

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE**

BACHELOR IN SOCIAL STUDIES

**SCHOOL OF SOCIAL WORK
AND SOCIAL POLICY**

**EXAMINATION REGULATIONS
AND CONVENTIONS**

INFORMATION BOOKLET

ACADEMIC YEAR 2016 - 17

List of Contents

	Page
Introduction	3
1. General	4
1.1 Satisfactory completion of year	4
1.1.1 The right to take examinations	4
1.1.2 Freshman and Junior Sophister Years	4
1.1.3 Senior Sophister Year	7
1.2 Registering for and Sitting the Examinations	7
1.3 Excused absences	8
1.4 Inclusion/Exclusion of course work	9
1.5 Exclusion	9
2. Grading Conventions	10
2.1 Individual Papers	10
2.2 Overall grade: General	14
2.3 Overall grade: Freshman years and Junior Sophister	14
2.4 Overall grade: Senior Sophister	15
3. Publication, Recheck, Appeal and Transcript of Results	17
3.1 Publication	17
3.2 Rechecks and Re-marks	17
3.3 Appeals	18
3.4 Transcripts	18
4. Role of Examiners	19
4.1 Examiners	19
4.2 External Examiner	20

Introduction

This booklet contains information about the regulations governing examinations, as well as the conventions determining the award of grades in examinations, in the Bachelor in Social Studies degree programme:

The Bachelor in Social Studies is a four year degree programme offered by the School of Social Work and Social Policy.

The **BSS Court of Examiners**¹ meets each year for the purpose of confirming marks and awarding examination grades in the BSS degree programme. It comprises teaching staff of the School of Social Work and Social Policy and may include staff members from outside the School. In addition, the BSS External Examiner may attend. The role of the Court of Examiners in awarding examination grades is described in more detail below.

Section 1 gives an overview of the rules governing how students may rise with their class, as well as the responsibilities that arise for students regarding attendance at examinations including the management of absence from an examination

Section 2 contains the conventions used by BSS Courts of Examiners when awarding grades to BSS students on the basis of the calculation of their marks across modules. The main purpose of devising these conventions is to ensure that cases that are fundamentally similar are treated similarly, thus avoiding inconsistent treatment across different Courts of Examiners or even in the same Court of Examiners. In addition, the existence of a set of guidelines is designed to facilitate fair and efficient Court of Examiners meetings by minimising the need for discussion of individual cases. As is emphasised at the start of Section 2, the guidelines are conventions that codify the normal practice of the Court of Examiners, but the ultimate decision in each case rests with the Court of Examiners.

Section 3 outlines the procedures for publishing examination results, for rechecking the marks, and for appealing against a decision of the Court of Examiners.

Section 4 outlines some additional responsibilities of examiners and the role of the external examiner.

While every attempt has been made to ensure that the information presented in this booklet is accurate, the final word on all matters herein is the official College Calendar which takes precedence whenever a contradiction emerges.

The full and proper title of the BSS Court of Examiners, as referred to in this document, is the School of Social Work and Social Policy Court of Examiners.

1. General

1.1 Satisfactory completion of year

1.1.1 The right to take examinations

In many modules, grades in assessment and essay work undertaken during the year are incorporated in varying ways into the annual examination mark. In other modules this is not so, but students nonetheless are required to attend classes and submit assessment work in these courses.

For professional reasons lecture and tutorial attendance in all years is compulsory. Students who have not satisfied the school requirements for attendance will be returned to the Senior Lecturer as non-satisfactory, in keeping with the regulations of the University Council.

Any student reported to the Senior Lecturer as non-satisfactory for the Michaelmas and Hilary Terms of a given year may be refused permission to take their annual exams and may be required by the Senior Lecturer to repeat the year.

To be allowed to sit the examinations a student must have paid the relevant College annual fees and must not have been excluded by the Senior Lecturer on the basis of *non-satisfactory* reports.

