



POLICIES FOR USE OF EXAMINERS

Adopted by the Study Committee at Gjøvik University College in a meeting 4th of November 2008 in accordance with the Act of the 1st of April 2005 No. 15 relating to Universities and University Colleges §§ 3-3, 3-5, 3-6, 3-8, 3-9, 3.10 and 5.3, Academic Regulations for Gjøvik University College § 36 (The acts in this document are translated by GUC, August 2010).

1 Background

The Act of 1st of April 2005 No. 15 relating to universities and colleges (UH-Act) § 3-9 states this about examination and grading (GUC's translation):

§ 3-9. Examination and grading

(1) Universities and University Colleges should ensure that students' knowledge and skills are tested and evaluated in an impartial and academically satisfactory way. The assessment will also ensure the professional level of the study program. It should be external evaluation of the assessment or assessment arrangements.

Examinations and marking

(1) Universities and university colleges shall ensure that students' knowledge and skills are tested and assessed in a manner that is impartial and academically sound. Assessment shall also safeguard the academic standards of the course of study in question. An external evaluation shall be made of the assessment or assessment arrangements.

2 Definitions

2.1 Internal examiner

The internal examiner in a course is normally the course coordinator and / or lecturer. Internal examiner is the academic head of the ordinary grading.

2.2 External examiner

An external examiner is an examiner that is not employed by the institution (see also section 3.3).

2.3 Appeal against a Grade

Pursuant to UH Act § 3-9 (5) new examiners are appointed if an appeal calls for re-assessment. One shall be an external examiner.

2.4 Assessment

Is used on the work performed to evaluate the student's knowledge and skills. The assessment turns in to a grade.

2.5 Evaluation

Is used on the work performed to review the assessments or assessment arrangements. The evaluation is to be presented in a document that says something about the academically

level/standards of the assessments or assessment arrangements, and if it is impartial.

3 Appointment of external examiners and use of grading scale

3.1 Appointment

The external examiner is appointed by the dean for up to four year terms. External examiner shall not be the examiner in the same course more than eight consecutive years at a time. There is/are separate routines related to the appointment of an examiner with the belonging standardized forms and contracts.

3.2 Sensors qualification

The external examiner should have at least one of the following qualifications:

- a) Be employed as an Assistant Professor or at a higher level of university, university college or other research institution. If grading at the PhD-level there must be an external examiner with at least qualifications at PhD-level
- b) Otherwise have documented scientific qualifications at the same level or
- c) Have experience as an examiner in that course at an university / university college
- d) Be particularly qualified in the relevant course through work experience

3.3 Employment at GUC

External examiner shall not be employed at the institution (including all departments of the institution), or be linked to the institution as Lecturer in the operating time as external examiner. The external examiner could be a guest Lecturer of very limited scope.

3.4 Contracts

External examiner shall have a standardized contract / agreement with GUC, and shall receive and get to know the following items:

- The current study regulation at Gjøvik University College.
- The current programme description and course description with syllabus/reading list.
- Policies regarding the use of grading scale.
- Any examiner guidance.

3.5 Grading scale

The general qualitative descriptions of the grading scale to be used, is the following:

Symbol	Description	General, qualitative description of valuation criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgment and a high degree of independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgment and a very good degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgment and independent thinking in the most important areas

D	Satisfactory	A satisfactory performance, with significant shortcomings. The candidate demonstrates a limited degree of judgment and independent thinking.
E	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgment and independent thinking.
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgment and independent thinking.

Source: The board of Universities and Colleges, 6st of August 2004.

3.6 The numerical value of the Grade

The academically specialized descriptions shall be prepared at the individual department / academic environment on the basis of national guidelines within each field of study.

Letter grades correspond to numerical values in this way: A = 5, B = 4, C = 3, D = 2, E = 1, F = 0. Numerical values are used in calculation of several exams (for example midterm exams and regular exams) and will be included in the final character. Use standard rounding rules.

4 Use of an external examiner when assessing

4.1 Two examiners – at least one external

shall be used for all papers in the following cases:

- a) The assessment of candidates' independent work on higher degree courses (UH Act § 3-9 (2))
- b) Appeal against examination results (UH Act § 3-9 (5)).

4.2 The oral examination as only exam

which includes 30 credits or more; it should always be an external examiner in addition to an internal. For other oral examinations it shall be used two internal sensors.

4.3 Other uses of examiners

shall be stated in the course description and can be:

- a) Graded by one internal examiner
- b) Graded by two internal examiners
- c) Graded by the internal examiner. An external examiner is used periodically (indicated how often, for example every 4th year)
- d) Internal and external examiner evaluates all the answers/determines all the grades (in a course or a midterm exam)
- e) An external examiner evaluates all the answers/determine all the grades (in a course or a midterm exam)

5 External evaluation of assessment arrangement in the study program

5.1 Frequency

External evaluation will be carried out on the assessment arrangement for a study program at least every 5 years, as part of Cyclic evaluation.

