

GRADE POINT AVERAGE REGULATIONS

REVISED MARCH 2008

2. In accordance with Statute 47 and subject to these regulations all students shall normally spend a minimum of three academic years in the University of the West Indies before being eligible for the award of a First Degree.

3. (i) For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:
 - (a) **CREDIT HOURS EARNED**

“Credit hours earned” means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
 - (b) **QUALITY HOURS**

“Quality hours” means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.
 - (c) **QUALITY POINTS:**

“Quality points” means the numerical value assigned to the relevant letter grade earned.

- (ii) For the purposes of these Regulations:
 - (a) **LEVEL I, II AND III COURSES:**

Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.
 - (b) **GRADE POINTS:**

Grade points are determined by multiplying the quality hours by the quality points for a course.

(c) **GRADE POINT AVERAGE (GPA)**

Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary credit and courses for which the designation I or IP is awarded under Regulation 6(iv).

(d) **WEIGHTED GRADE POINT AVERAGE**

Weighted Grade Point Average is the average determined by applying appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining grade point average as set out at Regulation 3(ii)(c) above.

(e) **CREDIT HOURS**

The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the respective Faculty Board and approved by the Board for Undergraduate Studies.

(iii) **PASS/FAIL COURSE PROVISION**

Credit hours earned in courses taken on a Pass-Fail basis shall not be included in calculating grade point averages.

4. (i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these regulations.
- (ii) In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.
- (iii) Except for the purpose of determining the class of degree the term GPA in these regulations shall mean the GPA as defined at Regulation 3(ii)(c) above.

5. (i) First Degrees awarded by the University, with the exception of the BSc (Engineering), The Bachelor of Science (Petroleum Geoscience), the Bachelor of Science (Surveying and Land Information), LLB, MBBS, DDS, and DVM, shall be classified as follows:

First Class Honours (Weighted (GPA 3.60 and Above)

Upper Second Class Honours (Weighted GPA 3.00 – 3.59)

Lower Second Class Honours (Weighted GPA 2.00 – 2.99)

Pass (Weighted GPA 1.00 – 1.99)

- (ii) First Degrees awarded by the University for the Bachelor of Science (Engineering), the Bachelor of Science (Petroleum GeoScience) and the Bachelor of Science (Surveying and Land Information), shall be classified as follows:

First Class Honours (Weighted GPA 3.60 and Above)

Upper Second Class Honours (Weighted GPA 3.00 – 3.59)

Lower Second Class Honours (Weighted GPA 2.00 – 2.99)

Third Class Honours (Weighted GPA 1.50 – 1.99)

Pass (Weighted GPA 1.00 – 1.49)

- (iii) First Degrees awarded by the University for the Bachelor of Laws (LLB)

shall be classified as follows:

First Class Honours

Second Class Honours (Upper and Lower Division)

Pass

(iv) The Degrees of MB BS, DDS and DVM shall be classified as follows:

Honours with Distinction

Honours

Pass

6. (i) The letter grades for completed courses used in the calculation of GPA shall be the following:

A	-	four quality points
B	-	three quality points
C	-	two quality points
D	-	one quality point
F	-	no quality points

(ii) Plus and minus modifiers may be used with letter grades *A* through *D*.

(iii) In the determination of GPA, the defined grades with the corresponding quality points shall be:

A+	=	4.3	C+	=	2.3
A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7

B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0

- (iv) The following designations may be assigned, but shall not be used in the calculation of Grade Point Average:

PC: Preliminary Credits – used for matriculation purposes or the satisfying of prerequisites only

EC: Exemption with credit

E: Exemption

EQ: Examination Query

AM: Absent Medical

IM: Incomplete Medical

- (v) The following designations may be assigned and shall count towards the GPA:

EI: Examination Irregularity – Candidate disqualified from examination on account of breach of the Regulations

FA: When a student is absent from an examination without a valid reason

FC: Failed Coursework – indicates that a candidate has failed to satisfy the Examiner in the coursework component of the course

FE: Failed Examination – when a candidate has successfully completed the coursework requirement but has failed to satisfy the Examiners in the examination component of the course

FO: Failed Oral (where an oral examination forms part of the assessment of the course)

V: Audited – when the course has been taken in accordance with Regulation 14

NV: When a student has been permitted to audit a course but has not done so satisfactorily.

