Examination at Cemus – Roles and Mandates

Examination is one of the most important processes in your courses, as it is an exercise of public authority that has consequences for the students in your courses. Given the importance of examination, it is a highly regulated process where responsibility is clearly allocated within the university structure.

The examiner

Every course given at the university has an assigned examiner. The examiner is the person who grades the students' performance within a course. At Uppsala University the examiner needs to have a teaching position at UU to be eligible for the role.

Examiners at Cemus
Cemus is working to set up a structure of external examiners to courses. The director is also examiner for some of the courses. Since the examiner has this very formal role and responsibility, it is very important that you as course coordinators distinguish between examiners and graders (someone that is not the examiner, but who is reading assignments and suggesting grades on behalf of the examiner).

The role of the course coordinator
Since the responsibility of assessment always lies on the examiner, you cannot as coordinators do any formal assessment of students in your courses. However, as the matrix below clearly shows you have a role in collecting the basis for assessment when it comes to pass and fail assignments in your course. Since the examiner is always responsible, it is a good idea to involve the examiner in examination decision making in the course as well as when there are things you as coordinators are unsure of when it comes to examination in courses. If you have questions or concerns about examination in your course, you can also reach out to your course resource person or the director of studies as a first step.

Since you as course coordinators do not formally assess the students, any feedback that you give to students (mandatory sessions or written assignments) should be seen as mentoring the students so that they will be able to grow, learn and pass the examination in the course. Talk to your resource person if you are unsure of how to position yourself as a coordinator in relation to the students in this process.

Grading criteria

Grading criteria connects grades to levels of meeting the course goals and learning outcomes in a course. Pass or 3 means that the student has met the learning objectives as stated in the course syllabus.

Grading criteria at Cemus

General grading criteria are available in box, but it is also a good idea to discuss the grading with the examiner or grader if you want to have specific criteria that needs to be met. Grading criteria should always be available for students, so that they know how their assignments will be assessed.

Assessment of assignments at Cemus

The general principle is that assessment of students is done by the examiner. If the examiner cannot or does not want to read all assignments they can delegate the work of preparing a basis for assessment to colleagues that have sufficient experience and insights into the course. At Cemus, this is the case for pass/fail assignments, where course coordinators prepare a basis for assessment, but it could also apply to the graded final assignment. Regardless of whom collects this basis for assessment and is suggesting grades for students, the overall responsibility still lies on the examiner. All assessment needs to be done within 25 calendar days from when students hand in their assignment and it should be clear to students how and when they can be re-assessed if they do not pass the examination (applies also to mandatory sessions and pass-fail written assignments).

Assessment matrix

Type of assignment	Grade	Grading criteria (must be transparent to students, so that they know how they will be assessed)	Preparation of basis for assessment or suggested grades	Decision
Seminar or workshop	Pass/Fail	Active participation, but could also be other things you demand from students	Course coordinators	Examiner, in ladok once coordinators have sent the credits from Studium.
Written preparation	Pass/fail	Some transparent criterium/criteria that is/are easy to use (i.e. it is easy to see when a student has passed or not) should be set up	Course coordinators	Examiner, in ladok once coordinators have sent the credits from Studium
Final written assignment	U-3-4-5	General grading criteria at Cemus, if other criteria are used in tandem these should be known to students.	Examiner or grader	Examiner, in ladok once coordinators/grader/ examiner have/ sent the credits from Studium