There is no examination fee payable and no notice is required of intention to take an examination (the Scholarship examination and Special Examinations are exempt from this rule). Students are not permitted to sit supplemental examinations if they have already passed the module at the annual session (Junior Sophister students who receive a passing grade which is under 50% may sit supplementals in order to rise to the Senior Sophister year)

1.1.2 Freshman and Junior Sophister years

To be awarded an overall pass in their year the following apply:

- Junior Freshman students must pass the annual examinations **AND** be awarded a 'Pass' in their practice placement and practice placement project;
- Senior Freshman students are continually assessed throughout the year. To pass the year and rise with their class, Senior Freshman students must achieve an overall pass in their academic course requirements **AND** be awarded a 'Pass' in their practice placement and practice placement project;
- Junior Sophister students must pass the Annual examinations **AND** be awarded a 'Pass' in their practice placement and practice placement project. To rise to the Senior Sophister year, Junior Sophister students must achieve an overall second honours (second division) or higher **AND** be awarded a 'Pass' in their practice placement and practice placement project.

In order to pass the ANNUAL examinations in the Junior Freshman and Junior Sophister years, students must have:

- a. an overall weighted average mark of at least 40% **AND**
- b. have not more than the equivalent of 15 ECTS module credits with a mark of at least 35% and less than 40%
- c. the practice placement and practice placement project are non-compensatable module and are excluded from regulation b above.

The same conditions apply in order to be awarded a pass in the Senior Freshman year when students do not sit annual examinations but are continuously assessed.

In calculating the overall weighted average, marks for individual courses are weighted according to the number of ECTS credits assigned to each course.

Note: the rules applying to the **Senior Sophister** year are laid out in Section 2.4 (page 15).

The overall results of candidates at these examinations are published online to students within the SITS portal where students can access both their overall result as well as their individual module results.

In the Junior Freshman, Senior Freshman, Junior Sophister and Senior Sophister years each successful candidate is, according to merit, awarded one of three grades: first class Honours (1), second class honours (with two divisions, first and second, 2.1 and 2.2) and a third (3), subject to the conditions of an overall pass as outlined above.

Candidates who are unsuccessful at the annual examinations may, *at the discretion of the BSS Court of Examiners*, be permitted to present themselves at the supplemental examinations (see below section 1.1.3) to take all modules in which they have not satisfied the examiners, as specified in the examination results. Candidates who are unsuccessful at the supplemental examinations may, *at the discretion of the BSS Court of Examiners*, be permitted to repeat the year.

Students are not permitted to repeat a year more than once, or repeat more than two separate years, or sit an examination on more than four occasions in order to rise to the next year.

Junior Freshman year

In order to rise to Senior Freshman year, Junior Freshman students must pass the annual examinations as outlined in Section 1.1.2 and also achieve a 'Pass' in the summer practice placement and the practice placement project.

Students complete the practice placement and practice placement report after the end of the annual examinations. The 'Pass' in both the practice placement and the practice placement report cannot be compensated by grades achieved in other courses. The grade 'Pass' or 'Fail' is awarded to the practice placement and the practice placement project at the autumn meeting of the BSS Court of Examiners.

Students may be allowed to repeat the placement if the 'Fail' grade they achieve in either the placement or practice placement project (or both) is deemed to be an F1 (see page 10 for definition of the F1 grade). Students who are awarded a 'Fail' deemed to be an F2 (see page 10 for definition of the F2 grade) in either their placement or their practice placement project will not be allowed to repeat the placement or the project and therefore, will not be allowed to rise to the following year.

The BSS Court of Examiners awards the final result for Junior Freshman students at the autumn sitting of the BSS Court of Examiners when the results of the summer practice placement and practice placement project are available.

Senior Freshman Year

There are no annual examinations in the *Senior Freshman year*. Academic performance is assessed throughout the year. If a student does not pass in accordance with the requirements outlined in Section 1.1.2, the student will be required to sit and pass the supplemental examination in the module(s) stipulated by the BSS Court of Examiners.

Senior Freshman students also complete a practice placement and practice placement project after the end of teaching weeks in the second semester. Students must achieve a 'Pass' in the practice placement and a 'Pass' in the practice placement project in order to rise to the Junior Sophister year. The grade 'Pass' or 'Fail' is awarded to the practice placement and the practice placement project at the autumn sitting of the BSS Court of Examiners. The 'Pass' in both the practice placement and the practice placement project cannot be compensated by grades achieved in other modules.