P: Pass – a pass obtained in a course taken on a Pass/Fail basis

NP: Not Passed – when a student has failed a course taken on a pass/fail basis.

I: Incomplete - indicates that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An **I** designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of Dean, the **I** designation is replaced by an **F** letter grade at the end of the first six weeks into the next semester. An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining **I** symbol at the end of the period of extension will be deemed an **F**.

IP: In Progress - when a dissertation, thesis, project, student teaching, practicum, internship, proficiency requirement, or other course intended to last more than one semester is not completed during the semester in which the student is registered. The **IP** designation must be replaced with an appropriate grade on completion of the course.

7. The scheme to be used for conversion of numerical marks to letter grades shall be as prescribed in Faculty Regulations as follows:

GRADE	GPA	MARKS %
A+	4.3	86 and Over
A	4.0	70 – 85
A-	3.7	67 – 69
B+	3.3	63 – 66
B	3.0	60 – 62
B-	2.7	57 – 59
C+	2.3	53 – 56
C	2.0	50 – 52
C-	1.7	47 – 49
D+	1.3	43 – 46
D	1.0	40 – 42
F	0.0	0 – 39

8. The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed in Faculty Regulations.

SECTION III

EXAMINERS

33. Every examination, written or otherwise, for a Degree, Associate Degree, Diploma or Certificate, whether taken at one time or in sections, shall be set and graded by Examiners except where the Board for Undergraduate Studies on behalf of Senate has approved otherwise.

APPOINTMENT AND DUTIES OF EXAMINERS

EXAMINATIONS CO-ORDINATORS

34. Examination Co-ordinators and all Examiners except University Examiners shall be appointed by the relevant Faculty Board. These appointments shall be reported annually to the relevant Campus Committee on Examinations and the Board for Undergraduate Studies in the prescribed format by the end of the 30th APRIL in the year preceding the relevant academic year.
35. The duties of Examiners shall include co-operating with each other in the preparing of question papers under Regulation 40, the marking of scripts and of other examination exercises and attendance at and participation in oral examinations where relevant.
36.
 - (i) The minimum duties of an Examination Co-ordinator shall be to ensure that, by the dates prescribed:
 - (a) The camera-ready copy of the draft question paper is prepared by the First Examiner (Primary /Instructor).
 - (b) The draft question paper(s) is/are submitted to the Campus Registrar by the First Examiner (Primary /Instructor).
 - (c) A specimen of the final question paper(s) is/are checked prior to the examination as provided for in Regulation 41 by the First Examiner (Primary /Instructor).
 - (d) The scripts are seen by at least two appointed Examiners.
 - (e) The scripts, signed mark-sheet/grade-sheet and other relevant examination material are returned to the Campus Registrar when the First Examiner (Primary /Instructor) completes marking.
 - (f) The sample of scripts selected is forwarded by the First Examiner (Primary Instructor) through the Campus Registrar to the University Examiner.
 - (g) The External Examiners are properly briefed and provided with the relevant marking schemes and methods of assessment.
 - (ii) In cases where the Examination Co-ordinator encounters problems in ensuring the smooth running of the examination process, he/she shall notify the Campus Registrar in writing, with a copy to the Dean and to the other person(s) concerned.

FIRST EXAMINERS

37. For each course on each campus there shall be at least two Examiners: a First Examiner (Primary Instructor) and at least one Second Examiner appointed by the relevant Faculty Board.
38. (i) The minimum qualification normally required for a First Examiner (Primary Instructor) is three years experience as an examiner of which one year should be as an examiner in the University of the West Indies.
- (ii) Where a qualified First Examiner (Primary Instructor) cannot be found from among the teachers of a course, a University Examiner must be appointed who shall approve the question paper and mark the scripts.

