Board of Examiners Regulations of the Graduate School of Teaching
(provisions under Art. 7.12b (3) of the WHW (Wet op het hoger onderwijs en wetenschappelijk onderzoek, [Higher Education and Scientific Research Act ])

Regulations of the Board of Examiners established by the Board of Examiners of the Graduate School of Teaching of Utrecht University on 25 September 2017.

Preamble
The Board of Examiners of the Graduate School of Teaching is comprised of one central Board of Examiners for all teacher training Minors and all one-year and two-year teacher training programmes. Within the Board of Examiners, each of the five faculties is represented by one member. This so-called 'core representative' is charged with representing the day-to-day business of the Board of Examiners as it pertains to the degree programme he or she represents. The members independently carry out the exam policy within the parameters established by the central Board of Examiners. The central Board of Examiners creates parameters and acts as a controlling body. It determines the examination policy and establishes the parameters in the form of regulations and procedures. Each year, the central Board of Examiners establishes the Board of Examiners regulations. In addition, in its controlling role it ensures the quality of the decisions and the implementation of the examination policy by the members. Requests to the Board of Examiners are received centrally and are subsequently assigned to different members.

Content:

PARAGRAPH 1 – GENERAL PROVISIONS
Art. 1.1 – Scope ........................................................................................................................ 2
Art. 1.2 – Board of Examiners ..................................................................................................... 3
Art. 1.3 – Standards .................................................................................................................. 3
Art. 1.4 – Examiners .................................................................................................................. 3
PARAGRAPH 2 – ORGANISATION OF TESTS AND PROPER PROCEDURE ............................................ 4
Art. 2.1 – Time of tests .............................................................................................................. 4
Art. 2.2 – Order during an examination or test .............................................................................. 4
PARAGRAPH 3 – ASSESSMENT OF TESTS, THESIS ......................................................................... 4
Art. 3.1 – Marking of tests .......................................................................................................... 4
Art. 3.2 – Assessment of a practical file, educational file, (research) assignments and thesis. ............. 5
Art. 3.3 – Follow-up interview ..................................................................................................... 5
Art. 3.4 – Recording the final results ............................................................................................ 5
The examiner will record the final results of a education component in Osiris with the assistance of the Osiris lecturer, or the final results of the education component will be included in Osiris following authorisation from the examiner. The exact procedures differ per faculty. ........................................................................ 5
PARAGRAPH 4 – EXAMINATION QUALITY ASSURANCE ................................................................... 5
Art. 4.1 – Quality assurance of tests ............................................................................................ 5
Art. 4.2 – Quality analysis of tests ................................................................................................. 5
Art. 4.3 – Declaration of invalidity of tests for all participants due to quality shortcomings .......... 6
Art. 4.4 – Quality assurance of examinations (final level of the graduates) ..................................... 6
Art. 4.5 – Board of Examiners’ own investigation for the quality assurance of examinations ........... 6
PARAGRAPH 5 – EXEMPTIONS, APPROVAL OF COURSE COMPONENTS .............................................. 6
Art. 5.1 – Exemptions ................................................................................................................ 6
Art. 5.2 – Approval of course components .................................................................................... 7
PARAGRAPH 6 – COMPLAINTS AND APPEALS .............................................................................. 7
PARAGRAPH 7 – FINAL PROVISIONS ............................................................................................ 8
Art. 7.2 – Amendments ............................................................................................................... 8
Art. 7.3 – Entry into force and publication .................................................................................... 8
Appendix: ................................................................................................................................ 9
Art. 1.1 – Scope

These regulations apply to the tests and examinations of the following teacher training Minors and teacher training Master’s programmes offered by Utrecht University:

- The arts and humanities, social and behavioural sciences and science teacher training Minors;
- The one-year Master’s programme for Teacher of Preparatory Higher Education;
- The two-year Master’s programme Social Science Education and Communications, Language Education and communication, Art Education and Communication and Science Communication and Education.