Students may be allowed to repeat the practice placement if either the practice placement or practice placement project (or both) is awarded an F1. Students who are awarded an F2 in either their practice placement or their practice placement project or both will not be allowed repeat the placement or the practice placement project and therefore, will not be allowed rise to the following year.

Junior Sophister Year

A student may rise from Junior Sophister to Senior Sophister year only by permission of the BSS Court of Examiners. Students will not receive this permission unless they obtain at least an overall grade of second class (second division) in the Junior Sophister year and have passed the practice placement and the practice placement project.

Candidates who have passed the Junior Sophister examination may have the ordinary degree of BA (pass) conferred if they do not choose, or have not qualified, to proceed to the Senior Sophister year.

1.1.3 Senior Sophister year

Candidates who proceed to the Senior Sophister year sit their degree examinations in the Trinity term.

A student may sit these examinations only once and there are no supplemental examinations.

During the Senior Sophister year, in addition to academic courses, students complete a practice placement and practice placement project and are required to achieve a 'Pass' in the practice placement and a 'Pass' (a grade of 40% or more) in the practice placement project.

The names of successful students in the degree examinations are published online to students within the SITS portal where students can access both their overall result as well as their individual module results.

Students unavoidably absent from these examinations may apply to the Senior Lecturer to present themselves for the equivalent examinations in the following year.

If they are permitted to do so, without having to repeat lectures, course work or the practice placement, they must give notice of their intention of taking the examinations at least three weeks before the end of Hilary teaching term and pay the relevant examination fee.

1.2 Registering modules and sitting the examinations

Full-time TCD students must register their module choices with the School of Social Work and Social Policy by the end of Michaelmas term as otherwise their names will not appear on any examination lists and they will not be permitted to sit the examinations.

Students are required to take the annual examinations of all modules for which they are registered unless specially exempted by permission from the Senior Lecturer.

It is the responsibility of each student to ensure that their selected modules meet the programme requirements of the particular year of the degree course for which he or she is registered, and that he or she has included any prerequisites for modules taught in subsequent years.

1.3 Excused absences

A student who through illness, or some other unforeseen and exceptional circumstance, has cause to miss an examination must contact his/her College Tutor, or the Director of the BSS programme, at the earliest possible opportunity but in any case not later than **three** days after the beginning of the period of absence from the examination in order to have that absence considered as 'excused'. In the case of illness, a medical certificate will be required. Medical certificates must state that the student is unfit to sit the examinations. Students may leave an examination if they are ill provided they go directly to the Student Medical Centre, and if a medical certificate is granted absence from that examination will be excused. Where an examination has been completed, subsequent withdrawal is not permitted and the mark awarded will stand. Medical certificates or other extenuating circumstances will not be accepted in explanation of poor performance.

1.4 Inclusion/Exclusion of course work

Where a student is permitted to present for supplemental examination(s) or to repeat a year off-books (i.e. *fail* followed subsequently by *off-books – exams only*), course work is not incorporated in the determination of the student's subsequent result(s). Students must be notified of any exception to this general principle; exceptions must be authorised by the BSS Course Director.

Where inclusion of coursework in a student's result for the year is the normal procedure for a given module, this will also apply to (i) Senior Sophister students who have been given permission to defer examinations for a year (i.e. *defer exams*); and (ii) Freshman and Junior Sophister students who have been given permission to withdraw from all, or part, of the annual examination and to sit, as a first attempt, a supplemental examination in that year.

1.5 Exclusion

Those who fail to appear at an examination and who fail to provide medical or other evidence which can justify an excused absence (see 1. 3 above) will be excluded from the BSS Degree Programme (see section 2.2 for other grounds for exclusion).

2. Grading Conventions

The BSS Court of Examiners determines the overall grade awarded to a particular student taking into account whatever other evidence of an academic nature it deems appropriate.

