

## **Policy Title: Chief Examiners**

### **Purpose:**

Chief examiners are appointed pursuant to Statute 6.1.5 – Assessment (Item 2. Chief examiners)

2.1 A faculty board must appoint a chief examiner for each unit taught by the faculty.

2.2 The chief examiner of a unit -

2.2.1 is responsible for the implementation of the unit assessment regime prescribed under the regulations; and

2.2.2 subject to the regulations, must, within the time specified by the board of examiners, recommend to the board the final result for each student enrolled in the unit.

### **Appointment of chief examiners:**

Each year the Head of School/Director of Centre submits the names of the chief examiners for each unit for faculty board approval.

### **Responsibilities of chief examiners:**

Chief examiners hold responsibility for the quality and content of the unit and must ensure that the assessment is aligned with the desired course and unit outcomes. In addition he/she is responsible for the overall assessment regime, hence lies a responsibility that all actions are compliant with university and faculty policy.

Key responsibilities:

- Provide details of relevant unit(s) for the annual publication of the handbook;
- Ensure that single unit guides are provided on-line to students in Week O of the semester of offering including Winter and Summer;
- Ensure that junior staff are familiar with the unit content and ratify if prepared by other staff draft class tests and assignments;
- Liaise with other academics/teaching associates involved in the delivery of the unit on a regular basis;
- Maintain comprehensive records of student assessment tasks and results;
- Ensure the unit is reviewed/evaluated as required by policy;
- Deal with student complaints related to teaching and assessment in the unit;
- Analyse the distribution of grades in each unit;
- Attend the School Board of Examiners meeting as required;
- Identify, handle and report cases of suspected plagiarism; and
- Adhere to policy in relation to student rights, confidentiality and privacy.

### **Status:**

New

### **Key Stakeholders**

Faculty Board and Heads of Schools/Director of Centres

### **Approval Body**

**ESEC**

Meeting number: 04/2011

Meeting date: 31 August 2011

Agenda item: 3

**Faculty Board**

Meeting number: 04/2011

Meeting date: 8 September 2011

Agenda item: 17

**Effective Date:** Semester Two, 2011

**Next Review Date:** 2014

**Policy Owner:** Faculty of Arts

**Policy Author:** Liz Nolan (Quality and Compliance Officer)