

Statement of Assessment and Examination Responsibilities and Guidance on annual activity for Course Directors or BVetMed Year Leaders

Early in the Year

To identify External Examiners and send nominations to the Teaching Quality Committee;

To propose the blueprint for the examinations to the Course Management Committee at least 9 months before the sitting of the examinations and to ensure its timely approval. This involved consulting with module and strand leaders to ensure that the blueprint reflects the requirements of the curriculum.

At least two months before the end of the students' year to ensure that all planned in course assessments defined in the assessment regulations are being delivered

To check that you personally understand the assessment regulations. Are there any 'sudden death' regulations that you should be aware of.

Paper and assessment preparation

To ensure that EMQ and MCQ questions have been adequately validated. Review question performance determine new questions that need to be written for the bank.

To ensure that papers are set according to the blueprint for that examination and the single agreed process which ensure coordination and consultation with module or stand leaders as appropriate.

To approve the final version of examination papers following consultation with external examiners.

To determine arrangements for double and sample marking according to agreed marking procedures and to inform markers.

Approve or not any requests for extensions of deadlines from students.

End of Year exams season

At least one month before the Examination Board meeting to ensure that no marks from earlier in the year are still missing.

To check the lay out for presentation of examination results and the formulae for calculation of aggregate marks;

To check the presentation of final decisions on the spreadsheet is a full and accurate reflection of the assessment regulations. (e.g. including any 'dual decisions' where there is for an example and optional resit.)

To check that examiners are returning examination marks by the deadlines set and to support the exams office in chasing marks

To ensure procedures for double and sample marking are proceeding as planned.

To ensure that appropriate feedback arrangements (face to face meetings of students and tutors) are in place and implemented for both passing and failing students.

To refer to the Academic Registrar if there are any concerns about the progress of examination administration.

A few days before the Board meeting

Go over all of the results and look out for any 'difficult cases'. Liaise with the Exam Board Chair.

After the Board

To prepare a response to External Examiners' comments for submission to the Teaching Quality Committee in consultation with other members of the Board, including the Chair, where necessary;

JClark

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