



**Approval of Work Set for Assessment
Purposes Policy**

Ref: PL.016-v002

Brief Description & Purpose:	External Examiners must be fully consulted on assignments, exam papers and marking schemes at level 5 and above. All summative assessment tasks (including referral activities) must be approved by External Examiners before issue to students. This does not preclude agreement of a particular assessment in principle (if it is not possible to provide the detail of the assessment when approval is being sought) or sign-off of assessment for a fixed period of time.		
Applicable to (list cohorts):	Staff: All staff	Students: All students	Third Parties: All who are in a formal relationship with the University
Effective From:	March 2019	Last Review Date:	04 th December 2023
Approval Authority:	Education Committee	Approved:	March 2019
Executive Owner:	Academic Registrar (Director of Quality and Academic Support)	Business Owner:	Faculty Registrars
Next Review Date:	04 th December 2026	Publication External Y/N	Y

1 Policy for Approval of Work Set for Assessment Purposes

- 1.1 External Examiners must be fully consulted on assignments, exam papers and marking schemes at level 5 and above. All summative assessment tasks¹ (including referral activities) must be approved by External Examiners before issue to students. This does not preclude agreement of a particular assessment in principle (if it is not possible to provide the detail of the assessment when approval is being sought) or sign-off of assessment for a fixed period of time.
- 1.2 The External Examiner will not normally approve level 3 / 4 assignments and examination papers, but level 3 / 4 work where modules contribute directly to an award (rather than being required solely for progression) or to meet requirements of professional bodies, will be subject to the internal and external approval process described below.
- 1.3 All summative assessment tasks, including examination papers must be approved by External Examiners at an appropriate time in the academic year. Before being sent to External Examiners they should be internally approved against the principles outlined below. External Examiners are required to approve these tasks within 10 working days.
- 1.4 The process of approval of assessment tasks should be facilitated by and recorded on the eVision Assessment Task portal workflow.
- 1.5 The approval of assessment tasks² should be informed by the following principles:
 - 1.5.1 Assessment tasks are aligned with the learning outcomes of the module.
 - 1.5.2 Assignment briefs/examination papers are checked to ensure unambiguous questions and to correct typographical / grammatical errors.
 - 1.5.3 Assessment task instructions are expressed clearly with particular attention being given to correct student guidance on examination papers.
 - 1.5.4 Word limits and penalties for course work are communicated (as per University policy).
 - 1.5.5 Students are provided with grade descriptors and marking schemes / level of criteria in assessment briefs.
 - 1.5.6 Assessment design has minimised opportunities for plagiarism and other forms of academic misconduct.
 - 1.5.7 Feedback process and timeframe for return of work is clearly stated.
 - 1.5.8 Alternative assessment arrangements required as a result of provisions under the Equality Act 2010 are followed.
- 1.6 Ultimately the Deputy Faculty Pro-Vice Chancellor (Learning and Teaching) ensures that appropriate arrangements are in place to approve course work and examination papers as outlined above.

¹ Note that all multiple choice questions (MCQ) should have been tested and approved.

² Further information regarding External Examiner Approval of Assessment Tasks (Coursework and Examinations) can be accessed on the External Examiner Guidance Web Page [here](#)

Version No.	Reviewer	Date	Changes
1.0			Original Version
2.0	Governance and Enhancement Administrator	23/08/2024	Administrative changes to include updated cover sheet to be in line with Policy guidance and include a change log