



Guidance on the Recording of Assessments

1. Background and Context

- 1.1. Keele's Code of Practice on External Examining sets out the duties of subject external examiners, including the following:

2.0 (iii) to ensure that the assessment processes and marking criteria measure student achievement rigorously and equitably;

2.0 (v) to ensure that the internal marking is appropriate and consistent, and carried out in accordance with the University's regulations and that the overall assessment strategy is appropriate for the level of the module.

- 1.2. The University Learning and Teaching Committee in July 2013 noted that, where appropriate, the recording of assessments could support these duties in relation to the sampling of assessments of an ephemeral nature¹, although it was deemed unnecessary to underpin assessment practice at subject-level through regulation.

2. Principles

- 2.1. Schools whose assessment regime includes ephemeral assessments are encouraged to consider in advance the implications of setting such assessments in marking and moderation practices, so that sufficient assurance can be given to External Examiners as to the rigour and equitability of assessment processes. This may include creating documentary records of the format and conduct of the assessment (such as video- or audio-recordings, detailed assessment feedback sheets, student scripts or posters, etc.), and clear assessment criteria.
- 2.2. External Examiners should be consulted by Schools with regard to which assessments they may wish to have recorded as part of the assessment sample.
- 2.3. Other than as requested under item 2.2, the recording of assessments could also be used by Schools where appropriate, for example, as a tool for students to engage in reflective feedback, or for staff training purposes. Examples of good practice are available on request.

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¹ Ephemeral assessments are those where no permanent record is automatically produced and evidence of a student's performance is difficult to retain, e.g. language oral assessments; music recitals; group tasks; practical tests.