39. **THE DUTIES OF THE FIRST EXAMINER (PRIMARY INSTRUCTOR)** shall include:

- (a) Setting the question paper in consultation with the other Examiners;
- (b) Preparing a camera-ready copy of the draft question paper. The draft question paper(s) shall be prepared on such forms as may be prescribed by the University Registrar and WHICH shall be signed by the First examiner (Primary /Instructor) and Second Examiner, and where applicable the University Examiner.
- (c) Transmitting, by the prescribed deadline, the approved question paper in the camera-ready form duly signed, to the relevant Campus Registrar who shall arrange for its reproduction.
- (d) Ensuring that all scripts are seen by two examiners.
- (e) Determining the marks/grades, including standardising the marks/grades between different examiners where appropriate, and preparing the mark-sheet/grade-sheet.
- (f) Forwarding copies of the signed mark-sheet/grade-sheet by the prescribed deadline date simultaneously to the Examination Co-ordinator (See Reg. 36 {e}), and the Campus Registrar on completing the examinations of each course.

- (g) Forwarding to the University Examiner through the Campus Registrar immediately on completion of marking, mark-sheet/grade-sheet appropriately signed; the final question paper(s); the relevant marking schemes; solutions and other relevant examination material together with a sample of the scripts and coursework exercises covering performance at all grades, chosen on the advice of the Examination Co-ordinator.
40. The setting of the draft question paper should normally reflect the consensus of all examiners concerned. In the final assessment, the judgement of the First Examiner (Primary /Instructor) shall prevail over that of the other Examiners in the paper(s) for which he/she is responsible. No draft question paper shall be adopted as a final examination paper unless it has been signed by the First Examiner (Primary /Instructor) and the Second Examiner.
41. The First Examiner (Primary Instructor) for each paper on each campus, or an Examiner designated for the purpose by the Examination Coordinator, shall be responsible for checking the accuracy of the final question paper and any auxiliary material not later than two days before the date of the examination.
42. (i) Regulations 36; 40; 43 – 48 shall not apply to that element in a course which consists of examination by coursework, where that element counts for not more than sixty percent (60%) of the final mark.
- (ii) In instances where the coursework element in a course counts for not more than sixty percent (60%) of the final mark in that course, the coursework should be examined by at least two Examiners, but without reference to the University Examiner or the External Examiner. The final mark for the coursework shall be determined by the First Examiner (Primary Instructor)
- (iii) In instances where the coursework element of a course counts for more than sixty percent (60%) of the final mark in that course, a sample of the coursework shall also be reviewed by the University Examiner under 58 (iv)(a) above, although the final mark shall be determined by the First Examiner (Primary Instructor).
43. In the marking of scripts the First Examiner (Primary /Instructor) shall ensure that the total mark for each question is recorded both at the end of each question and on the cover of the answer book and that the total mark for the examination is recorded in whole numbers.

44. The First Examiner (Primary /Instructor) is responsible for the standard of the examination and shall, in the discharge of this responsibility, determine the final mark for the paper(s) for which he/she is responsible. The University Examiner, wherever possible, should not be named First Examiner.
45. The First Examiner (Primary /Instructor) is responsible for entering the marks into the Electronic Grade Book and submitting the mark-sheet/grade-sheet to the Registry by the prescribed deadline date.
46. The mark-sheet/grade-sheet must be signed by the First and Second Examiners and where appropriate the University Examiner.
47. Where the First Examiner (Primary Instructor) is the same as the University Examiner the Second Examiner is required to perform full examining duties. Should there be a difference of opinion between the First Examiner (Primary Instructor) and the Second an Independent Examiner shall be appointed by the Faculty for the approval of Board for Undergraduate Studies.
48. In the marking of the scripts there shall normally be consultation between the First Examiner (Primary /Instructor) and the other Examiner(s). In the final assessment, the judgement of the First Examiner (Primary/Instructor) shall prevail over that of the other Examiner(s) in the paper(s) for which he/she is responsible.
49. It is the duty of the appropriate Campus Examiners to be in attendance at the start and during the first half-an-hour of each written/practical examination. Where the examination is held in a place where there are no resident examiners, the First Examiner (Primary Examiner) shall be available for the first half-an hour of that examination to respond to telephone enquiries.