The terms described in the Education and Examination Regulations for these degree programmes also apply to these regulations.
Art. 1.2 – Board of Examiners

1. Each member of the Board of Examiners represents the issues that pertain to the degree programmes assigned to him or her.
2. The Board of Examiners takes decisions by a simple majority. In the event of a tie concerning a student’s request, the request will be rejected.
3. The chairman and all members of the Board of Examiners are authorised signatories. The Board of Examiners can authorise the official secretary to communicate decisions made by the Board of Examiners and to sign them on behalf of the Board of Examiners. To that end, the Board of Examiners shall issue a written authorisation to the official secretary detailing the parameters and general instructions for carrying out the delegated authorisation.
4. The Board of Examiners must take a decision within six weeks of receipt of a petition.
5. Decisions of a Board of Examiners are recorded in the minutes. The minutes will be approved by, or at least on behalf of, the chair.
6. The Board of Examiners will be supported in its work by an official secretary. The official secretary will not sit on the Board of Examiners. The official secretary will ensure:
   - preparing, convening and taking notes of the meetings;
   - monitoring the implementation of decisions taken;
   - communicating decisions to students and other involved parties;
   - drawing up periodic reports;
   - making a record of requests handled, objections and decisions made.
7. The Board of Examiners can authorise the official secretary to check, on behalf of the Board of Examiners, if all the educational units of the examination programme of the degree programme have been successfully completed and that the student has successfully passed the examination. To that end, the Board of Examiners shall issue a written authorisation to the official secretary detailing the parameters and general instructions for carrying out the delegated authorisation.

Art. 1.3 – Standards

In its decisions, the Board of Examiners will be guided by the following standards:

a. the retention of quality standards of an examination or test;

b. efficiency standards, expressed inter alia in efforts to limit, as far as possible, loss of time for students;

c. protecting students from themselves in the event that they wish to take on an excessive study load;

d. leniency in relation to students who, through circumstances outside their control, have experienced delays in the progress of their studies.

Art. 1.4 – Examiners

1. The Board of Examiners will appoint members of the academic staff who are charged with teaching a course as examiners. The Board of Examiners may furthermore appoint other members of the academic staff and experts outside the degree programmes as examiners. The examiners are responsible for the testing of the course.
2. The Board of Examiners may withdraw the appointment as an examiner in the event that the examiner fails to comply with the applicable laws and regulations or guidelines of the Board of Examiners, or if the competence of the examiner concerning tests (making, administering, marking) repeatedly proves to be of insufficient quality.
3. The Board of Examiners will register all examiners so that it is known which persons are authorised to administer examinations and to determine the results thereof.
PARAGRAPH 2 – ORGANISATION OF TESTS AND PROPER PROCEDURE

Art. 2.1 – Time of tests
1. Written tests are to be administered at times set by the Board of Examiners at least 30 days before the start of the semester in question.
2. When setting the times of the tests, the Board of Examiners prevents any overlap of tests as far as possible.
3. Changes to times set may be made only in cases of force majeure.
4. If possible, oral tests are to be administered by the examiner(s) in question at a time set in consultation with the student.
5. The times of written resit examinations will be determined and announced at least two weeks in advance. At least five working days will pass between the announcement of the results and the resit examination.

Art. 2.2 – Order during an examination or test
1. The examiner must see to it that an adequate number of invigilators are appointed for the written examinations, who see to it that the examination will proceed in an orderly fashion.
2. The student must identify himself/herself on the request of or by reason of the Board of Examiners with a valid proof of identity. Admission to the test will be denied if the student is unable to identify himself/herself.
3. The student must follow instructions of the Board of Examiners and/or the examiner or invigilator, which are given before, during and immediately after the test.
4. Should the student fail to follow one or more instructions as referred to in the third paragraph (3), he or she may be excluded by the Board of Examiners or examiner from further participation in the test in question. As a consequence of the exclusion, no result will be determined for that test. Before the Board of Examiners takes a decision to exclude a student, it will provide the student with the opportunity to be heard on the matter.
5. The duration of a test is such that students will have reasonably sufficient time to answer the questions.
6. Latecomers will be admitted to a test 30 minutes at most after the start of the examination. If a student is prevented by force majeure from being present within this time limit, the Board of Examiners and/or examiner, will decide if he or she can still be admitted to the test.
7. Students may not leave the room where the test is being administered within 30 minutes of the start of the examination.
8. Once participants have left the examination room, no more latecomers will be admitted to the test.
9. Students must hand over their bags, coats and electronic devices to the invigilators at the start of the test.
10. Students who prove to be in possession of mobile phones or other electronic devices during the test will be excluded from further participation in that test.

