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University of London

Regulations for the Assessment of Students

These regulations
are approved by
Senate. They were
most recently
updated in
September 2010.

- Effective date: September 2010

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Version 2
Effective from September 2010

1 Introductory

- 1.1 The Regulations have been made by the Council of the Institute and may be amended at any time. They are made subject to the Charter, Statutes and Ordinances of the Institute of Education and, where appropriate, to the Statutes and Ordinances of the University of London.
- 1.2 Terms used in these Regulations have the meanings assigned to them, where the context so permits, by the General Academic Regulations of the Institute.
- 1.3 All students shall fully observe these Regulations, including the regulations on assessment offences, and will comply with all reasonable requirements of any invigilator.

2 The conduct of students

- 2.1 By registering, the student agrees to be assessed in the courses being taken. Registration shall constitute entry for the examinations and/or other assessment in question, subject to the student remaining in registration.
- 2.2 The Senate shall determine the methods by which the student is assessed and a candidate shall be examined in accordance with the assessment regulations in force at the time of the assessment.
- 2.3 The Institute shall, from time to time, determine the conditions (if any) under which a student, on production of the appropriate evidence, may be allowed additional time for an examination, or assistance of a personal or technical nature, or examination separate from other examinees, or such other adjustments as are reasonable in the circumstances.
- 2.4 A student may request special arrangements for written papers, or for any other elements of their formal assessment, by writing to the Academic Registrar normally at least two months before the assessment in question, who will act in accordance with Institute procedures. Any evidence of special factors adversely affecting performance in assessment submitted after this deadline may not be taken into consideration by the Institute.
- 2.5 A student wishing to place before the examiners any evidence of special factors adversely affecting performance in assessment must do so on or before the due date published for the submission of such evidence.

3 Boards of Examiners

- 3.1 With the exception of research degrees, a Board of Examiners for each programme leading to an award shall conduct assessments undertaken in the

calendar year commencing 1 January. A single Board may act for both full and part-time awards of the same name.

- 3.2 The Senate shall appoint each board and shall ensure that it is competent to examine the programme or programmes for which it is responsible. Each board shall include:
- A Chair, who shall be an appropriately qualified senior member of staff;
 - A Vice-Chair from among the members;
 - One or more External Examiner(s);
 - At least the minimum number of examiners necessary for the efficient conduct of the examination.
- 3.3 The Chair of the Board of Examiners shall be responsible to the Senate for:
- (a) disseminating relevant information to members of the Board of Examiners, including any changes to the Regulations, where appropriate in consultation with the Registry;
 - (b) confirming that assessments have been set in accordance with approved procedures (this shall involve consultation with fellow examiners – including the External Examiner(s) – in connection with assessment requirements, including coursework specifications and the form of question papers for written examinations, and liaison with the Registry about the setting of written papers);
 - (c) ensuring that marking by the examiners has been carried out as required by the Regulations;
 - (d) ensuring that appropriate agreed samples of work (the method of selection having been agreed in writing with the External Examiner(s) beforehand) are sent to the External Examiner in good time;
 - (e) chairing meetings of the Board of Examiners, including the final meeting at which the External Examiner(s) should be present;
 - (f) ensuring that grades and/or marks are agreed for all formally assessable components undertaken by candidates;
 - (g) signing, with the External Examiner(s) countersigning, the examination report forms and submitting them to the Registry;
 - (h) receiving results from other Boards of Examiners relating to candidates who have taken courses the assessment of which is the responsibility of another Board, and signing final results as accurate;
 - (i) recommending to the Senate the award of degrees, diplomas and certificates, as agreed by the Board;
 - (j) approving, as appropriate, applications from candidates who wish to defer the assessment of their course for more than one year.

- 3.4 Members of the Board of Examiners shall be responsible, under the direction of the Chair, for the setting and marking of scripts, coursework assignments and reports/dissertations, which shall be carried out in accordance with the marking scheme approved by the Senate. They shall additionally be required to attend meetings of the Board of Examiners.
- 3.5 Each Board of Examiners shall draw up a marking scheme for the award for which it is responsible for approval, as appropriate, by the appropriate Faculty Board. The Board of Examiners may adopt such conventions as it considers appropriate within its own marking scheme. In reporting results formally, a single agreed grade shall be returned for each component.

4 External Examiners

- 4.1 External Examiners shall be persons competent to act in the role, who:
- (a) provide authoritative verification that academic standards are appropriate for the award, or the part thereof which the external examiner has been appointed to examine;
 - (b) assist the Institute in assuring and maintaining academic standards across its awards;
 - (c) assist the Institute in ensuring that its assessment processes are sound, fairly operated and in line with its policies and regulations.
- 4.2 The Senate shall appoint as External Examiner only such persons as can demonstrate:
- (a) that they are competent to comment and give judgement on the validity and integrity of the assessment process and the standard of student attainment, having regard to standards in English universities generally;
 - (b) that they are not, and have not for some reasonable time been, associated with the Institute other than as External Examiners;
 - (c) that they have the time available to carry out their duties to the Institute if and when appointed;
 - (d) that there are no conflicts of interest likely to affect the performance of the duties.
- 4.3 The Senate shall make reasonable efforts to avoid appointing an External Examiner where a member of the Institute's own staff is or will be an External Examiner in a similar subject in the nominee's own institution.