SECOND EXAMINER

50. The minimum qualification normally required for a Second Examiner is three years experience as an Examiner of which one year should be as an examiner in the University of the West Indies.
51. The duties of the Second Examiner shall include reviewing the marking of all scripts especially in all failing and borderline cases.
52. The setting of the draft question paper should normally reflect the consensus of all examiners concerned. In the final assessment, the judgement of the First Examiner (Primary /Instructor) shall prevail over that of the other Examiners in the paper(s) for which he/she is responsible. No draft question paper shall be adopted as a final examination paper unless it has been signed by the First Examiner (Primary /Instructor) and the Second Examiner.
53. In the marking of the scripts there shall normally be consultation between the First Examiner (Primary /Instructor) and the other Examiner(s). In the final assessment, the judgement of the First Examiner (Primary /Instructor) shall prevail over that of the other Examiner(s) in the paper(s) for which he/she is responsible.
54. The mark-sheet/grade-sheet must be signed by the First and Second Examiners and where appropriate the University Examiner.

UNIVERSITY EXAMINERS

55. University Examiners shall be appointed by the Board for Undergraduate Studies following receipt of nominations from the relevant Faculty Boards through the Deans by the end of the 30th of APRIL of the preceding relevant year. Such appointments shall normally be for periods of three years in the first instance.
56. A University Examiner shall be appointed by the Board for Undergraduate Studies for all Level II and Level III examinations for each area of study into which the work of the teaching departments may be divided. In making such appointments the Board for Undergraduate Studies shall specify the courses for which each University Examiner is responsible.
57. Where a qualified First Examiner (Primary Instructor) cannot be found from among the teachers of a course, a University Examiner must be appointed who shall approve the question paper and mark the scripts.

58. (i) The minimum qualifications normally required for a University Examiner are:
- (a) Professor or Senior Lecturer with at least one year's experience as an examiner in The University of the West Indies.
 - (b) Lecturer with at least five years experience of which three must be as an Examiner in The University of the West Indies.
- (ii) Where these criteria cannot be satisfied a special case which should include a full statement of the examining experience of the proposed examiner must be made to the Board for Undergraduate Studies.
- (iii) The duties of the University Examiner shall include:
- (a) Undertaking a review of the standard of each examination after the scripts have been marked;
 - (b) Acting as a reviewer, advising in this capacity, on curricular matters in the area of study to which he/she is appointed.
- (iv) In relation to the review of each examination the University Examiner shall receive:
- (a) A sample of the scripts and where relevant, the coursework for each of the courses for which he/she is responsible together with the question paper, mark-sheet/grade-sheet, marking schemes, solutions, etc- see Regulation 39 (g).
 - (b) After reviewing the material sent to him/her the University Examiner shall write a report to the Campus Registrar on each course examined. Copies of reports from University Examiners shall be sent by the relevant Campus Registrar to the University Registrar, Campus Principals, appropriate Deans and Heads of Departments, Chairman Campus Committee on Examinations, the Chairman, Board for Undergraduate Studies and the relevant Campus Quality Assurance Unit. The University Examiner shall forward, through the Campus Registrar, the sample of scripts with the question paper, mark-sheet/grade-sheet, marking schemes, solutions, etc., to the External Examiner where appropriate.
 - (c) The University Examiner shall submit his/her report(s) no later than four (4) weeks after the end of the examination periods for Semesters I and II.

