

Ensuring the quality of examinations and final examinations: the role of the Executive Board, the Faculty Board, the Faculty Council, the Programme Board, the Programme Committee, the Board of Examiners and the examiner

The Board of Examiners operates independently of the Executive Board, the Faculty Board and the Programme Board, but it does work closely with these bodies. In terms of guaranteeing the quality of examinations and final examinations, the roles and responsibilities are divided as follows:

(Tasks and powers laid down by law are indicated in italics, paraphrased in places for the sake of brevity. The roles of the bodies are characterised by one dominant feature. The information provided here is a simplification of how things work in practice.)

The Executive Board (bears ultimate responsibility) (Article 9.2 of the of the Higher Education and Research Act (WHW)):

- *is responsible for the administration and management of the university*
- *monitors quality assurance, the university's assessment policy, the University Teaching Qualification (UTQ) and uniformity in the awarding of degree certificates*
- *may not issue instructions to Boards of Examiners regarding the assessment of individuals*

The Faculty Board (primarily a policy-making role) (Articles 9.12 until 9.15 WHW):

- *appoints the members of the Board of Examiners, after hearing the opinion of the sitting members*
- *adopts the Course and Examination Regulations*
- *may not issue instructions to Boards of Examiners regarding the assessment of individuals*
- *adopts the Faculty's policy on assessment, in consultation with the Boards of Examiners*
- *is responsible for promoting the development of expertise among academic staff, including expertise in the field of assessment for members of Boards of Examiners and examiners*
- *delegates the implementation of the personnel policy (such as conducting P&D interviews) to the Institute Board*

The Faculty Council (an advisory and consenting role) (Articles 9.37 and 9.38 WHW):

- *has the right of approval and the right to advise on elements of the Course and Examination Regulations*

The Programme Board (or Programme Director) (primarily a coordinating role) (Article 9.17 of the WHW):

- *is responsible for the organisation and integration of the teaching and the implementation of the Course and Examination Regulations, and annually draws up the curriculum*
- *draws up the assessment plan as part of the Course and Examination Regulations (learning objectives for each examination, number of resits, dates and times of examinations, forms of assessment)*
- *prepares and publishes an overview of the examination results at the end of every examination period at the request of the Board of Examiners or the Programme Committee*
- *is responsible for the quality of teaching and may provide guidance to lecturers*
- *discusses the Programme Committee's recommendations concerning the quality of examinations with the Board of Examiners*

The Programme Committee (an advisory and consenting role) (Article 9.18 of the WHW):

- *has the right of approval and the right to advise on elements of the Course and Examination Regulations*
- *periodically assesses the individual study components (if possible, including the assessment) and advises the Programme Board or the Faculty Board on this*
- *periodically assesses the curriculum and advises the Programme Board or the Faculty Board on this*
- *if the evaluations reveal areas of concern with regard to assessments, the Programme Committee also issues advice on the matter directly to the Board of Examiners*
- *issues advice or submits proposals, upon request or on its own initiative, to the Programme Board regarding any matter related to teaching in the relevant degree programme*

The Board of Examiners (primarily a supervisory and monitoring role) (Articles 7.12, 7.12a and 7.12b of the WHW):

- *appoints examiners*
- *determines in an objective and expert manner whether a student meets the requirements for the examination*
- *takes measures in the event of fraud*
- *takes decisions on exemptions*
- *safeguards the quality of individual examinations and final examinations, within the framework of the Course and Examination Regulations*
- *establishes guidelines and instructions for assessing and determining the results of examinations and final examinations*
- *sets the pass and fail rules (including rules regarding compensatory examinations) for examinations*
- *draws up rules and regulations*
- *awards degree certificates*
- *takes decisions on requests to allow a form of assessment that deviates from the method prescribed in the Course and Examination Regulations or the testing plan contained within it*
- *takes decisions in accordance with the Course and Examination Regulations ('...unless the Board of Examiners decides otherwise')*

The examiner (primarily an assessing role) (Articles 7.11 and 7.12c of the WHW):

- *administers examinations and determines the results of those examinations*
- *issues certificates for examinations that have been passed*
- *provides information to the Board of Examiners on request*
- *prepares official reports for the Board of Examiners in the event of proven cases of fraud/irregularities during an examination (Rules and regulations, R&R)*