

ROLES AND RESPONSIBILITIES

COLLEGE EXAMINER (INTERNAL EXAMINER)

This document outlines the typical duties expected of the post-holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

Summary of post:

College Examiners are members of academic staff of the College and/or clinical teachers who examine formal assessment for the College. They are also members of the Board¹ of Examiners or Joint Board of Examiners and will examine for their particular subject area.

College Examiners are appointed by the Chair of the Board of Examiners and their names will be provided to the Registry or relevant quality committee (e.g. Faculty Education Committee) on request.

College Examiners will be appointed annually for a period of twelve months from the start of the academic session or such time as is sufficient to cover all necessary work.

Duties and Key Responsibilities:

As members of the Board of Examiners, College Examiners are responsible for:

- In the case of undergraduate programmes, making recommendations for the Scheme for the Award of Honours to the relevant Studies Committee.
- In the case of Master's level programmes, making recommendations for the marking scheme.
- Communicating to External Examiners the approved marking scheme/Scheme for Award of Honours
- Setting and marking of assessments (e.g. examination papers and coursework).
- Assessing the performance of candidates.
- Determining final recommendations for:
 - a) Results
 - b) Pass lists
 - c) Honours lists
 - d) The field of study, where appropriate, for each candidate who is recommended for the award of a degree
 - e) Examination prizes
 - f) In the case of Master's programmes, the awards of pass, merit or distinction.

¹ For undergraduate Medicine this may include Sub-Boards.

- Familiarity with the following key documents:
 - [The QAA Quality Code for Higher Education](#)
 - [Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies \[FHEQ\]](#)
 - [Relevant Subject Benchmark Statements](#)
 - [European Credit Transfer and Accumulation System \(ECTS\) – Bologna Declaration, ECTS User’s Guide and Dublin Descriptors.](#)
 - [The College’s academic and examination regulations](#) and [examination and assessment procedures](#), in particular:
 - Conduct of Board of Examiners’ Meetings
 - Mitigating Circumstances procedure
 - Protocol for Marking and Moderation
 - Conduct of Oral Assessments, including viva voce examinations, for undergraduate and Master’s level programmes
 - Programme specific information: Programme Specification, syllabus, marking scheme/scheme for the award of honours, past examination questions and model answers.

College Examiners have the right to inspect any script or assessed material allocated to the relevant Board of Examiners.

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