



Examiner in First- and Second-Cycle Courses¹

1 General

At the University of Skövde (the University), there must be an Examiner for each first- and second-cycle course.

The Examiner is a teacher who has been specially appointed by the University to examine a course. In addition to the Examiner, there may be other examining teachers who are responsible for work with formulating and assessing examinations. The Examiner is, however, chiefly responsible for the examinations of the course, and makes grading decisions, both concerning the different examinations, and the result on the course.

In a degree project course, several examiners may be appointed. Students within the course can then have different examiners. In these cases, it is important that there is close collaboration between the examiners, so that examinations of the students are made on equal terms.

Making examinations means exercising the powers of public authority towards individual persons. There is no possibility of delegating the exercising of the powers of public authority to an organisation outside the public authority. Therefore, the Examiner must be part of the public authority, and connected to it via employment as a teacher at the University.

The Examiner is appointed by the Head of Division, as proposed by the Subject Coordinator.

2 Competence

Examiners must be very familiar with the subject content of the course. In terms of competence, examiners for first-cycle courses must have at least a Degree of Master (60 credits) (or equivalent competence). Examiners for first-

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för examinator inom utbildning på grundnivå och avancerad nivå, registration number 2019/850). In the event of any discrepancy, the Swedish version of this document shall prevail.

cycle degree projects must normally have a Degree of Doctor (or the equivalent competence).

Examiners for second-cycle courses should have at least a Degree of Doctor (or the equivalent competence). Examiners for second-cycle degree projects should have at least the qualifications required for appointment as a Docent.

The Examiner must be well acquainted with national legislation for higher education and local governing documents, and apply them. Examiners' responsibilities and tasks are, to a high degree, related to the "Guidelines for Examinations in First- and Second-Cycle Courses" [Examination inom utbildning på grundnivå och avancerad nivå].

For some of the areas and tasks outlined in this document, the University's Support Services have created special instructions, schedules, forms, etc. These documents are included as part of local governing documents.

3 Responsibilities and tasks

The Examiner's responsibilities and tasks are stated below. The responsibilities and tasks mean that the Examiner – subordinate to the Faculty Board, Head of School, Head of Division, Subject Coordinator, and in consultation with the Course Coordinator, and (for programme courses) concerned Programme Coordinators – has a clear responsibility for quality assurance and quality development of the course.

3.1 Examinations and grading criteria

The Examiner – in consultation with the Course Coordinator – is responsible for planning and delivering examinations within the course, including the development of grading criteria. As is clear from the above, the Examiner is chiefly responsible for the part of the examination that concerns grading the examinations and the course.

The Examiner certifies results from each examination in Ladok² once the Course Coordinator has reported the results and marked the examination as ready. The Examiner also certifies the student's result on the course once the Course Coordinator has reported and marked the course result as ready.

The Course Coordinator may delegate reporting results and marking results as ready to (an)other teacher(s). The marking of results as ready cannot, however, be delegated to the Examiner, as there is a requirement that two teachers participate in the examination. The requirement is outlined in more detail in the "Guidelines for Examinations in First- and Second-Cycle Courses" [Examination inom utbildning på grundnivå och avancerad nivå].

² Ladok is a national system that provides support to higher education institutions in various study administration processes.

When it comes to certifying results in Ladok, the Examiner can, in exceptional cases, be replaced, firstly by the Subject Coordinator, or secondly by the Head of Division.

At the end of the year, a special timeframe for reporting and certifying results in Ladok applies. To enable the compilation of the public authority's annual report, all results for a financial year (calendar year) must be reported and certified no later than the 14th of January the following year. The Examiner – alongside the Course Coordinator – is responsible for keeping to this timeframe. More information about the routines for reporting and certifying results at the end of the year can be found in the “Guidelines for Examinations in First- and Second-Cycle Courses” [Examination inom utbildning på grundnivå och avancerad nivå].

When the Examiner is the person exercising the power of public authority towards individual students (grading), the Examiner's task is a very important part of quality assurance for the course. To be able to exercise their responsibility for the examination, the Examiner must be very familiar with – and also be able to influence – the course content, structure, progression, and objectives.

3.2 Support measures for students with disabilities

All teachers have a responsibility to generally teach in a way that is accessible and inclusive to students with disabilities. The Examiner – alongside the Course Coordinator – has a particular responsibility, which means that they must determine whether the support measures recommended by the Coordinator for Students with Disabilities can be implemented in relation to the relevant course syllabus.

Tasks and responsibilities concerning work with facilitating the study situation for students with disabilities are outlined in more detail in the “Instructions for Special Educational Support for Disability” [Anvisningar för särskilt pedagogiskt stöd vid funktionsnedsättning].

3.3 Feedback after an examination

The Examiner is responsible for ensuring that students get feedback after examinations, see the “Guidelines for Examinations in First- and Second-Cycle Courses” [Examination inom utbildning på grundnivå och avancerad nivå].

3.4 Registration and publication of degree projects in DiVA

The Examiner of a degree project course is responsible, alongside the concerned student and the University Library, for registering and publishing

the degree project in DiVA³. From DiVA, the degree project is transferred to the University's e-archive⁴. Archiving only takes place in this way.

The process for registration, publication and archiving is described in more detail in the "Guidelines for Degree Projects" [Riktlinjer för examensarbeten].

3.5 Correction and reassessment of grades

The Examiner is responsible for correction and reassessment of grades, see the "Guidelines for Examinations in First- and Second-Cycle Courses" [Examination inom utbildning på grundnivå och avancerad nivå].

3.6 Handling of suspected cheating

The Examiner is responsible for handling and investigating suspected cheating at examinations that are not on-campus examinations⁵. Administration of these cases – which takes place in consultation with the concerned teachers and the Head of Division – is described in the "Guidelines for Handling Suspected Cheating at Examinations" [Riktlinjer för hantering av misstänkt fusk vid examination].

3.7 Other tasks

The assignment as Examiner also includes:

- providing the Course Coordinator with support to formulate and revise the course syllabus, including issues concerning course literature
- answering questions related to examinations from students (in consultation with the Course Coordinator)

4 Taking Effect

The description of assignment takes effect on the 13th of November 2019. It replaces the description of assignment from February, 2016 (registration number HS 2015/936).

³ DiVA (digital scientific archive) is a registration and publication platform for research publications and students' academic papers, which is used by most higher education institutions in Sweden.

⁴ The University's e-archive is under construction.

⁵ At on-campus examinations, the University's Examination Administration is responsible for handling and investigating.