These conventions codify the normal decisions of the Court as to a student's overall grade and will be departed from only in exceptional circumstances.

Should the Court of Examiners, in exceptional circumstances, decide to depart from the BSS Degree programme conventions, all students who are deemed to be in equivalent positions will be treated equivalently.

In this section, a mark of 30+ means a mark in the range 30–39 inclusive, 40+ means 40–49 inclusive, 50+ means 50–59 inclusive, 60+ means 60–69 inclusive, and 70+ means 70–100 inclusive.

2.1 Individual papers

Individual examination papers are graded using the following classifications:

I	70 - 100
II.1	60 - 69
II.2	50 - 59
III	40 – 49
F1	30 – 39
F2	< 30

The full set of overall grades is set out below:

<i>Description</i>	<i>SITS (PIT) CODE</i>	Grade	<i>Criterion</i>
PASS			
First Class Honours	PASS I	I	Mark greater than or equal to 70% on the first attempt
Second Class Honours, First Division	PASS II-1	II.1	Mark greater than or equal to 60% and less than 70% on the first attempt
Second Class Honours, Second Division	PASS II-2	II.2	Mark greater than or equal to 50% and less than 60% on the first attempt
Third Class Honours	PASS III	III	Mark greater than or equal to 40% and less than 50% on the first attempt
Pass by Compensation - First Class Honours	COMP I	I	This code is used for Pass by Compensation and grade is only applicable if all modules are at attempt 1
Pass by Compensation - Second Class Honours, First Division	COMP II-1	II.1	
Pass by Compensation - Second Class Honours, Second Division	COMP II-2	II.2	
Pass by Compensation - Third Class Honours	COMP III	III	
Pass by Compensation	PASS COMP	Pass By Compensation	
Final Year Award First Class Honours	AWARD + I	I	This code is used for Final Year Students
Final Year Award Second Class Honours, First Division	AWARD + II-1	II.1	

Final Year Award Second Class Honours, Second Division	AWARD + II-2	II.2	Only
Final Year Award Third Class Honours	AWARD + III	III	
FAIL, DEFER or AWAITING RESULTS			
Defer to Next Annual Session	DEFER TO NAS	Defer to Next Annual Session	The candidate was absent with permission due to medical or other grounds and the result is incomplete. Candidate must have permission from the Senior Lecturer to defer to the next annual session
Not Qualified to Proceed - Incomplete	NQP - Incomplete	Incomplete	The candidate has not completed the required coursework/placement at first assessment stage. A full result will be given for this candidate once the coursework/placement has been completed.
Defer – Repeat Year	DEFER RPT YR	Defer – Repeat Year	The candidate has been granted permission by the Senior Lecturer to defer assessment and repeat the year on books paying fees.
Allowed BA	ALLOWED BA	Allowed BA	The candidate has successfully completed Junior Sophister BSS and has decided not to complete the fourth year. The Student may take and Ordinary B.A
Result Withheld	WITHHELD	Result Withheld	Result is withheld as candidate has fees and or accommodation debt owed to College.
DEFER or RE-ASSESS AT SUPPLEMENTALS			
Fail Re-assess at Supplementals	QF+SUPP	Fail Re-assess at Supplementals	Candidate has achieved an average mark greater than or equal to the pass mark, but failed module(s).
Not Qualified to Proceed – Re-Assess at Supplementals	NQP + SUPP	NQP Re-assess at Supplemental Session	Candidate has achieved an average mark greater than or equal to the pass mark, but did not achieve the required mark to proceed from Junior Sophister to Senior Sophister BSS. May sit Supplementals to improve average mark.
F2 Re-assess at Supplementals	F2 + SUPP	F2 Re-assess at Supplementals	Candidate with overall F2 grade has been given permission to be re-assessed at Supplementals.

