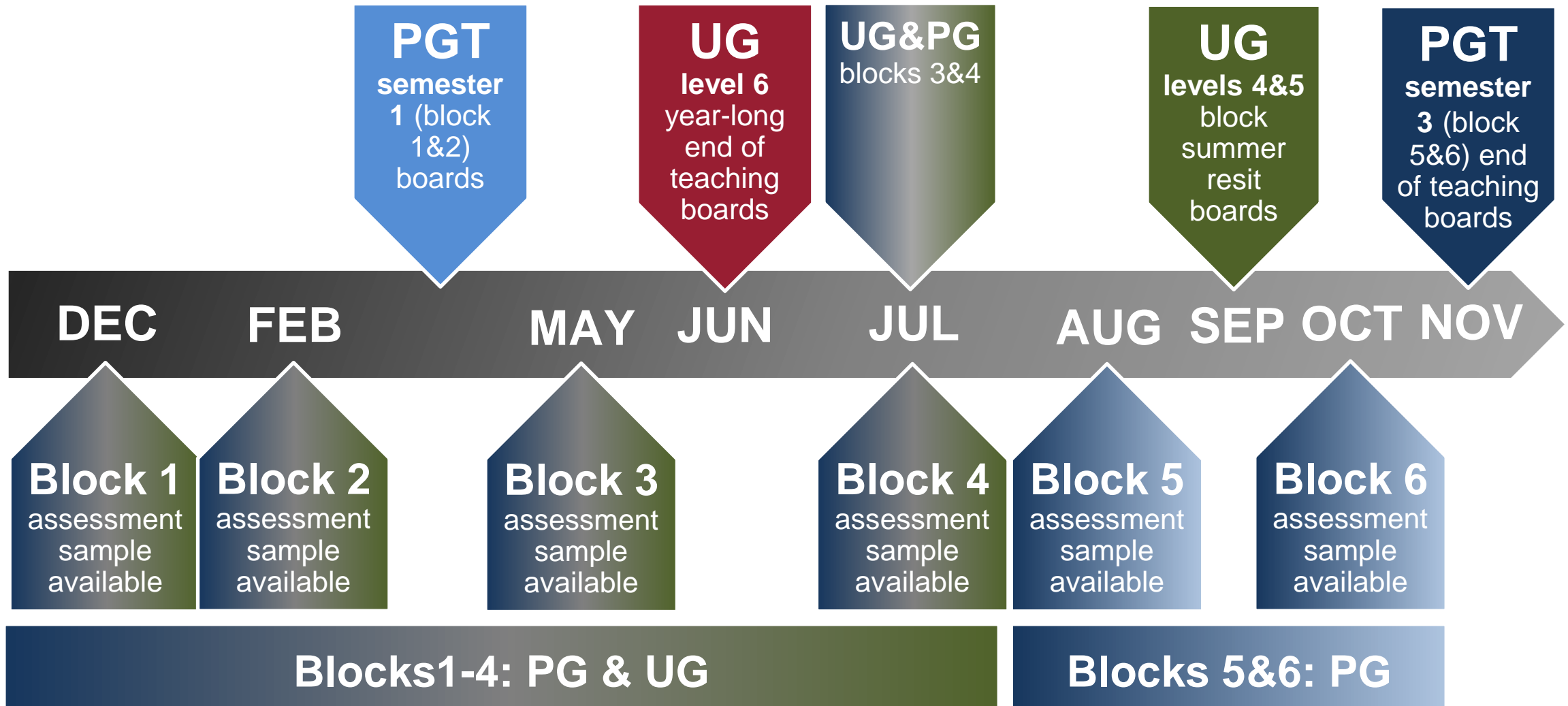
From Sept 2023	Prior to Sept 2023
30 credits	60 credits

