**School of Histories and Humanities**

**Role of External Examiners**

In the School of Histories and Humanities, external examiners:

- look at the examination marks for Sophister students, checking for consistency of marking across modules and markers by sampling students across different grades; in Classics they second mark all Senior Sophister scripts; in core modules for Ancient and Medieval History and Culture they look at coursework samples;

- check the grades of Senior Sophister dissertations for consistency of marking and to moderate where examiners have not arrived at an agreed mark; and in Classics they second mark dissertations;

- read the papers of borderline students;

- look at the entire run of grades for potential Gold Medal candidates;

External examiners attend the Sophister exam board of departments, at which all marks for final year candidates are considered; they may recommend changes to individual marks in consultation with internal examiners, though the final decision is made by the exam board as a whole.

External examiners advise in cases where students' final marks are border line, though the decision as to whether a student should be awarded the higher class is taken by the exam board as a whole.

External examiners are furnished with module handbooks and respective sets of learning outcomes. They review examination papers for Sophister students in advance of the examinations. They review the range of modules offered to Sophisters, the forms of assessment and marking practices, as well as the department's examination procedures in general and make recommendations for any changes.