

**GUIDELINES FOR INTERNAL AND EXTERNAL  
EXAMINERS AT  
THE NORWEGIAN UNIVERSITY OF LIFE SCIENCES  
(UMB)**

**Issued by the Board of the Norwegian University of Life Sciences on 28 September 2005 pursuant to the provisions of the Act relating to Universities and University Colleges of 1 April 2005 no 15. Last revised 15 November 2010.**

**I.** These guidelines apply to internal and external examiners unless specified otherwise. The guidelines apply to the marking of examinations or tests, and to marking after a complaint has been lodged against a mark.

**II.** Before marking, examiners shall familiarise themselves with the Examination Regulations at the Norwegian University of Life Sciences, UMB's grading scale and these guidelines.

**III.** In accordance with chapter 9 of the Examination Regulations at the Norwegian University of Life Sciences, there shall be external assessment of the parts included in the setting of grades or the assessment arrangements.

**1. Two examiners, of which at least one is external, shall be used in the following cases:**

- a.** when assessing bachelor's theses and master's theses
- b.** in connection with oral examinations or tests that cannot be verified
- c.** re-assessment as the result of a complaint about procedural errors in connection with an examination, cf. the Act relating to Universities and University Colleges section 5-2 no 2
- d.** in connection with complaints regarding grades awarded, cf. the Act relating to Universities and University Colleges section 5-3 no 4.

**2. In other cases, one of the following shall be used:**

- a.** an external examiner in combination with an internal examiner
- b.** at least one internal examiner in combination with an external evaluation of the parts included in the setting of grades and/or the assessment arrangements.

Arrangements for external evaluation can be one of the following or a combination of the following:

- a.** external participation in the formulation of the examination assignments and the Examiner's Guidelines

- b. external control of an internal examiner's assessment of a random selection of examinees as calibration of the overall assessment of a course.
- c. external assessment of all the examination papers.

### **3. Special circumstances:**

In final, oral examinations of a student group, the examiners shall assess the examinees individually.

In an oral discussion of a thesis submitted by a group of students, the examiners can assess the examinees individually.

External examiners cannot be employed at UMB in a full-time or part-time position in the same semester or academic year as the examination is held.

**IV.** The grade is awarded on the basis of an overall assessment of the examination paper. 'If two examiners disagree on a mark, a third examiner shall be brought in. The final mark shall be jointly determined by the entire group of examiners,' cf. chapter 8 of the Examination Regulations at the Norwegian University of Life Sciences (UMB).

**V.** The internal examiner is responsible for making sure that the examination papers have been marked, and that the signed assessment records are submitted to the Department of Academic Affairs no later than three weeks (15 working days) after the examination date, unless the University Board has set another deadline.

A completed assessment form must accompany all assessment records.

If two examiners have taken part in the assessment of all the examination papers in a course, both examiners must sign the assessment record for the course before the assessment record is submitted to the Department of Academic Affairs. If one of the examiners has participated in the assessment of a random selection of examination papers, it is sufficient that this examiner signs the assessment form.

All grades must be written in full in the assessment records.

**VI.** If it is necessary to change examiners because of an unforeseen absence, the assessment deadline will be reckoned from the date on which the examination paper was sent to the new examiner(s). The Department of Academic Affairs must be informed about the date the examination paper was sent.

**VII.** Students have a right to request an explanation for an assigned mark after a **written** examination. Requests for such an explanation must be submitted within

one week of the student becoming aware of the assigned mark, no later, however, than three weeks after the mark was announced, cf. section 5-3 of the Act relating to University and University Colleges.

If an external examiner took part in marking the exam, the external and internal examiners must agree who is to present the explanation of the assigned mark. If no external examiners are involved in setting the final mark, the mark shall be explained by the internal examiner(s).

The examiner can choose to give the explanation either orally or in writing, normally within a deadline of two weeks after the student has requested an explanation, cf. section 5-3 of the Act relating to University and University Colleges.

**VIII.** For **oral** examinations, requests for an explanation of the assigned mark must be submitted immediately after the student has been notified of the mark, cf. section 5-3 of the Act relating to University and University Colleges.