5.2 The evaluation includes

Other elements of an external evaluation of the assessment arrangement may be included:

- a) An external examiner is used in the preparation of the exam, the answers and the assessment criteria in a range of courses / modules that are part of the relevant studies or study program
- b) Random sampling of the assessment conducted by internal examiners in a course or an exam.

6 Practical implementation of grading

6.1 Course coordinator

Each course coordinator will suggest how the grading will be carried out for the assessments that are part of the course (exam, project work, exercises, final exam, etc.). The use of assessment arrangement may be different for the individual parts. This will be stated in the course description under “Form(s) of assessment”.

6.2 Study Program Coordinator

Study program coordinator will provide an overview of the Study Program’s use of examiners (in the programme description). The dean is responsible for the Act § 3-9 (1) to be met and that the use of external examiners is coordinated and varies over a 5-year period.

6.3 External and internal examiner

When the external and the internal examiner are evaluating the examination papers together, both are responsible for grading the exam papers. The deadline for grading is 3 weeks after the papers were handed in, if no other deadline has been presented by the university college board (UH Act § 3-9 (4)). If sheets of rough papers are part of the exam paper, the examiners individually consider how to emphasize these. The internal examiner is responsible for the grading to be carried out within deadlines, and to deliver grading lists to the exam coordinator at the Section of Academic Affairs.

6.4 If there is disagreement about the assessment / grade?

When the external sensor grades/evaluates the examination papers, and internal and external examiner do not agree on the grade, a third examiner (an external one) shall be contacted. Then the three examiners will determine the grade together.

7 Explanation of Grades and Appeal against a Grade

7.1 Reason for Decision (character)Explanation of grades

Students who request it, is entitled to an explanation of the grades awarded for his or her performance. (UH Act § 5 -- 3 (1)). Explanation of the grade must be demanded within one week from the time the assessment was published (GUC Academic Regulations § 37.2). The examiner decides whether to present the explanation of grades orally or in writing. The examiners agree on who is to give the explanation.. The explanation must be provided within two weeks after the student requested it.

7.2 Appeals on procedural errors at the examination

Appeals regarding procedural errors in connection with examinations are dealt with by the Appeals Committee in pursuance with the University and College Act § 5-1.

8 Implementation

Policies for external examiners take effect on 1st of January 2009. At the same time as the policies adopted by the Study Committee at Gjøvik University College 11.04.05 are repealed.

Appendix

UH-Act § 3-9. Examinations and marking

- (1) Universities and university colleges shall ensure that students' knowledge and skills are tested and assessed in a manner that is impartial and academically sound. Assessment shall also safeguard the academic standards of the course of study in question. An external evaluation shall be made of the assessment or assessment arrangements.
- (2) The board shall appoint examiners for examinations, tests, assessments of assignments or other assessments the results of which are entered on the diploma or included in the mark given for the course of study in question. When assessing candidates' independent work in higher degree courses, each candidate shall be assessed by at least two examiners, of whom at least one shall be external.
- (3) The oral parts of examinations and tests shall be public unless regard for the examination or test arrangements indicates otherwise. The board may make exceptions to the rule concerning public examinations in particular cases at the request of the examination candidate concerned when particularly weighty reasons so indicate.
- (4) Marks shall be made known within three weeks unless for special reasons more time is required. The board may itself make exceptions in respect of specific examinations and may in temporary regulations pursuant to the seventh paragraph set a longer time limit when it is not possible to provide the number of qualified examiners required to complete the marking within three weeks. The board may itself in a regulation pursuant to the seventh paragraph set a longer time limit for dissertations and similar large written works.
- (5) Re-marking pursuant to sections 5-2 and 5-3 shall be carried out by at least two new examiners, of whom at least one shall be external. Marks may be changed in the appellant's favour and disfavour. If the final mark is set on the basis of both a written and an oral test and an appeal against a mark for the written part of the examination is upheld, a new oral test shall be held to determine the final mark.
- (6) The mark awarded following an examination, test, assessment of an assignment or other assessment shall either be pass/fail or be based on a graded scale of six marks from A to F, where A to E indicate a pass and F indicates a fail.
- (7) The board itself issues regulations governing the taking and arrangement of examinations and tests, including the conditions for resitting an examination or test and for permission to retake a practice period, and provisions concerning registration and the conditions for registration for examinations. In the case of courses for which national curriculum regulations have been established pursuant to section 3-2, second paragraph, the regulations must be based on any general provisions concerning examinations and assessment contained in the curriculum regulations. The board may delegate the issue of supplementary provisions concerning special circumstances relating to particular examinations to a faculty or department.