

Regulations for the Conduct of Examinations

Boards of Examiners

1. A Board of Examiners shall be appointed each year by the Academic Board for each programme examined in the Institute, currently BA in the History of Art, Graduate Diploma in the History of Art, MA in the History of Art, MA in Curating the Art Museum, Postgraduate Diploma in the Conservation of Easel Paintings, and MA in the Conservation of Wall Paintings.
2. The Chairman of the Board of Examiners shall be the Director of the Institute or an Appointed Teacher of the University appointed to the post by him/her.
3. At least one External Examiner external to the University will be appointed annually to each Board of Examiners which has the responsibility of determining the result in any award, whether at degree or diploma level and, as appropriate, the award of a mark of distinction or merit. At least one intercollegiate examiner from a College of the University will be appointed wherever, in the view of the Institute, it is practical and appropriate. The views of the External Examiner shall carry particular weight in the case of disagreement on the final classification to be derived from the array of marks of a particular candidate, but the decision shall be arrived at by majority vote of those present.
4. A record shall be kept of each meeting of the board and particularly of those cases which required special consideration

External Examiners

5. In the nomination and appointment of External Examiners regard shall be given to the following:
 - 5.1 only persons of seniority and experience who are able to command authority should be appointed;
 - 5.2 in order to have sufficient time for the proper performance of their function, individuals should normally be expected not to hold more than two external examinerships;
 - 5.3 an External Examiner should not normally be appointed from a department in an institution where a member of the inviting institution is serving as an examiner, although exceptions may on occasions be unavoidable, for example in the case of subjects taught only in a very small number of institutions;
 - 5.4 a former member of the staff of the Institute shall not be appointed as an External Examiners before a lapse of at least three years or sufficient time for students taught by that member of staff to have passed through the system, whichever is the longer;
 - 5.5 those invited to act as External Examiners should be invited to advise the Academic Registrar if they have any connections (eg as a close relative) with any candidate on the relevant course which would make it desirable for their appointment to be reconsidered.
6. External Examiners shall be appointed annually. After serving for a period of not more than four normally consecutive years or, in exceptional circumstances, for such limited extension of this period as the Academic Board shall determine, he/she shall not be eligible for re-appointment until after a lapse of two further years.

7. The primary duty of an External Examiner is to ensure that the standard of the degrees/ diplomas of the Institute in the field of study concerned is comparable with other universities. In addition the External Examiner shall ensure that candidates are treated fairly and according to the regulations of the Institute.

8. The specific duties of an External Examiner are:

8.1 To comment on and to ratify all examination papers.

8.2 To moderate and/or ratify all decisions on the assessment of individual candidates.

External Examiners are normally to be sent all examination scripts, assessed essays and dissertations from which they should sample a range of their own choosing but which should include all first class/distinction marks and all fails, and to take part in oral and practical examinations where these are specified. Borderline cases and other cases for special attention should be flagged. The guiding principle for the selection of essays/dissertations is that External Examiners should be able to determine that internal marking and classifications are of an appropriate standard and are consistent. They must see a sample of essays/dissertations from the top, the middle and the bottom of the range. To carry out these duties effectively External Examiners should not undertake other duties such as second marking of scripts. External Examiners have the right to inspect any script or other assessed examination material.

8.3 To have regard to the totality of the degree programme and to be involved and particularly influential in the decisions relating to the award of every degree or diploma;

8.4 To moderate disputed marks and to resolve any differences of opinion that may arise between the first and second markers on each script, essay, report and dissertation;

8.5 To consider adjustment of previously agreed marks if they are significantly out of line with the marks given to equivalent courses within their Period Section;

8.6 To attend Mini-boards (where these exist) and borderline meetings as required (normally a maximum of three meetings p.a.), or to convey comments or decisions in writing; to attend Borderline meetings

8.7 To attend the final Board of Examiners' meetings (undergraduate and postgraduate);

8.8 To attend vivas for borderline candidates, should these be necessary;

8.9 To report annually in writing to the Director of the Institute on the form provided; the report may include observations on teaching, course structure and course content.

9. The specific duties of the Overall External Examiners are:

9.1 To monitor equivalence of assessment processes across all Period Sections;

9.2 To monitor standards across the whole programme i.e. to look for asymmetry within the range of marks given to essays, dissertations, and examination scripts of equivalent courses.

