

APPOINTMENT OF INTERNAL EXAMINERS

1. PURPOSE

The purpose of this procedure is to ensure that Boards of Examiners are properly constituted with members who have the knowledge and skills necessary for the fair and valid assessment of students across the full range of subject material being examined.

2. SCOPE

This procedure covers the appointment of internal examiners for all taught programmes of study: undergraduate and postgraduate. It does not cover research degrees or non-award-bearing continuing education.

3. ASSOCIATED DOCUMENTS/WEBPAGES

[Constitution and Function of Boards of Examiners](#)
[Code of Practice for Pre Meetings to Boards of Examiners](#)
[Procedure for appointing External Examiners](#)

4. PROCEDURE

4.1 Chairs and Deputy Chairs of Boards of Examiners

Eligibility to serve as a Chair or Deputy Chair of a Board of Examiners is defined in the Constitution and Function of Boards of Examiners.

4.2 Internal Examiners

Eligibility to serve as an Internal Examiner is defined in the Constitution and Function of Boards of Examiners.

A list of all members of academic staff who are eligible to serve as Internal Examiners for all taught courses is approved by the Academic Board annually.

4.3 Assessors

Assessors may be appointed to any Board of Examiners, under the terms laid down in the Constitution and Function of Boards of Examiners approved by the Academic Board.

A list of Assessors is approved by the Academic Board annually.

4.4 Assistant Examiners

Assistant Examiners may be appointed to any Board of Examiners, under the terms laid down in the Constitution and Function of Boards of Examiners approved by the Academic Board.