



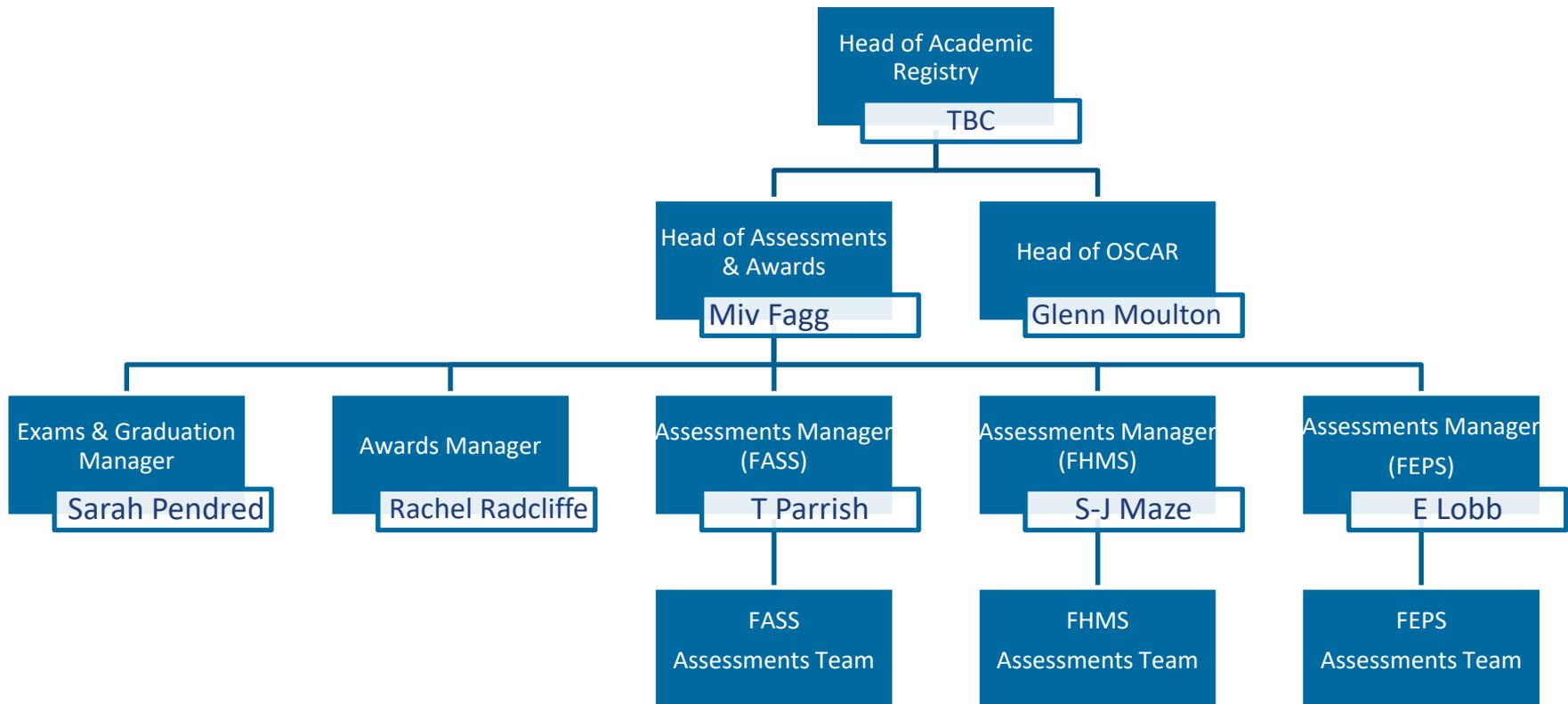
Communication with external examiners

Assessment processes



Assessments & Awards

1 centralised department (Senate House)– 3 Faculty facing teams



Arrangements for moderation: Assessments Team

One point of contact for external examiner = Administrative Officer (Assessments)

What will this member of staff be in contact for?

- Comments and approval of **in-semester tests** and **examination papers** during course of year (L5>)

External examiners only need to approve papers for in-semester tests and see samples of work if test meets or exceeds 25% weighting in module (exception – Vets)

- Board of Examiners: dates/times for academic year & practicalities
- Deadlines
- Confirmation on which modules you will be examining over 4 years
- Liaison on moderation of samples in advance of a Board: availability
- Receipt of examiner comments by module
- Troubleshooting/ queries

Arrangements for moderation – exam papers

Exam Papers for formal exam periods: emailed password protected or SurreyLearn external examiner area

Liaison with External on papers	Student Exams	Board of Examiners *	Mark Release
Semester 1			
Early - mid Nov	16 Jan - 31 Jan (SM1)	By 24 Feb	TBC
Semester 2			
Early - mid April	29 May - 19 June	By 30 June (L6)	TBC
		By 14 July (L4,5,7)	TBC
Late Summer Resit			
Early - mid July	24 Aug – 4 Sept	By 10 Sept	TBC