Degree classification

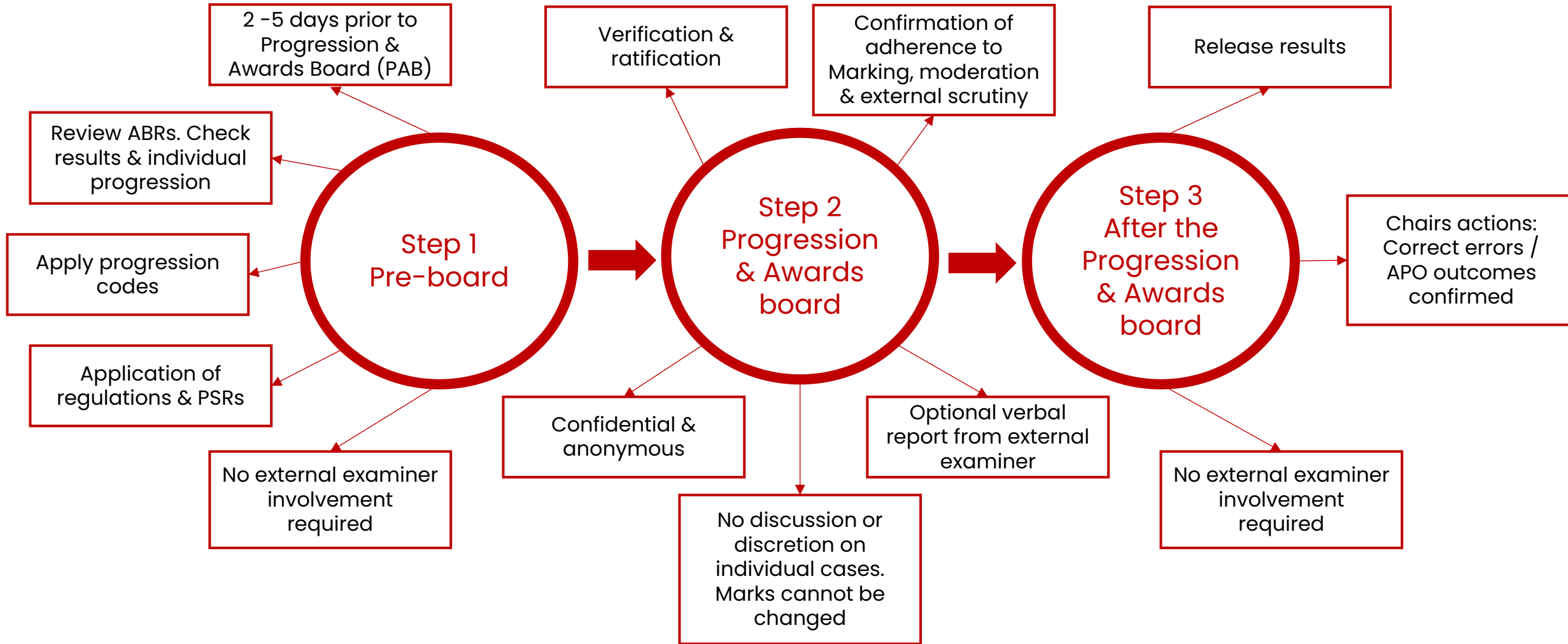
Award	Classification criteria
PgCert	Overall average mark in higher band OR minimum 45 credits (out of 60) *
PgDip	Overall average mark in higher band OR minimum 90 credits (out of 120) *
Master's	Overall average mark in higher band OR minimum 120 credits (out of 180)

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

Assessment 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

F				M	
i				d	
r				u	
s			S	l	A
t			t	e	w
			d	M	a
R	I		d	a	r
e	n		n	r	d
g	t		t	k	Sp
	a	A	D	D	A
Y	k	G	a	a	eci
r	e	D	a	a	alis
					ation
					m
					n

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

[illegible]

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

Important thing you can do next

Save my response to edit

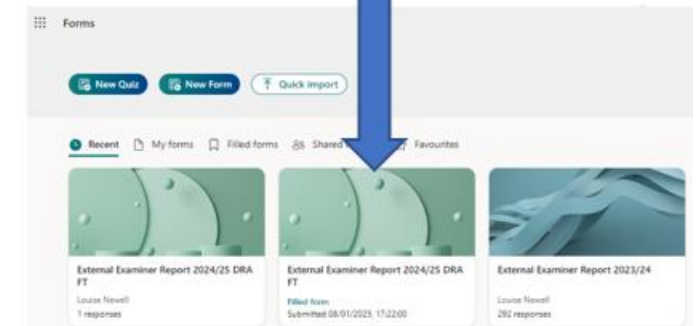
[Submit another response](#)

