

**Kingston
University**
London

Online Module Ratification and Institutional External Examiners

Michaela Pittom

Michaela.Pittom@kingston.ac.uk



What was our starting point?

Board structure:

- Module boards and Programme boards "structured for function"

Regulations:

- Minimal discretion in regulations
- Mitigating circumstances considered outside of boards. Reports to board when a student requires a new assessment opportunity.

Systems:

- VLE and records system not integrated (mark entry is manual)
- Automated student outcomes populate on paperwork based on a student's academic profile and regulatory rules.

Delivery:

- Majority of modules UG year long, PG block delivery, some non standard provision

What was our starting point?

Module Assessment Board (MAB)

- Confirm module results for consideration at PAB
- Consideration of irregularities in the assessment process
- Recommendations for reassessment
- All module leaders, Heads of Dept, Heads of School, External Examiners, Clerk, Monitor
- External examiners confirm audit of sample student work, agree marks, comment on best practice/ areas for module development

Programme Assessment Board (PAB)

- Consideration of anonymized student profiles
- Confirm recommendations for reassessment, awards, progression and termination of registration
- Head of School, Heads of Dept, Course Leaders, nominated External Examiner, Clerk, Monitor.

Why change?

- Response to feedback from academic, professional services and External Examiner community
- Support staff to engage with External Examiners in a more effective way that is conducive for module and course enhancement
- Reduce time spent by academics in formal meetings
- Same assessment activity but finding more effective, flexible and meaningful ways to do it

What did we change?

1. Removal of module assessment board, replaced with an online mark ratification area.
2. External examiner model
 - NEW- Introduction of Institutional External Examiners (Programme Assessment Board External Examiners):
 - Attend boards
 - Oversee consistency of decision making
 - Endorse board outcomes
 - Contribute to complex profile discussions
 - Subject External Examiners still audited student work but were no longer required to attend boards.

Online Module Ratification

Each module is ratified by the module leader within SITS eVision

- Module leaders check and confirm marks
- Irregularities in the assessment process can be reported, and any remedies noted.
- Module leaders confirm subject external examiner review has happened and upload the report.
- Extensive reporting function to track progress of ratifications.

Online mark ratification

Module Leader for the following Modules

Search:

Module	Module Name	Occurrence	Year	Period	External Examiner	Action	Status	Ratified	Last Class
AR7407	Research Project / Dissertation	A	2022/3	SPAN1	[REDACTED]	Module has been Ratified PDF View	✓✓✓✓	Ratified	04/Aug/2023
BA4801	Financial Accounting	A	2023/4	TY13	[REDACTED]	Mark ratification		Not Started	19/Apr/2024
CE7016	Dissertation	J	2022/3	SPAN1	[REDACTED]	Mark ratification	XXXX	Needs Ratification	08/Jan/2024
FP6008	Final Major Project	A	2023/4	TY13	[REDACTED]	Mark ratification		Not Started	19/Apr/2024
NA6110	Safe and Effective Quality Care in Adult Nursing	A	2023/4	TB1	[REDACTED]	Mark ratification		Not Started	11/Dec/2023
NG5105	Therapeutic Interventions in Nursing: Bio-psycho-social	A	2023/4	TB2	[REDACTED]	Mark ratification		Not Started	19/Feb/2024

Online mark ratification

A) Please confirm that the marks are correct for module Financial Accounting

GUIDANCE

→ [Click here to run the module mark grid \(MAB1a\)](#)

Please use the link above to view the most recent module mark grid (MAB1a) and carefully check that the marks on the grid are accurate (click on the blue bar below for a checklist to guide you with this activity). If you need to amend or discuss any marks, please contact your Faculty Student Office who will be able to amend the marks. After the marks have been amended by the Student Office, these changes will be reflected on the module mark grid (MAB1a). Once you are ready to confirm that the marks are accurate, please click the **edit section** button below.

If you wish to view a PDF copy of the module mark grid, click the link above to run the module mark grid, right mouse click on the grid, select Print, click on the printer drop down box and select 'Save as PDF'. Before confirming marks are correct, it is recommended that you check your module mark grid via the 'run the module mark grid' link to view the live version of the marks as recorded in SITS.

Checklist for checking the accuracy of module marks

(Click to expand)



Please confirm that the marks have been carefully checked and that the marks on the module mark grid are accurate

Please Select



Back

Next

Please confirm that the marks have been carefully checked and that the marks on the module mark grid are accurate

I confirm



Back

Next

Online mark ratification

B) Consideration of irregularities during the assessment process

Section not confirmed ✖

In most cases there will not have been any issues or irregularities with the assessment of a module. However, if there has been an irregularity, it is important that we maintain a record of what this was and how it has been resolved or what the current status is for resolving it.

An irregularity in the assessment process might be where there is evidence that the published assessment strategy has not been followed, where there has been a significant departure from our Fairness in Assessment Policy or UG or PG Regulations, or where there has been a significant disruption to the assessment itself that impacted the cohort.