59. Unless Faculty Regulations prescribe otherwise, the number of scripts and coursework exercises submitted to the University Examiner in relation to each course under Regulation 39 (g) shall be 20% or 20, whichever is the greater, subject to a maximum of 50.
60. Regulations 36; 40; 43 - 48 shall not apply to that element in a course which consists of examination by coursework, where that element counts for not more than sixty percent (60%) of the final mark.
- a. In instances where the coursework element in a course counts for not more than sixty percent (60%) of the final mark in that course, the coursework should be examined by at least two Examiners, but without reference to the University Examiner or the External Examiner. The final mark for the coursework shall be determined by the First Examiner (Primary Instructor)
 - b. In instances where the coursework element of a course counts for more than sixty percent (60%) of the final mark in that course, a sample of the coursework shall also be reviewed by the University Examiner under 58 (iv)(a) above, although the final mark shall be determined by the First Examiner (Primary Instructor).
61. In accordance with Article 3(a) of the Charter, the Senate shall consider in what courses or group of courses it is necessary or desirable to appoint external and independent examiners and, in any case in which the Senate considers it to be necessary to appoint such examiners, the Board for Undergraduate Studies on behalf of Senate shall make such appointments on such terms and conditions as it shall think fit.

EXTERNAL EXAMINERS

62. **EXTERNAL EXAMINERS** shall be appointed by the Board for Undergraduate Studies following receipt of nominations from the relevant Faculty Boards through the Deans. New and continuing appointments of External Examiners shall be recorded by the Board for Undergraduate Studies by the 3rd week of Semester I.
63. No person who is for the time being a teacher, a member of a Faculty Board, Council of the University, University Strategy Committee or a Campus Council shall be an External Examiner, nor shall any former teacher or member of the Faculty Board be appointed an External Examiner until he/she has ceased to be such a teacher, or member of any of the above Boards, Councils or Committees for a period of at least three years.

64. (i) At the time of nomination of External Examiners, their degrees, relevant professional qualifications, University titles and/or current academic appointment shall be stated.
- (ii) Where an External Examiner is being used in programmes common to more than one Campus there shall be prior consultation among the relevant Faculties and the forwarding of a single nomination to the Board for Undergraduate Studies.
- (iii) An External Examiner shall be appointed for any course for not more than three years in the first instance. Such appointment may be extended, provided that no External Examiner may thereby be enabled to hold office for a total period of more than six consecutive years.
65. Each External Examiner shall receive such scripts and coursework exercises covering performance at all grades, chosen on the advice of the Examination Co-ordinator together with:
- (i) The mark-sheet/grade-sheet appropriately signed;
- (ii) The final question paper(s);
- (iii) The relevant marking scheme, solutions and other relevant examination material as may be referred to him/her in accordance with Faculty Regulations and approved by the Board for Undergraduate Studies.
66. Each External Examiner shall return to the Campus Registrar in sealed registered packets all scripts and such other examination exercises as may have been referred to him/her. These should be sent by second-class airmail unless they need to be returned urgently for the attention of the Board of Examiners or for review.
67. An External Examiner should visit the University (and where appropriate all Campuses) if possible during his/her term of office. Requests for visits and recommendations for their allocation shall be made by the Dean on behalf of the Faculty concerned to the Board for Undergraduate Studies.
68. The minimum duties of an External Examiner shall be:
- (i) To review and comment on specific and such other examination material as may be referred to him/her by the University Examiner through the Campus Registrar;
- (ii) To report to the Campus Registrar on the standard of the examination as a whole;
- (iii) To perform such other duties as may be required by Faculty Regulations approved by the Board for Undergraduate Studies.

69. (i) Copies of reports from External Examiners shall be sent by the relevant Campus Registrar to the University Registrar, Campus Principals, appropriate Deans and Heads of Departments, Chairman, Campus Committee on Examinations and the Chairman, Board for Undergraduate Studies, and the relevant Quality Assurance Unit.
- (ii) Each Faculty shall set up a small committee to study the reports of the University Examiners and the External Examiners and determine what changes, if any, the Faculty ought to make to improve the University's operations. Each Faculty shall make an annual report to the Campus Committee on Examinations and the Chairman Board for Undergraduate Studies on the results of this study and Deans of Faculties shall take steps to ensure that the recommendations are implemented. Each annual report shall indicate what steps have been taken on the previous year's recommendations.