* Boards of Examiners may take place outside of this schedule, especially School of Health Sciences, FHMS

Arrangements for moderation: timescales

Challenges

- Tight timescales between the mark deadline for staff and time available for moderation before the Board of Examiners, especially level 6, final year

Date	Semester 1	Working days
Friday 25 January	Exams finish	0
Tuesday 5 February	Deadline for all marks submitted	+6
Monday 18 February	Boards of Examiners to be completed	+10

Date	Semester 2 – level 6	Working days
Friday 14 June	All Exams finish (L6 frontloaded)	
Friday 14 June	Deadline for all marks submitted – L6	0
Tuesday 25 June	L6 Boards of Examiners to be completed	+7
Monday 15 July	Graduation ceremonies commence	+14

Board of Examiners

Surrey VLE = SurreyLearn - + = Green, and can be accessed anywhere in world

- Expectation with dates for academic year published in advanced, you will try and attend every Board of Examiners meeting
- As an external examiner you will have access to external examiner area where find materials for moderation and access to student module areas of the VLE

Coursework

Most coursework is submitted by students through our VLE only and marked by staff in our VLE.

Assignment brief, module handbook (if there is one) and moderation form

Exams

We can make sample of scripts available in advance of Board– but all scripts then need to be scanned, made into pdf and uploaded. Timescales preclude DHL or equivalent

External Examiner approval / comments

Email form back to Assessments Officer can be reported at Board

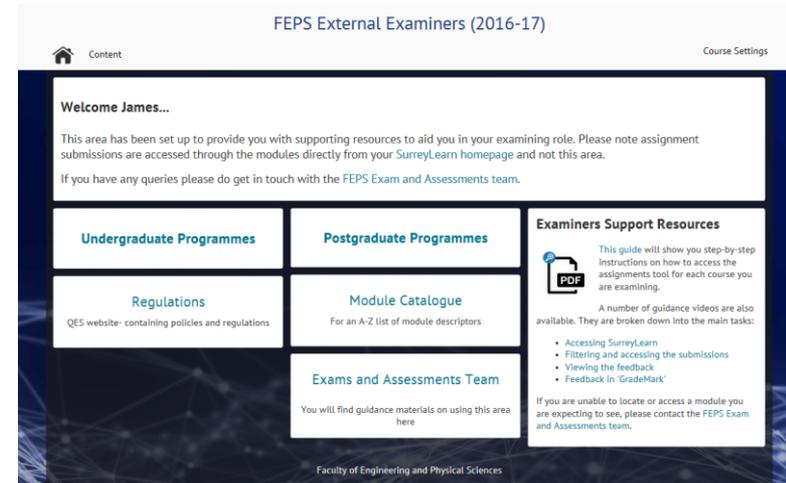
Faculty External Examiner Areas

Logging into Surrey's VLE (SurreyLearn)

Go to <http://surreylearn.surrey.ac.uk>.

Log in using your Surrey University **username** and **password**.

Please ensure that you have **activated your IT Account first**



FEPS External Examiners (2016-17)

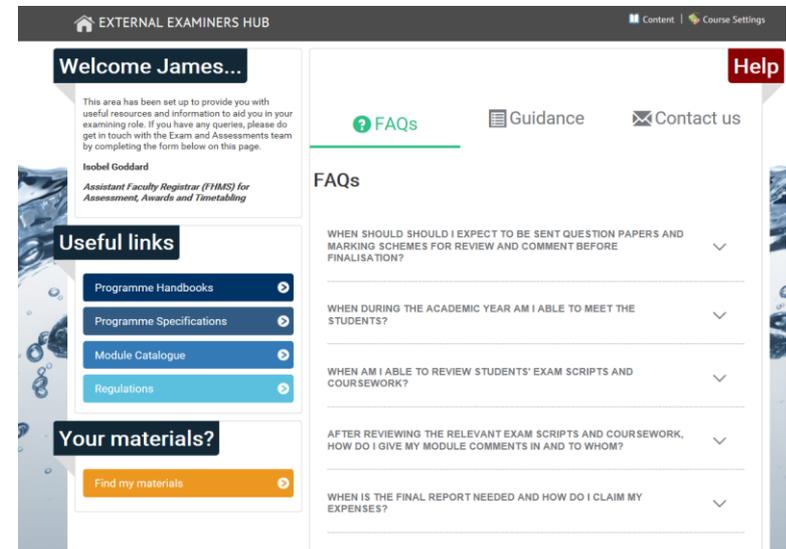
Welcome James...

