

## **Appendix to Erasmus School of Law Comprehensive Test Policy for Bachelor and Master Programmes**

### **Recruiting examiners and granting authority to hold examinations, or in other words: how do lecturers become examiners?**

Prior to 1 September 2012, all lecturers employed at ESL were automatically granted authority to hold examinations. This new policy only applies to lecturers and guest lecturers employed at ESL and persons with a hosting agreement (hereinafter: HO) who were attached to ESL after 1 September 2012. The following applies to the last-named group:

1. Authority to hold examinations is granted to all members of the permanent or temporary academic staff employed at ESL before 1 September 2015 who have borne partial responsibility for four examinations.
2. Members of the academic staff who do not fulfil the conditions specified under sub 1., or who were not employed by ESL or attached to ESL until after 1 September 2015 may exclusively obtain authority to hold examinations in one of the following ways:
  - a. by fulfilling the conditions that apply to the obtaining of the test qualification by following a Basic Teaching Qualification course set by Risbo, such as e.g. the *Devising of Tests* module;
  - b. or on the substantiated suggestion made by the relevant senior professor through a resolution to this effect adopted by the ESL Examining Board.

Explanation: the ESL Examining Board regulates the way in which it guarantees the quality of the tests in the memorandum entitled *Erasmus School of Law Comprehensive Test Policy for Bachelor and Master Programmes*. Part of this is the stipulation that the only lecturers (members of the temporary or permanent staff) who may be appointed as examiners are those who hold a test qualification. The former regulation in force until 1 September 2012, which granted authority to hold examinations *qualitate qua* to all members of the temporary or permanent staff, should be regarded as unsuitable in view of the importance of guaranteeing the quality of the tests. At the same time, it was also considered inappropriate to oblige lecturers who were already employed at ESL on 1 September 2015 and who had gained sufficient experience as examiners to formally demonstrate their quality as examiners by obtaining the test qualification.

For this reason, ESL decided that lecturers in this category with sufficient experience – in the present case, those who had acted as examiner or co-examiner on four occasions – should be formally awarded authority to hold examinations. Those who do not have such experience, or do not have it to a sufficient extent, may obtain authority to hold examinations by gaining further experience, i.e. by following a Basic Teaching Qualification course. In such an event, there will have to be an examiner who is authorised to hold examinations and who will be ultimately responsible for the examining duties performed by the relevant lecturer.

With effect from 1 September 2015, obtaining the test qualification will exclusively apply as a new route to be followed by new staff members who will also be acting as examiners. To this end, we will have to examine ways in which the training and testing required for the relevant lecturers can be fleshed out.

Since there will always be a possibility of exceptions to this, the Examining Board is authorised to award authority to hold examinations (i.e. the status of examiner) to a lecturer if the Examining Board receives a substantiated proposal to this effect from the senior professor responsible. This proposal must be accompanied by the relevant information, such as the relevant lecturer's extensive curriculum vitae and a description of the precise duties to be performed at ESL, thereby stating whether these duties are performed independently or not.

*Is it possible for lecturers to be authorised to hold examinations without a hosting agreement?*

The legal status of the lecturer in question must be attachment to EUR by a hosting agreement at the very least. If this is not the case, the professor responsible simply has to sign a statement guaranteeing quality. The procedure is as follows: the professor who is ultimately responsible notifies the Examining Board that a number of named external lecturers are being deployed – under their leadership and responsibility – for duties involving the assessment of examinations, partial examinations and theses. The professor explicitly states

that they guarantee the quality of such assessments and that they are personally responsible for it. This professor – or possibly another senior lecturer – is ultimately the person who formally determines the marks and whose name appears on the thesis and examination papers assessed.

Last amended on 9 November 2015