POLICIES AND PROCEDURES

LINCOLN UNIVERSITY
TE WHARE WĀNAKA O AORAKI

Course Examiner Policy and Procedures

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Business Owner: Provost
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1. AROKA | PURPOSE

The purpose of this document is to establish the responsibilities of Course Examiners at Te Whare Wānaka o Aoraki | Lincoln University.

2. WHAKAMĀRAMA-TAKA | DEFINITION

Course Examiners are appointed by the Faculty Dean or Director Pathways and Quality and are accountable to the Faculty Dean or Director Pathways and Quality through their Head of Department.

Course Examiners are assigned single-point responsibility for development, delivery, assessment, and review of individual courses.

Typically, Course Examiners will be members of the academic staff of the University. Where this is not the case (for example, they are a contractor), it is the responsibility of the Dean or Director or their delegate to ensure that Course Examiners are suitably qualified, properly mentored, and informed of their responsibilities. (Note: in the case of contract lecturers, the relevant Head of Department is responsible for post-result queries).

3. KĀ HAEPAPA | RESPONSIBILITIES

Course Examiners are responsible for the following activities:

- Course design and delivery is compliant with Lincoln University policies and procedures.

- Production of a Course Outline for each course offering, ensuring that the current Course Outline template is used and the Course Outline complies with the Course Outline Policy.

- Ensure the Course Outline contains sufficient details of the assessment activities, content, due dates, mode of submission and where applicable, marking criteria.

- Ensure the Course Outline is moderated by another academic staff member before publication.

- Monitor, guide and take responsibility for course content, delivery, assessment, and evaluation from all contributors, including contractors and other contributors who are not Lincoln University staff.

- Maintain a course page for each course in Akoraka | Learn that adheres to the minimal standards as established in the LMS Page Formats and Settings (refer to the LMS Policy and Procedures in Section 6).

- Ensure assessment activities comply with
    - Assessment Policy
    - Assessment Procedures
    - Delivery of Examination Procedure
    - Test and Examination Script Guidelines

- Review course design and pedagogy, if necessary, to ensure relevancy to students, programmes and/or professions.

- When required, submit proposals for course design revisions to the Faculty/AP&P Teaching Committee after consultation with the Faculty Associate Dean (Academic / Learning and Teaching) or AP&P Teaching Committee Chair.

4. KĀ TIKAKA WHAKAHAERE | PROCEDURES

With regard to formal final assessments, Course Examiners are responsible for:

- preparing the examination according to the Test and Examination Script Guidelines and/or the Exam and Test Setup in Akoraka Learn and for ensuring the maintenance of security throughout the drafting and moderating processes.

- providing details of any online examinations to the Digital Learning Environment Lead (ITS) for technical moderation and testing as per Section 9 of the Delivery of Examinations Procedure.

- ensuring the examination script is moderated by the person nominated by the Faculty Dean / Director, Pathways and Quality.

- meeting all deadlines and protocols relating to the preparation, submission and marking of the examination script.

- checking the Examinations Office copy of the examination script, where relevant.

- ensuring that they, or their nominee, is available in person or by telephone during the examination session for their course.

- attending the Faculty / AP&P Examination Meetings to present the course results and discuss any issues, etc.

- storing any hardcopy examination scripts for six months after the date students are notified of their mark, and for the subsequent disposal of those scripts as confidential waste. Online assessments are automatically archived and do not require storage by the Course Examiner.

5. SCRUTINISING GRADE DISTRIBUTIONS OF EXAMINATIONS

Course Examiners are required to analyse the distribution of their grades as outlined in the Scrutiny of Grade Distributions section in the Examiners' Meeting Manual, published ahead of each examination period.

Where there are variations from historic norms for comparable courses, or where distributions have changed significantly from the recent past, Course Examiners should first attempt to determine the cause of unusual grade distributions.

Causes of Unusual Grade Distributions
If the grade distribution proves to be unusual in that analysis, then the Course Examiner and/or the Dean/Director should attempt to determine the cause or causes for the unusual distribution using the check list below.

Unusual distribution may be attributed to:
- changes in the course content
- a new Course Examiner
- a change in the number of students enrolled in that course
- a change in the programme mix of students enrolled in that course
- a change to the prerequisites
- abnormal failure rates in the course in the previous year leading to an unusual pattern of repeats
- a change in the degree structure affecting enrolments in that course
- external disruptive events.

In determining whether or not a grade distribution is problematic, and could require further scrutiny, the Course Examiner will:
- compare the grade distributions in that course with distributions in comparable courses
- compare the grade distribution in that course with the distribution in the same course over the previous three years. (This information is available from Faculty/AP&P Administration staff).

This determination will involve comparison of:
- pass rates
- mean marks
- proportion of A grades.

Follow-up action
Having considered the possible causes of an unusual distribution, the Course Examiner may decide:
- to make no change but be prepared to justify the unusual distribution to their Faculty / AP&P Examiners' Meeting and/or the Dean/Director

- to remark on one or more the components of the examination to scale the grades (Refer to Appendix 1 of the Examiners' Meeting Manual: Appropriate Scaling Methods).

6. LINKS WITH OTHER POLICIES / GUIDELINES

Assessment Policy
Assessment Procedures
Course Outline Policy
Examiners' Meeting Manual (available on the Hub in July and October_

[Learning Management System Use Policy](#)
[Learning Management System Use Procedure](#)
Test and Examination Script Guidelines