10. The number of examiners appointed to any Board shall be the minimum necessary for the efficient conduct of the examination and the Academic Board shall ensure that the Board of Examiners appointed is competent to examine the course concerned at the appropriate level.

11. Where there is more than one External Examiner appointed to a Board, the Academic Board shall determine the distribution of duties between the External Examiners.

Assessors

12. The Academic Board may appoint assessors where necessary to assist in the setting of papers, the marking of scripts/essays/reports/dissertations, and to attend practical examinations. An assessor shall not be a member of the Board of Examiners and shall not be entitled, unless invited, to attend meetings.

Conduct of examinations

13. All examination scripts, assessed essays, reports and dissertations shall be double-marked. In each examination one of the examiners shall normally be a member of the Institute who has taught the candidate; where this is not possible this examiner must nevertheless be a member of the Institute. The second examiner will normally be either a member of the Institute or a member of another College of the University of London who has not taught the candidate on the course concerned.

14. MA dissertations shall be marked by the supervisor and one other appointed examiner normally either a member of the Institute or a member of another College of the University of London.

15. All candidates shall be given anonymity in the marking of their examination scripts.

16. The Boards of Examiners are constituted as follows:

16.1 Board of Examiners BA in the History of Art

<u>Number</u>	<u>Category</u>	<u>Appointed by</u>	<u>Length of tenure</u>
1	Chair of Examiners (in the Chair)	ex-officio	ex-officio
1	Deputy Director (Vice-Chair)	ex-officio	ex-officio
XX	All academic staff teaching on the BA degree	ex-officio	ex-officio
1	At least one External Examiner to scrutinise the whole programme	Academic Board	as contract
5	Five External Examiners so that the range of courses offered is covered*	Academic Board	as contract

* wherever practical and appropriate; one of the External Examiners may be the intercollegiate examiner.

In attendance: Academic Registrar Secretary: Records & Assessment Supervisor

16.2 Board of Examiners MA in the History of Art

<u>Number</u>	<u>Category</u>	<u>Appointed by</u>	<u>Length of tenure</u>
1	Chair of Examiners (in the Chair)	ex-officio	ex-officio
1	Deputy Director (Vice-Chair)	ex-officio	ex-officio
XX	All academic staff teaching on the MA degree	ex-officio	ex-officio
1	At least one External Examiner to scrutinise the whole programme	Academic Board	as contract
4	Four other External Examiners so that	Academic	as contract

	the range of courses offered is covered*	Board	
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* wherever practical and appropriate; one of the External Examiners may be the intercollegiate examiner.

In attendance: Academic Registrar Secretary: Records & Assessment Supervisor

16.3 Board of Examiners MA in Curating the Art Museum

<u>Number</u>	<u>Category</u>	<u>Appointed by</u>	<u>Length of tenure</u>
1	Chair of Examiners (in the Chair)	ex-officio	ex-officio
1	Deputy Director (Vice-Chair)	ex-officio	ex-officio
XX	All academic staff teaching on the MA Curating degree	ex-officio	ex-officio
1	At least one External Examiner to scrutinise the whole programme	Academic Board	as contract

In attendance: Academic Registrar Secretary: Records & Assessment Supervisor

16.4 Board of Examiners MA in the Conservation of Wall Paintings

<u>Number</u>	<u>Category</u>	<u>Appointed by</u>	<u>Length of tenure</u>
1	Chair of Examiners (in the Chair)	ex-officio	ex-officio
1	Director of Department	ex-officio	ex-officio
XX	All Conservation of Wall-Paintings teaching staff	ex-officio	ex-officio
1	A member of the Conservation of Easel-Paintings teaching staff	Academic Board	One year
1	Director or Deputy Director	ex-officio	ex-officio
1	A member of the History of Art teaching staff	Academic Board	One year
1+	At least one External Examiner	Academic Board	as contract

In attendance: Academic Registrar Secretary: Records & Assessment Supervisor

16.5 Board of Examiners Graduate Diploma in the History of Art

<u>Number</u>	<u>Category</u>	<u>Appointed by</u>	<u>Length of tenure</u>
1	Chair of Examiners (in the Chair)	ex-officio	ex-officio
1	Deputy Director (Vice-Chair)	ex-officio	ex-officio
XX	All academic staff teaching on the CGDHA	ex-officio	ex-officio
1	At least one External Examiner to scrutinise the whole programme	Academic Board	as contract

Up to 5	External Examiners so that the range of courses offered is covered*	Academic Board	as contract
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* wherever practical and appropriate; one of the External Examiners may be the intercollegiate examiner.