ASSISTANT EXAMINERS

70. (i) In exceptional circumstances of large classes (*i.e. at least 150 students*) at Level I, Assistant Examiners may be appointed by a Faculty Board to assist the Examiners in marking the scripts. The minimum qualification for an Assistant Examiner shall be a University Degree and at least one year's experience at the level of part-time tutor in the University or above.
- (ii) In the case of Levels II the minimum qualification shall be a postgraduate degree in the discipline.
71. (i) For the purpose of the practical coursework part of an examination under (ii) below, Examiners for that examination may, with the approval of the Head of the Department and the Faculty Board, delegate, under the supervision of such an Examiner, their marking responsibilities to graduate students approved by the Head of Department and the Faculty Board for the purpose. Such practical coursework, notwithstanding such delegation, shall be deemed to have been marked/graded by an Examiner who shall also sign the mark-sheet/grade-sheet/grade-sheet.
- (ii) The practical coursework part of the total course to which (i) above applies must not exceed a total of FIFTEEN PERCENT (15%) of the possible maximum mark for the course. That total must include both the marks/grades, which may be added, and the maximum which may be subtracted.

INDEPENDENT EXAMINERS

72. A panel of Independent Examiners shall be named from within or without the University by the relevant Faculty Board for the purpose of re-marking of scripts where necessary. Such nominations should be made at the same time as the appointment of First, Second and University Examiners.
73. (i) Where a re-marking is requested, the Campus Registrar shall request the Head of the Department concerned or, in his/her absence the Dean, to select a new and Independent Examiner from the panel. Such person shall be appointed by the Chairman of the Campus Committee on Examinations, to re-mark the script. The appointment shall be made within one week of the date on which the request is made. Where the Chairman of the Campus Committee on Examinations deems it necessary, more than one Examiner may be nominated and appointed. Such recourse shall not normally be used except where a team of Examiners has already been involved in the initial examination of the candidate involved. (**See Reg. 72**)
- (ii) Where the Head of the Department is an Examiner, the selection shall be made by the Dean and vice versa. Where both the Dean and the Head of the Department are Examiners, the Chairman of the Campus Committee on Examinations shall make the appointment after such consultation, as he/she considers appropriate.
- (iii) The new examiner(s) no later than 10 days after receiving the script(s) shall return the re-marked script(s) with a written report and where applicable, signed mark-sheet/grade-sheet to the Campus Registrar.
74. (i) All examination materials (papers, scripts or otherwise) shall be addressed to the Campus Registrar under confidential cover and submitted to the Examinations Section of the relevant Registry by the First Examiner (Primary Instructor).
- (ii) In no circumstance shall a script or other completed examination exercise be sent by mail from a country or place at which an examination is held unless it has been marked by at least one Examiner or a copy has been made.
- (iii) Where coursework counts towards the total assessment of a course, such coursework shall not be sent by mail from a country or place at which an examination is held unless it has been marked by at least one Examiner or a copy has been made.

75. (i) All Examiners and Administrative Staff concerned with the examination process are required to preserve the secrecy of examination material (question papers, scripts, marks/grades or otherwise) at all stages until official results are published. Information may be disclosed by examiners only to those colleagues or officials of the University specially appointed to deal with the examinations concerned. The First examiner (Primary Instructor) for the course may, after publication of the Official Pass List, disclose the final mark to the student. [Reg. 82].
- (ii) Examiners must not transmit examination question papers or mark-sheet/grade-sheet by facsimile machines or other means of unencrypted telecommunication, without all precautionary measures being taken to ensure confidentiality of the process.
76. Formal consultation between Examiners and the External Examiner(s) shall be conducted through the Campus Registrar.
77. In addition to these Regulations on the role and duties of examiners, all Examiners should consult the relevant Faculty Regulations.