F1 Re-assess at Supplementals	F1 + SUPP	F1 Re-assess at Supplementals	Candidate with overall F1 grade has been given permission to be re-assessed at Supplementals.
Defer to Supplemental Session	DEFER TO SUPP	Defer to Supplementals/Next Annual Session	The candidate was absent with permission due to medical or other grounds and the result is incomplete. Candidates must have permission from the Senior Lecturer to defer to the Supplementals.
DEFER or RE-ASSESS AT SPECIALS			
Defer to Special Examination	DEFER TO SP	Defer to Special	The candidate was absent with permission due to medical or other grounds and the result is incomplete. Candidates must have permission from the Senior Lecturer to defer to the Special Examination session.
Re-assess at Special Examination	RAS-SPECIAL	Re-assess at Special Examination	Candidate has been given permission to be re-assessed at special examination.
REPEAT YEAR			
F1 Repeat Year	F1 RPT YR	F1 Repeat Year	Candidate with an overall F1 grade has been given permission to repeat the year
F2 Repeat Year	F2 RPT YR	F2 Repeat Year	Candidate with an overall F2 grade has been given permission to repeat the year
Fail – Repeat Year Off Books Taking Assessment (OBA)	F RPT YR OBA	Fail Repeat Year OBA	Candidate granted permission by the Senior Lecturer to repeat the year off-books (OBA)
Not Satisfactory – Repeat Year	NOT SATISF	Not Satisfactory – Repeat Year	Candidate prevented from sitting all exams and must repeat year
EXCLUDE			
Absent Without Permission - Exclude	ABS NO PERM	Exclude	The candidate has at least one unexplained absence from required examinations or practice placement without permission from the Senior Lecturer.
Fail Exclude	Fail - Exclude	Exclude	The candidate has not made a serious attempt at the examinations / continuous assessment coursework and / or placements or the candidate has not passed the year within eighteen months from that date on which they first became eligible.
WITHDRAWN			
Withdrawn	withdrawn	Withdrawn	the candidate has withdrawn from the course

2.2 Overall grade: General

Many conventions are specific to particular years. However, the following conventions apply to all years.

1. Students are *excluded* from the BSS degree programme if they pass in two or fewer modules each worth the equivalent of 10 ECTS credits and receive a mark of less than 20% in two or more modules each worth the equivalent of 10 ECTS credits.
2. Students are permitted to sit supplemental examinations only in modules failed in the annual examinations, except in cases where they are required to sit all examination Junior Sophister students who receive a passing grade which is under 50% may sit supplementals in order to rise to the Senior Sophister year

2.3 Freshman and Junior Sophister year-specific rules

Freshman years

- (i) Students in the Freshman years must repeat only those subjects in which they failed. The only exception to this rule is the practice placement and the practice placement project. If either of these components are failed both must be repeated.
- (ii) In the Freshman years where modules are repeated the marks of the modules passed by the annual BSS Court of Examiners are considered together with those obtained in the autumn examinations. The only overall grade awarded in this case is a Pass or Fail, but compensation is allowed as per section 1.1.2, provided the student achieves an overall weighted average mark of at least 40%. The usual exclusion rules apply to this combined set of results.
- (iii) Students in the Freshman years are required to complete and pass the summer practice placement and the related practice placement project. The result of the placement (Pass or Fail) is presented to the autumn BSS Court of Examiners. In order to rise to the next year, students must achieve a pass in the practice placement and the practice placement project and an overall pass in all subjects in accordance with Paragraph 1.1.2.
- (iv) In the case of students who have been given permission to withdraw from or defer all or part of the annual examinations and to sit a supplemental examination in that year, the overall result in the autumn will be graded, provided that students have passed in those subjects completed at the annual examinations.

Junior Sophister-specific rules

- (i) In the Junior Sophister year, students must obtain an overall second class (second division) or higher grade to be allowed to proceed to the Senior Sophister year.
- (ii) Students in the Junior Sophister year may repeat only one module paper worth up to a value of 15 ECTS credits in the autumn examinations in order to attain an overall II.2/pass, provided they only require a mark of 40+/30+ in the paper in question to do so.
- (iii) Students in the Junior Sophister year failing two or more modules with one or both below 35%, are required to resit all failed papers.
- (iv) Students who achieve an overall second class (second division) on completion of the required supplemental examinations will be returned as Pass - May Proceed.
- (v) Junior Sophister students are required to Pass both the Practice Placement AND the Practice Placement Project. The Practice Placement and Practice Placement Project cannot be compensated by grades achieved in other modules.