Some indicative examples are:

- A different form of assessment was set to that which was published to students or validated in the module descriptor
- A different weighting of assessment was published to students to that which is validated in the module descriptor
- The details of a trail assessment were not provided to relevant students
- There is evidence of an inconsistent or misleading assignment brief
- There is evidence that marking has not aligned to the published rubric
- Significant disruption to an assessment due to a fire alarm going off
- Significant disruption to an online assessment due to technical issues

If there has been an irregularity, you should discuss this with your Head of Department to determine what action, if any, is required as soon as the irregularity has been identified.

As part of your ratification of this module we will also need you to provide a statement summarising the details of the irregularity. Ideally, any remedial actions should have already been taken and you should also provide the details of what these are here. However, if the issue is still pending, please indicate this in the section below.

Confirmation that there have been no irregularities in the assessment process or that any which have occurred are now resolved for module Film Making 3 (Dissertation)

No responses recorded

Edit Section

Confirmation that there have been no irregularities in the assessment process or that any which have occurred are now resolved for Module FK7005

There is no irregularity in the assessment process to report ▼

Back

Save

Next

Online mark ratification

C) Confirmation of External Examiner audit

Section not confirmed ❗

Assigned External Examiner for Module: **No Examiner Assigned**

It is a requirement for External Examiners to audit each element of assessment within modules that contribute to the degree classification. In practice this means modules at levels 5, 6 and 7 must be audited. As levels 3 and 4 do not typically contribute to classification, there is no requirement for them to be audited unless it is the first time that they are running as part of a newly validated programme. If you are not sure about whether this module should be audited, please contact your Faculty's Quality Assurance and Enhancement team for advice.

Has the external examiner audited the sample work for module **Film Making 3 (Dissertation)**?

The external examiner(s) has not audited the sample work

Has the external examiner(s) confirmed they are satisfied with marking and moderation for module **Film Making 3 (Dissertation)**?

The external examiner(s) has not confirmed they are satisfied with marking and moderation

Does the external examiner wish to audit reassessment work for module **Film Making 3 (Dissertation)**?

External Examiner(s) does not wish to audit reassessment work

External Examiner Document uploaded for module **Film Making 3 (Dissertation)**?

Edit Section

Online mark ratification

Module Ratification Report

Year - 2023/4

You are able to export the report results to Excel by clicking the [Excel](#) button.

Excel

Search:

Module	Name	Year	Domain	Faculty	Department	Location	Level	Period	Mark Scheme	Occurrence	Module Leader	External examiner 1	Last Class	Status	Ratified?
BA4801	Financial Accounting	2023/4	BA	Faculty of Business and Social Sciences	Department of Accounting, Finance and Informatics	Kingston Hill	4	TY13	UG MODULE	A			19/04/2024	✓✓✓	Ratified
MW7021	Social and Political Context of Birth 2	2023/4	MW	Faculty of Health, Science, Social Care	Department of Midwifery	Kingston Hill	7	TY13	PG MOD L7	A			21/04/2024	✓✓✓	Ratified
NW6035	Applied Neonatal Pathophysiology	2023/4	NW	Faculty of Health, Science, Social Care and Education	Workforce Development	Kingston Hill	6	TB1	UG MODULE	A			15/12/2023	✓✓✓	Ratified
NW7032	Advanced clinical reasoning in health assessment	2023/4	NW	Faculty of Health, Science, Social Care and Education	Workforce Development	Kingston Hill	7	TB1	PG MOD L7	A			15/12/2023	✓✓✗	Started
CE4021	Navigate for the Professional Engineer	2023/4	EG	Faculty of Engineering, Computing and The Environment	Department of Civil Engineering, Surveying & Construction	Penrhyn Road	4	TB1	UG MODULE	B			15/12/2023	✗✓✗	Started
NW6033	Independent/ Supplementary Prescribing for Nurses and Midwives (V300)	2023/4	NW	Faculty of Health, Science, Social Care and Education	Workforce Development	Kingston Hill	6	SPAN1	UG MODULE	B			No Date	✗✓✗	Started

Benefits of change



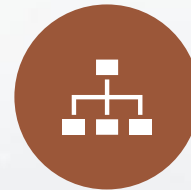
More flexibility in how core assessment activity is carried out



Significant academic time saved (reduced meeting burden)



Removal of duplication for mark approval processes



Reduced administrative burden



Contributions of Programme Assessment Board External Examiners



Benefits for quality assurance and enhancement processes



What is next?

2024/25- Change to board quoracy regulations

- PAB EE's invited to boards but not required for quoracy

2025/26- Moving to a PAB External Examiner sampling approach

Explore removal of PAB board, replace with a sign off process

- Pilot for a small number of board areas during 2025/26

Explore VLE and student record system integration