- 4.4 After serving for a period of four (normally consecutive) years or, in exceptional circumstances, for such limited extension of this period as the Senate shall determine, he or she shall not be eligible for re-appointment until two further years have lapsed. An External Examiner will not normally be succeeded in his or her appointment by someone from his or her own subject area in the same institution.
- 4.5 The External Examiner(s) shall be responsible to the Institute for:
- (a) scrutinising proposed examination papers and coursework/report/dissertation specifications;
 - (b) scrutinising samples of marked work (including scripts, coursework assignments, reports/dissertations) covering the full range, and including any that might obtain a Distinction grade or that might fail;
 - (c) receiving and commenting on recommendations in respect of each candidate;
 - (d) recommending the final grade or grades to be allocated to individual students only when requested by the Board of Examiners to do so;
 - (e) giving, with the chair of the examination board, written assent to the results determined by the board;
 - (f) advising the Board of Examiners on any matter that may need attention;
 - (g) submitting a written report on his or her examining activities to the Director of the Institute, normally within fourteen days of the final meeting of the Board of Examiners.
- 4.6 After the final meeting of the examination board for the year concerned, each External Examiner shall promptly make a report to the Director on:
- (a) whether the academic standards set for the awards, or part thereof, are appropriate;
 - (b) the extent to which the assessment processes used are rigorous, ensure equity of treatment for students and have been fairly conducted within the regulations and guidance of the Institute;
 - (c) the standards of student performance in the programme or parts of programmes that he or she has been appointed to examine;
 - (d) where appropriate, the comparability of the standards and student achievements with those elsewhere in English universities;
 - (e) recommendations for any good practice that he or she has identified.

5 The assessment process

- 5.1 Each coursework assignment/report/dissertation shall be marked in accordance with the methods indicated in the relevant award or programme regulations. If any differences of opinion emerge in terms of double or moderated marking, the Chair of the Board of Examiners shall be authorised to moderate, and in so doing may seek such advice as he or she deems appropriate to assist in that process.
- 5.2 Members of the Board of Examiners shall have the right to see the formally assessable work of any candidate.
- 5.3 Provisional grades and/or marks assigned to assignments will normally be provided to students in advance of the final examination board meeting. Grades and/or marks will not be approved until the final examination board meeting.
- 5.4 Grades and/or marks for written examinations scripts shall not be provided until after the Board of Examiners has approved them.
- 5.5 Formally assessed coursework shall be retained for access by the External Examiners, but may be reclaimed by the student after the meeting of the Board of Examiners at which that work is considered for final assessment. Reclaim may be requested within three months of the final meeting of the Board of Examiners. Coursework which is not reclaimed within this timeframe may then be destroyed without further notice.
- 5.6 After the examiners have reached a decision, every candidate shall be notified by the Registry of the result of his or her formal assessment.

6 Awards

- 6.1 To be eligible for the award of a degree, diploma or other qualification a student must:
 - 6.1.1 have completed to the satisfaction of the Institute the programme prescribed by the Institute for the qualification concerned; and
 - 6.1.2 have satisfied the examiners in all elements of assessment prescribed for the qualification concerned and have shown a competent knowledge across the programme of study taken as a whole.
- 6.2 The Senate shall from time to time determine the classification of each award.
- 6.3 No person will be awarded any qualification who has not settled any tuition account outstanding with the Institute or the University or who has not made acceptable arrangements to settle any such account, and neither will any information on such a person's examination performance be communicated

to that person or any third party except as required by law. The Academic Registrar may withhold the result of any examination for a student who is under investigation under the disciplinary procedures of the Institute, unless required to disclose information by law.

- 6.4 The award of a degree, diploma or certificate by the Institute is made on the authority of the Senate. The date of the award shall be the first of the following dates to fall after the last element of formal assessment has been completed and the relevant Board of Examiners has met: 1 March, 1 August, 1 November or 31 December.
- 6.5 The Institute or the University as appropriate will supply an appropriate certificate to each student who has been made an award. The certificate will bear the names of the candidate in the form in which they appear in the records of the Institute at the date of issue.

7 Reassessment

- 7.1 A student who has been assigned a pass mark or grade is not permitted to be reassessed for a different mark or grade unless the award or programme regulations so permit.
- 7.2 Where the award or programme regulations permit reassessment, it will normally be allowed on one occasion only and within the year following the failure.

8 Offences

- 8.1 Any allegation of breach of rules of behaviour, including cheating or other irregularities, whether or not proscribed by the Regulations or instructions governing formal assessment or in connection with which it occurs, will be governed by the regulations on assessment irregularities.