2.4 Senior Sophister

Only one attempt at the Senior Sophister examination is permitted.

During the Senior Sophister year, in addition to academic courses, students complete a Practice Placement and Practice Placement Project.

The following conventions/rules apply in this year:

- (i) Students are required to pass the Practice Placement and Practice Placement Project and these cannot be compensated by grades obtained in other modules. A student is allowed one repeat attempt of the Practice Placement and Practice Placement Project if an F1 is awarded for the first attempt of either or both of the Practice Placement or Practice Placement Project. If an F2 is awarded for either the Practice Placement or Practice Placement Project a repeat Practice Placement is not allowed and the student is deemed to have failed overall.
- (ii) Therefore, in order to pass the Senior Sophister year overall, students must :
 - have been awarded a 'Pass' in the Practice Placement and the Practice Placement Project **AND**

- have an overall weighted average mark of at least 40% (the overall grade for the year will be determined on the basis of the weighted arithmetic average achieved across all graded modules taken in the Senior Sophister year) AND
 - have not more than the equivalent of 10 ECTS credits with a mark in the range of 30% - 39%. Students must achieve a mark of 30% or above in 5 ECTS and 35% and above in 5 ECTS in order to compensate the full 10 ECTS provided their overall average weighted mark is above 40%.
- (iii) Students who obtain a mark of less than 30% in one or more modules worth the equivalent of 10 (or higher) ECTS credits are deemed to have failed overall.
- (iv) Students who are deemed to have passed the year are awarded an Honours Degree with the grade based on the overall weighted average mark achieved.

3. Publication, Recheck, Appeal and Transcript of Results

3.1 Publication

Overall results of candidates will be published online to students within the SITS portal. . Candidates unable to access their results should contact their College Tutor immediately, as should those students specifically requested to do so.

A breakdown of each student's module results will be available on the online SITS portal following publication of the examination results. Results will not be provided over the telephone. All College Tutors (or their nominees) are expected to be available at specified and convenient periods for students in the days following the publication of results.

Students have a right to discuss examination scripts privately with examiners. A student who wishes to do so should consult the appropriate examiners within a reasonable time after the results have been announced.

Examination scripts shall be held by examiners or the School of Social Work and Social Policy office for a period of 13 months. This period of 13 months begins on the day of publication of the relevant examination results. Scripts cannot be released to students, but students may read their own scripts in the presence of the relevant examiner.

3.2 Rechecks and Re-marks

The College Calendar lists college regulations regarding students' entitlements to rechecks and re-marks and for the full details of these issues please refer to the section *General Regulations and Information* in the College Calendar.

Students are entitled to discuss their performance with examiners after examination results have been published.

If a student has reason to believe that the grade/mark awarded in a particular module or overall result is incorrect, he/she, acting through his or her College Tutor, may formally request that the mark in question be re-checked. This request should be directed by the student through their College Tutor.

If the mark is revised the Director of BSS will, by reference to the BSS Programme conventions, seek permission from the Senior Lecturer to amend the overall grade as appropriate. If approved the grade will be amended on the official results sheet and the SITS online portal. The Director of BSS will also inform the College Tutor, Head of School and the School Director of Undergraduate Teaching.

3.3 Appeals

Students may appeal a decision of the Court of Examiners.

The grounds for appeal are outlined in the College Calendar which indicates that the grounds for the student's appeal must fall under *one or more* of the following categories:

- (i) the case of the appellant is not adequately covered by the ordinary regulations of the College,
- (ii) the regulations of the College were not properly applied in the appellant's case,
or
- (iii) the appeal is *ad misericordiam*.

Appeals in the first instance must be made to the Dean of the Faculty of Arts, Human & Social Sciences. *As the Appeal Committee meets to hear these appeals within one week of the publication of results, it is imperative that students or authorised and adequately briefed deputies are present to obtain and consider results as soon as they become available.*

Appeals should be made in writing by a student's College Tutor or, if the College Tutor is unavailable to act, by the Senior Tutor (See *Calendar* for further details regarding the College's Academic Appeals procedures).

