ACADEMIC QUALITY

Review of Assessment Tasks by External Examiners

The University's [Policy on the Moderation of Assessment](#), and the accompanying [Procedures](#), set out the institutional approaches for both the internal and external moderation of assessment, which covers the following two stages:

1) The process of reviewing assessments during drafting and setting stage, ie before these are issued to students;
2) The process of reviewing assessments following completion by students.

At its meeting on 29 June 2022, the University Committee for Quality and Standards (UCQS) approved a change to requirements regarding review, by External Examiners, of assessments during the drafting and setting stage.

Review of Assessment Tasks by External Examiners: Regulations and Policy

The University's [Policy on the Moderation of Assessment](#) states the following with regard to the scope of the policy:

1. *All qualifying assessments which contribute to the degree awards associated with a programme:*

   - *All forms and variants of summative assessment, ie those which contribute to the overall mark/grade and award of credit, irrespective of mode or location of delivery of a programme.*

   - *All stages of the assessment process, from design of, and criteria for, assignments to the final marking and confirmation of results.*

2. *Stage Three assessments of programmes from which substantial numbers of students exit with an Ordinary degree.*

   Schools may opt to apply moderation processes to assessments associated with non-qualifying courses.

From 2022/23, the responsibilities of External Examiners in relation to external moderation of assessments were revised, so that there is no longer a requirement in the Regulations for Externals to review 70% of a qualifying course's assessments at the design stage.

Rather, Schools are to determine an "appropriate and sufficient" selection of assessment components for Externals to review before the Award Board.

As well as providing External Examiners with an appropriate selection of completed assignments to review, Schools should also seek external comments on the design of assessments. External Examiners can review the design of assessments throughout the academic year prior to completion of their annual report. There is no requirement for External Examiners to review assessment tasks prior to the assessment being undertaken by students. The [Handbook for External Examining](#) sets out the requirements for external review of assessments at the design stage and at the post completion stage.

Additionally, Schools may choose to seek comments from Professional, Statutory and Regulatory Bodies.

Procedures for Providing External Examiners with Assessments for Review

On appointment, External Examiners are given HWU IT credentials, enabling them to access, for example, SharePoint and relevant Canvas sites.

The Academic Operations Division within Registry and Academic Support is responsible for providing External Examiners with assessments (briefs, sample of completed assignments) to consider as part of their annual review prior to Award Boards. The Exam Teams within Academic Operations provides assessment tasks for External Examiners to review in advance of distribution to students, in cases where, for example, a PSRB requires pre-completion review of questions/tasks by Externals.

The relevant divisions within RAS will liaise with Schools over selection and access; those with access to Canvas site will need to authorise access for External Examiners.

Process for Review of Assessment Tasks in advance of Distribution to Students

Assessment papers, with accompanying internal moderation paperwork, are uploaded by Course Leaders to the University's Central Examinations and Assessments SharePoint site (Examination & Assessment) by the end of week 5 of each Semester.

Each External Examiner will have a named folder within the SharePoint site containing assessment papers, solutions documents, internal moderation paperwork and External Examiner review form template.

Review Process
- At the beginning of week 7 of each semester, the Exams Team (ras-examinations@hw.ac.uk) will email the External Examiner with the link to their specific folder advising them that assessment documents are available for review
- The deadline for the External Examiner to complete their review of assessment documents and upload the completed External Examiner review form is the end of week 8
- The External Examiner's completed review form is passed to the Course Leader to address comments and provide feedback by the end of week 9
- The completed review form with Course Leader feedback is uploaded to the External Examiner's folder.

Process for Review of Assessment Tasks and a Selection of Completed Assignments prior to Award Boards

The section below summarises procedures within Academic Operations for the post-completion review of assessments by External Examiners prior to Award Boards.

- If an External Examiner is coming to the campus before the Award Board, the hard copy exam scripts (this may be all scripts or, if appropriate, a sample) and marks/grades are provided for review.
- If an external Examiner is not coming to campus, a sample of the hard copy exam scripts are scanned and uploaded to SharePoint for them to view.
- External Examiners are provided with access to Canvas to review any electronic coursework, digital exams and dissertations.
- If deemed appropriate, Course Leaders can additionally upload samples of coursework and dissertations to the aforementioned External Examiner SharePoint site.

Approved by UCQS, 29 June 2022. Factual accuracy updates, 1 August 2023