BOARD OF EXAMINERS

78. (i) For each Faculty there shall be a Board of Examiners.
- (ii) The Chairman of a Board of Examiners shall be the relevant Dean.
- (iii) The quorum of each Board of Examiners shall be stated in the relevant Faculty Standing Orders as approved by the Board for Undergraduate Studies on behalf of Senate.
- (iv) The results obtained by all candidates in each course examination shall be presented by the Co-ordinators to a Board of Examiners of the Faculty.
- (v) Where programmes are common to more than one Campus there shall be confirmation among the relevant Deans on the determination of the award of First Class Honours.
- (vi) The Chairman of the relevant Campus Committee on Examinations may attend meetings of Boards of Examiners or Campus Committees of Boards of Examiners in order to advise on the interpretation of Examination Regulations.

79. The Faculty Board shall delegate to the Board of Examiners the responsibility for determining the examination results
80. Pass Lists for finalising students, issued subject to approval by the Board for Undergraduate Studies on behalf of the Senate, shall be posted by each Campus Registry on the official Examination Notice Boards. Such posting shall be the only official notification of the results.
81. The University Registrar shall forward to the Board for Undergraduate Studies for approval on behalf of Senate, the lists of candidates for the award of Degrees, Diplomas or Certificates, and their results.
82.
 - (i) All proceedings at meetings of examiners shall be strictly confidential. Except as provided in (ii) and (iii) below, examination results and grades shall not be communicated in advance of publication to anyone except the appropriate officers of the University. Copies of examination marks/grades circulated to Boards of Examiners shall be treated as secret and confidential. The First examiner (Primary Instructor) for the course may, after publication of the Official Pass List, disclose the marks/grades to the student, where applicable. In the case of Open Campus or TLI candidates this may be delegated to the Resident Tutor/Head, TLI/DEC Site Coordinator.

UNIVERSITY EXAMINERS

- (iii) **The duties of the University Examiner shall include:**
 - (c) Undertaking a review of the standard of each examination after the scripts have been marked;
 - (d) Acting as a reviewer, advising in this capacity, on curricular matters in the area of study to which he/she is appointed.
- (iv) In relation to the review of each examination the University Examiner shall receive:
 - (b) A sample of the scripts and where relevant, the coursework for each of the courses for which he/she is responsible together with the question paper, mark-sheet/grade-sheet, marking schemes, solutions, etc- see Regulation 39 (g).

- (b) After reviewing the material sent to him/her the University Examiner shall write a report to the Campus Registrar on each course examined. Copies of reports from University Examiners shall be sent by the relevant Campus Registrar to the University Registrar, Campus Principals, appropriate Deans and Heads of Departments, Chairman Campus Committee on Examinations, the Chairman, Board for Undergraduate Studies and the relevant Campus Quality Assurance Unit. The University Examiner shall forward, through the Campus Registrar, the sample of scripts with the question paper, mark-sheet/grade-sheet, marking schemes, solutions, etc., to the External Examiner where appropriate.
 - (c) The University Examiner shall submit his/her report(s) no later than four (4) weeks after the end of the examination periods for Semesters I and II.
- 59. Unless Faculty Regulations prescribe otherwise, the number of scripts and coursework exercises submitted to the University Examiner in relation to each course under Regulation 39 (g) shall be 20% or 20, whichever is the greater, subject to a maximum of 50.
- 60. Regulations 36; 40; 43 - 48 shall not apply to that element in a course which consists of examination by coursework, where that element counts for not more than sixty percent (60%) of the final mark.
 - c. In instances where the coursework element in a course counts for not more than sixty percent (60%) of the final mark in that course, the coursework should be examined by at least two Examiners, but without reference to the University Examiner or the External Examiner. The final mark for the coursework shall be determined by the First Examiner (Primary Instructor)
 - d. In instances where the coursework element of a course counts for more than sixty percent (60%) of the final mark in that course, a sample of the coursework shall also be reviewed by the University Examiner under 58 (iv)(a) above, although the final mark shall be determined by the First Examiner (Primary Instructor).
- 61. In accordance with Article 3(a) of the Charter, the Senate shall consider in what courses or group of courses it is necessary or desirable to appoint external and independent examiners and, in any case in which the Senate considers it to be necessary to appoint such examiners, the Board for Undergraduate Studies on behalf of Senate shall make such appointments on such terms and conditions as it shall think fit.