3.4 Transcripts

Transcripts of grades received, both by individual subject and overall, can be obtained from the School of Social Work and Social Policy, either during a student's time in College and/or on completion of the degree. The first transcript is issued at no charge; for subsequent requests, there is a fee of €20.00 for each transcript. Please note that transcripts can take up to 10 working days to generate, depending on the time of year.

Transcripts will include the set of grades that permits students to rise with their year and the set of grades that forms the basis of the award of the degree. The transcript will make explicit whether or not one, two or more sittings were required (supplemental in a paper for which there was an excused absence is not a separate sitting) and whether or not a year is repeated. The grades achieved on the second or subsequent sitting will be indicated clearly. Where more than one sitting is required the overall grade is always recorded as a pass/fail.

4. Role of Examiners

4.1 Role of Examiners

Apart from the duties described above, examiners have a number of other important responsibilities in relation to examination procedures. The main ones are as follows.

- (i) Where a test/essay/project counts towards the final mark, this fact must be made known to students before the end of the second week of the teaching module in question. The extent to which it is taken into account, the arrangements should students have legitimate reasons to be excused from doing the relevant work at the appropriate time, and the penalties that attach to non-submission or unexcused late submission of such work should all be made clear to the students as early as possible, and not later than the end of the second week of the teaching module in question. Students required to submit essays, assignments or other projects counting towards their final or end-of-year result must be given advance notice of how (e.g. the appropriateness, or otherwise, of electronic submission), where and to whom the work is to be submitted.
- (ii) Tests/essays/projects should be handed back to students as quickly as the marking process will allow and no later than 20 working days after the specified date of submission. In line with the college regulations, in certain circumstances, the lecturer may advise students that the mark and feedback will not be returned within the 20 working-day period.
- (iii) To avoid disruption to lectures/classes in other modules and to provide adequate time for students in their study preparations, no tests/examinations should be held in a teaching week.
- (iv) The examination paper must be a fair and reasonable reflection of the module content. The General Paper module is an exception to this rule as it is not module specific and sets out to examine students on their wider knowledge of relevant topics.
- (v) Examiners or competent deputies must be present at examinations during the first 30 minutes of an examination so that difficulties arising from examination papers may be resolved expeditiously. If examiners are unable to be present at the examination, they must be readily contactable by telephone.
- (vi) Where more than one internal examiner is involved in a paper, the mark recorded must be agreed by *all* examiners concerned. In the case of a paper being graded by an external examiner (applies normally only in Sophister years), the judgement of the latter is communicated to the relevant examiner(s) and is normally accepted as final.
- (vii) A second opinion on scripts for which a borderline fail is being proposed is, where practicable, advised. In the case of the Sophister years the external examiner would normally provide this.

- (viii) Examiners must return *numerical* results to the BSS Executive Officer as directed by the Course Director. Marks agreed with the external examiner must, where possible, be submitted not later than the evening prior to the relevant Court of Examiners meeting.
- (ix) Where practicable, all cases where a student is likely to be excluded from the Programme are drawn to the attention of College Tutors by the BSS Director prior to the meeting of the Court of Examiners.
- (x) Examiners or adequately briefed deputies must attend examiners' meetings.

4.2 External Examiner

The BSS external examiner plays an important role in advising the BSS Court of Examiners on student results, particularly in relation to the Sophister years, and including both academic and practice placement results.

The responsibilities of the external examiner includes ensuring that

- a) academic standards are maintained
- b) the regulations governing examining are observed
- c) individual students are fairly treated.

To fulfil these duties the external examiner will usually view a sample of course work and is given access to all scripts and all assessment work they wish to see.

Where there is a disagreement over marks or classification between the external examiner and the internal examiners, the view of the external examiner will normally prevail.

The external examiner may also play a role in determining the grade (Pass or Fail) awarded to the practice placement in cases of uncertainty or dispute about the Pass/Fail recommendation.

In all cases, the Court of Examiners is the final decision-making body.