Thank you message is confirmation of receipt

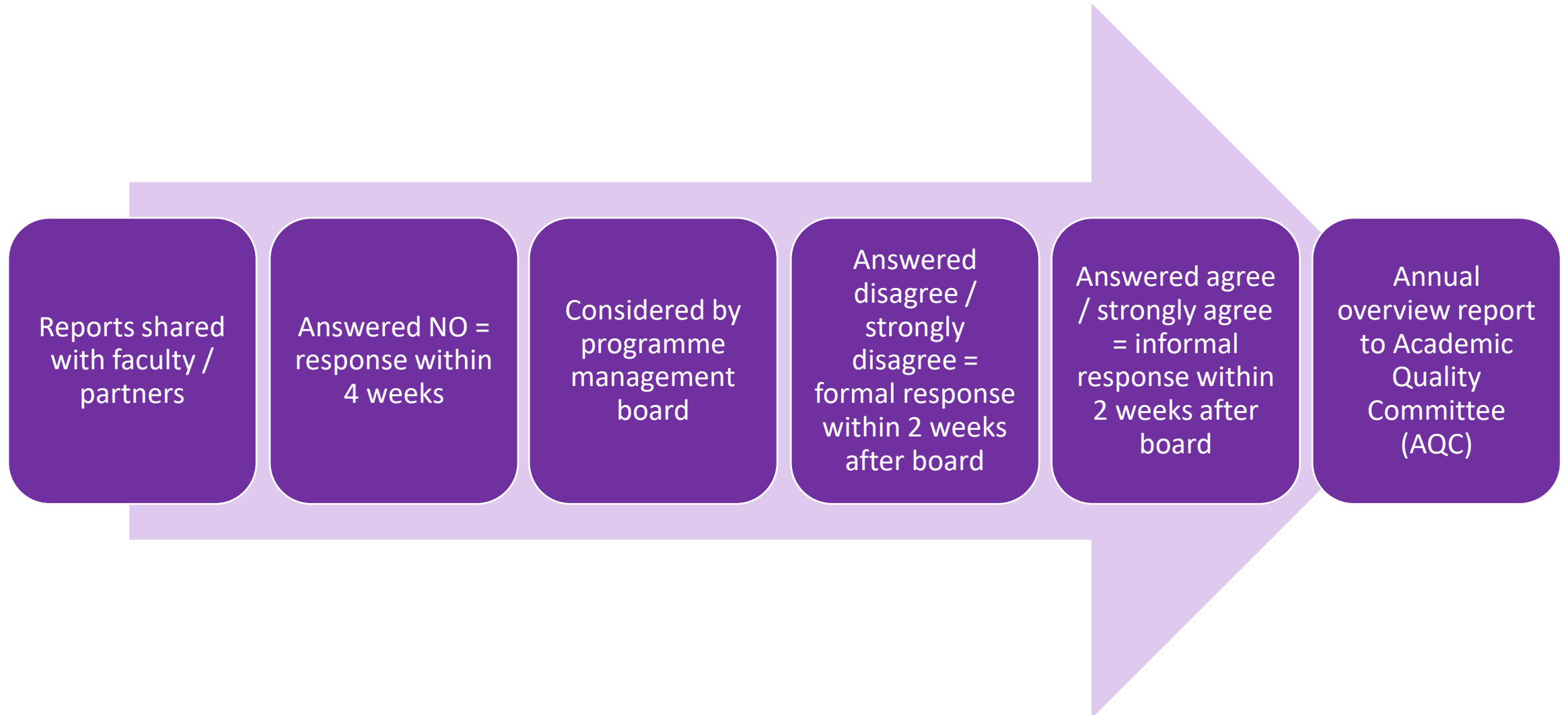
"Save my response to edit" – MS Forms portal (MS Office users only)

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

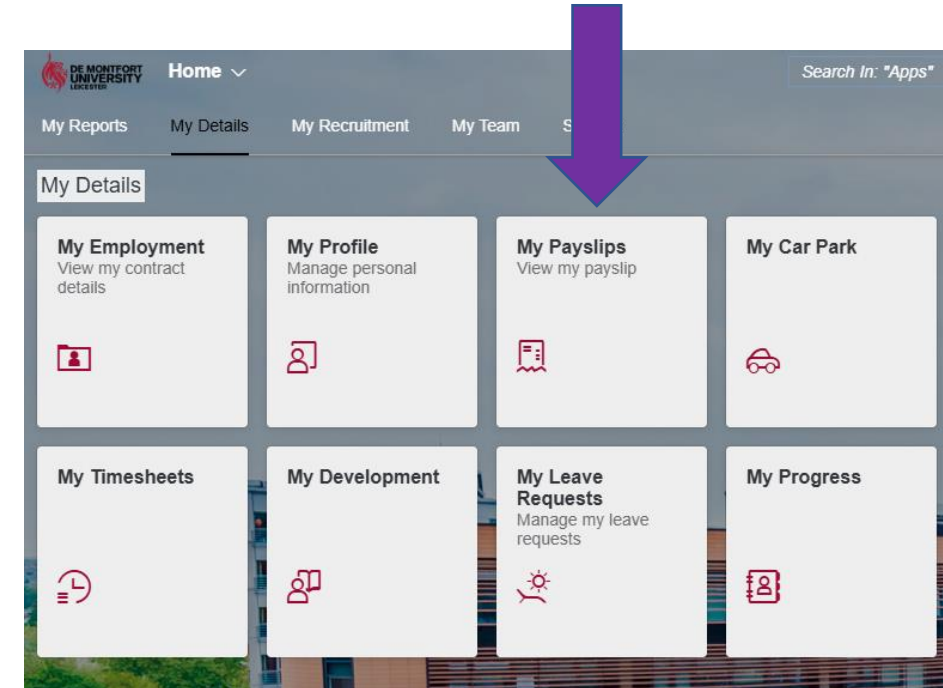
Submit within 3 months of report submission or visit

Submit by 25th to be paid on 25th 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

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 & Law

Sophia Welton:
swelton@dmu.ac.uk

Computing, Engineering & Media

Computer Science & Informatics:
Justine Lam
jlam@dmu.ac.uk

Leicester Media School &
Engineering & Sustainable
Development:

Chris Voss
chris.voss@dmu.ac.uk

ALL postgraduate:

Tracey Harris
tracey@dmu.ac.uk

TNE:
Clark Summers
csummers@dmu.ac.uk

Health & Life Sciences

HLS quality team:
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



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

Advance HE – resources for external examiners

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