EXTERNAL EXAMINERS

62. **EXTERNAL EXAMINERS** shall be appointed by the Board for Undergraduate Studies following receipt of nominations from the relevant Faculty Boards through the Deans. New and continuing appointments of External Examiners shall be recorded by the Board for Undergraduate Studies by the 3rd week of Semester I.
63. No person who is for the time being a teacher, a member of a Faculty Board, Council of the University, University Strategy Committee or a Campus Council shall be an External Examiner, nor shall any former teacher or member of the Faculty Board be appointed an External Examiner until he/she has ceased to be such a teacher, or member of any of the above Boards, Councils or Committees for a period of at least three years.
64. (i) At the time of nomination of External Examiners, their degrees, relevant professional qualifications, University titles and/or current academic appointment shall be stated.
- (iii) Where an External Examiner is being used in programmes common to more than one Campus there shall be prior consultation among the relevant Faculties and the forwarding of a single nomination to the Board for Undergraduate Studies.
- (iii) An External Examiner shall be appointed for any course for not more than three years in the first instance. Such appointment may be extended, provided that no External Examiner may thereby be enabled to hold office for a total period of more than six consecutive years.
65. Each External Examiner shall receive such scripts and coursework exercises covering performance at all grades, chosen on the advice of the Examination Co-ordinator together with:
- (iii) The mark-sheet/grade-sheet appropriately signed;
- (ii) The final question paper(s);
- (iv) The relevant marking scheme, solutions and other relevant examination material as may be referred to him/her in accordance with Faculty Regulations and approved by the Board for Undergraduate Studies.
66. Each External Examiner shall return to the Campus Registrar in sealed registered packets all scripts and such other examination exercises as may have been referred to him/her. These should be sent by second-class airmail unless they need to be returned urgently for the attention of the Board of Examiners or for review.
68. An External Examiner should visit the University (and where appropriate all Campuses) if possible during his/her term of office. Requests for visits and recommendations for their allocation shall be made by the Dean on behalf of the Faculty concerned to the Board for Undergraduate Studies.

68. The minimum duties of an External Examiner shall be:
- (iii) To review and comment on specific and such other examination material as may be referred to him/her by the University Examiner through the Campus Registrar;
 - (iv) To report to the Campus Registrar on the standard of the examination as a whole;
 - (iii) To perform such other duties as may be required by Faculty Regulations approved by the Board for Undergraduate Studies.
69. (i) Copies of reports from External Examiners shall be sent by the relevant Campus Registrar to the University Registrar, Campus Principals, appropriate Deans and Heads of Departments, Chairman, Campus Committee on Examinations and the Chairman, Board for Undergraduate Studies, and the relevant Quality Assurance Unit.
- (iv) Each Faculty shall set up a small committee to study the reports of the University Examiners and the External Examiners and determine what changes, if any, the Faculty ought to make to improve the University's operations. Each Faculty shall make an annual report to the Campus Committee on Examinations and the Chairman Board for Undergraduate Studies on the results of this study and Deans of Faculties shall take steps to ensure that the recommendations are implemented. Each annual report shall indicate what steps have been taken on the previous year's recommendations.
75. (i) All Examiners and Administrative Staff concerned with the examination process are required to preserve the secrecy of examination material (question papers, scripts, marks/grades or otherwise) at all stages until official results are published. Information may be disclosed by examiners only to those colleagues or officials of the University specially appointed to deal with the examinations concerned. The First examiner (Primary Instructor) for the course may, after publication of the Official Pass List, disclose the final mark to the student. [Reg. 82].
- (ii) Examiners must not transmit examination question papers or mark-sheet/grade-sheet by facsimile machines or other means of unencrypted telecommunication, without all precautionary measures being taken to ensure confidentiality of the process.
76. Formal consultation between Examiners and the External Examiner(s) shall be conducted through the Campus Registrar.