In attendance: Academic Registrar Secretary: Records & Assessment Supervisor

16.6 Board of Examiners Postgraduate Diploma in the Conservation of Easel Painting

<u>Number</u>	<u>Category</u>	<u>Appointed by</u>	<u>Length of tenure</u>
1	Chair of Examiners (in the Chair)	ex-officio	ex-officio
1	Head of Conservation & Technology	ex-officio	ex-officio
4	All Conservation of Easel Paintings teaching staff	ex-officio	ex-officio
1	A member of the Conservation of Wall-Paintings teaching staff	Academic Board	One year
1	Director or Deputy Director	ex-officio	ex-officio
1	A member of the History of Art teaching staff	Academic Board	One year
1+	At least one External Examiner	Academic Board	as contract

In attendance: Academic Registrar Secretary: Records & Assessment Supervisor

Secrecy of examination papers

17. Examiners are required to preserve absolutely the secrecy of examination papers at all stages until the examination papers have been taken by the candidates. The contents must not be disclosed to any persons other than to members of the Board of Examiners and to officials of the Institute who are specially appointed to deal with papers, except where the Institute has specifically approved the disclosure to candidates of the topics to be covered in advance of the examination.

Copyright of examination papers

18. It is a condition of the appointment of every Examiner that the Institute shall, without payment, be licensed to reproduce copies of examination papers (or material contained therein) prepared by that Examiner for the Institute, either alone or in collaboration with others, for the purpose of conducting the examination. The Institute shall also have the exclusive licence thereafter to publish the paper(s) as a whole provided that the Institute shall not assign or transfer this exclusive licence in any way to any other person.

19. The Board of Examiners is authorised to determine precisely what source materials candidates shall be permitted to introduce or which shall be provided for candidates in the examination room subject to the provisions of the Regulations for Students.

Results

20. The results are confidential until the authorised pass lists have been displayed. The Academic Registrar will advise students of their marks for their personal information routinely after the examinations.

21. The Institute and all Examiners are required to comply with the Data Protection Act 1998 which establishes legal rights for individuals with regard to all data held on them, including examination marks and results. In order to ensure that these obligations are met, Examiners are not permitted to retain examination data relating to identifiable individuals on their departmental or personal computers or similar equipment.

Representations from candidates concerning examination results

22. Chairmen and examiners must not communicate with candidates on behalf of the Board about their performance in the examination until after the formal results have been published to them. Any representation which a candidate may make in connection with his/her examination must be referred to the Academic Registrar of the Institute.

23. Except as provided below, no decision of a properly convened and constituted Board of Examiners, acting in accordance with these and any other relevant Instructions for the conduct of examinations and the Regulations for the particular examination, may be modified.

24. A Board of Examiners may, at its discretion, reconsider its decision in the following circumstances:

24.1 If a candidate requests such reconsideration and provides adequate evidence which is acceptable to the Board of Examiners that his/her examination was adversely affected by illness or other factors which he/she was unable, or for valid reasons unwilling, to divulge before the Board of Examiners reached its conclusion.

24.2 If there is clear evidence produced by the candidate or any other person of administrative error or that the examination was not conducted in accordance with the Instructions/ Regulations.

25. Where a Board of Examiners wishes to reconsider its decision, members of the Board of Examiners should consult and obtain the approval of the External Examiner. A written statement indicating the revised assessment and signed by the External Examiner and Chairman should be returned to the Academic Registrar of the Institute.

26. If the student remains dissatisfied after exhausting the possibilities offered by Regulation 24 he/she shall have the right to lodge a formal appeal under the Regulations for the Consideration of Appeals against Decisions of Boards of Examiners for Taught Courses.

Procedures for the consideration of alleged examination offences

27. Any case of alleged cheating or irregularities of a similar character, including conduct affecting the security of examinations, whether or not proscribed in the Regulations and Instructions governing the examination at or in connection with which it occurs, will be governed by the Regulations concerning assessment offences for taught degrees and diplomas.

Special examination arrangements

28. The Institute will, where a request is made by the stated deadline, organise special examination arrangements for reasons of disability or temporary illness for individual candidates whose needs appear good to the Academic Registrar.