This area has been set up to provide you with supporting resources to aid you in your examining role. Please note assignment submissions are accessed through the modules directly from your SurreyLearn homepage and not this area.

If you have any queries please do get in touch with the FEPS Exam and Assessments team.

Undergraduate Programmes	Postgraduate Programmes	Examiners Support Resources This guide will show you step-by-step instructions on how to access the assignments tool for each course you are examining. A number of guidance videos are also available. They are broken down into the main tasks: <ul style="list-style-type: none">• Accessing SurreyLearn• Filtering and accessing the submissions• Viewing the feedback• Feedback in 'GradeMark' If you are unable to locate or access a module you are expecting to see, please contact the FEPS Exam and Assessments team.
Regulations QES website- containing policies and regulations	Module Catalogue For an A-Z list of module descriptors	
Exams and Assessments Team You will find guidance materials on using this area here		

Faculty of Engineering and Physical Sciences



EXTERNAL EXAMINERS HUB

Welcome James...

This area has been set up to provide you with useful resources and information to aid you in your examining role. If you have any queries, please do get in touch with the Exam and Assessments team by completing the form below on this page.

Isobel Goddard
Assistant Faculty Registrar (FHAS) for Assessment, Awards and Timetabling

Useful links

- Programme Handbooks
- Programme Specifications
- Module Catalogue
- Regulations

Your materials?

Find my materials

FAQs

- WHEN SHOULD I EXPECT TO BE SENT QUESTION PAPERS AND MARKING SCHEMES FOR REVIEW AND COMMENT BEFORE FINALISATION?
- WHEN DURING THE ACADEMIC YEAR AM I ABLE TO MEET THE STUDENTS?
- WHEN AM I ABLE TO REVIEW STUDENTS' EXAM SCRIPTS AND COURSEWORK?
- AFTER REVIEWING THE RELEVANT EXAM SCRIPTS AND COURSEWORK, HOW DO I GIVE MY MODULE COMMENTS IN AND TO WHOM?
- WHEN IS THE FINAL REPORT NEEDED AND HOW DO I CLAIM MY EXPENSES?

Help | Guidance | Contact us

A Board of Examiners

Typical format

Variations but 1400 start to Board, preceded by lunch, with samples and materials available in the morning

Or

Samples available in afternoon, and Board next morning (e.g. dual degree with China and time differences)

Projected Board papers

One Hard copy we ask External Examiner to sign, on behalf of all external examiners

Typical Final Year (L6) Agenda

Welcome and apologies for absence

Minutes of previous meeting

Matters arising

Consideration of UG Exam Board reports

Review of UG L6 statistics

Student Prizes

UG External Examiner's Report

Any other business

Boards of Examiners

Board Reports – live, drill down into individual students from module mark if required

Key to formats

Format	Description
BOLD	Marks for this board
(BOLD Green Brackets)	Incomplete Marks (not for this board)
BOLD Green	Incomplete Marks for Grade Only Modules (not for this board)
BOLD	Complete Marks (not for this board)
Underlined	Complete Failed Marks (not for this board)
strike through	
Bold/Red/Underlined	Failed marks for this board
	Flags students with issues at assesment (or re-assessment)

Board of Examiners

Board Reports- Example of key statistics

Module Level	HE7		
Faculty Name	Faculty of Arts and Social Sciences	Programme Code	All Programmes
Department Name	Hospitality & Tourism Management	Route	International Tourism Management MSc FT
Student Level	HE7	Academic Year	2015/6

Module Code (Hover for Full name)	Credit value	No. Students	Percentage students passed	Student passed count	Student Failed Count	Student Deferred count	Average	Standard Deviation	Min Mark	Max Mark
MANM020	15	13	100	13			66	6.68	50	73
MANM028	15	8	100	8			62	3.58	57	68
MANM050	15	28	100	28			68	8.78	53	83
MANM061	60	27	85.19	23		4	62	16.28	0	78
MANM145	15	28	96.43	27		1	61	10.23	31	82
MANM146	15	18	100	18			63	8.07	51	80
MANM150	15	15	100	15			65	8.48	50	82
MANM156	15	28	100	28			68	6.56	58	79
MANM162	15	5	100	5			72	5.12	66	78
MANM169	15	28	96.43	27		1	72	11.57	34	98
MANM297	15	6	100	6			67	15.45	48	92
MANM309	15	4	100	4			62	8.19	54	70
MANM314	15	9	100	9			62	4.50	56	67
MANM315	15	17	100	17			67	6.27	58	80
MANM316	15	17	100	17			70	5.39	61	88

Award Code	Award Name	Student Count	Percentage
PD	Distinction	7	25.00%
PM	Merit	15	53.57%
PP	Pass	1	3.57%
	No Award, or no classification	5	17.86%

QUESTIONS?

Assessment Managers

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