PARAGRAPH 3 – ASSESSMENT OF TESTS, THESIS

Art. 3.1 – Marking of tests
1. The Board of Examiners will ensure that written tests are marked on the basis of predetermined, written standards, possibly adjusted on the basis of a correction.
2. The weighting of the interim results in establishing the end result is laid down in the course catalogue.
3. If more than one examiner is involved in the marking of a test, the Board of Examiners ensures that all examiners mark it on the basis of the same standards.
4. The manner of marking is such that the student can check how the result of his or her test was reached.
5. If, in the case of practical exercises, several students contribute towards a single joint paper, the following rules apply:
   a. the guideline for (individual or collective) marking of group work must be established beforehand by the lecturer and notified to the student.

Note: For courses given by the faculties, the faculty regulations apply with regard to Art. 2.1.
b. the supervisor will regularly satisfy himself or herself that all students make a proportional contribution to the end product;
c. students may be marked individually on the basis of the work they have performed.

6. The last mark given will apply in assessing the result of a test/course.

Art. 3.2 – Assessment of a practical file, educational file, (research) assignments and thesis.
1. The Board of Examiners will ensure that the assessment criteria for the practical file, educational file, (research) assignments and thesis are laid down and that these are included in the course manual.
2. If, in the case of practical exercises, several students contribute towards a single joint paper, the Board of Examiners will use the following guidelines:
   a. agreements on the division of tasks among the students who are to perform the work must be set out in writing by the examiner(s) responsible prior to the start of the work;
   b. students will be marked individually on the basis of the work they have performed.
3. The assessment of the thesis and the practical file is performed by two examiners. The first examiner submits the final product and his numerical mark with a written justification to the second examiner. The second examiner assesses if the mark is justified, given the end product and justification. If this is not the case, the first and second examiner will determine the mark in consultation. If the first and the second examiner do not come to an agreement, the Board of Examiners will appoint a third assessor, who will provide a binding final assessment.
4. The assessors will provide insight in the way that the final mark was reached by means of an assessment form.

Art. 3.3 – Follow-up interview
1. As soon as possible after the publication of the result of an oral test, either at the request of examiner or the student, a follow-up interview will be held between the examiner and the student during which the examiner will motivate the decision.
2. During a period of 30 days, starting on the day after the results of a written test were made known, the student may request a follow-up interview with the examiner. The follow-up interview will be held at a place and time determined by the examiner.
3. If a collective follow-up interview is organised, the student can only submit a request as referred to in the second paragraph (2) if he or she was present at the collective follow-up interview and motivates that request, or if he or she was prevented by force majeure from attending the collective follow-up interview.
4. The provisions of the preceding paragraph (3) shall apply accordingly if the examiner offers the student the opportunity to compare his or her answers with model answers.

Art. 3.4 – Recording the final results
The examiner will record the final results of an education component in Osiris with the assistance of the Osiris lecturer, or the final results of the education component will be included in Osiris following authorisation from the examiner. The exact procedures differ per faculty.

PARAGRAPh 4 – EXAMINATION QUALITY ASSURANCE

Art. 4.1 – Quality assurance of tests
The Board of Examiners will ensure that:
   a. A testing policy/testing plan is in place that is implemented;
   b. Tests are compiled in line with the learning objectives and qualification descriptors of the course;
   c. Uniform agreements are made on the way in which tests are compiled.

Art. 4.2 – Quality analysis of tests
1. The Assessment Committee is charged with providing analysis and advice concerning the quality of the tests. To this end, it will test the quality of individual tests on the basis of random samples – and following complaints, evaluation of results, pass rates and suchlike – in relation to the validity (they measure knowledge, skills and competences) and reliability (are they consistent and accurate) and will inform the Board of Examiners of their findings.
2. The Board of Examiners may order the Assessment Committee to provide information, undertake research and make proposals concerning the structure of the tests. The Assessment Committee is obliged to follow these orders. The Assessment Committee is accountable to the Board of Examiners for carrying out these orders.

Art. 4.3 – Declaration of invalidity of tests for all participants due to quality shortcomings
1. If it becomes apparent that the test has such serious quality defects that it cannot be ascertained if and to what extent the students have achieved the learning objectives of the course, by virtue of its quality assurance role described in Article 7.12b (1)(a) of the Higher Education and Scientific Research Act, the Board of Examiners may decide immediately that the examination concerned is invalid, and that all participants will have to retake the entire examination as soon as possible. The Board of Examiners will determine the date on which the examination will have to be retaken. This date will be no later than two weeks after establishing the quality defects, so that the participants will still be able to benefit from their preparations for the examination.
2. Except in the event of fraud or plagiarism as referred to in Art. 5.14 (4) of the Education and Examination Regulations, the Board of Examiners may no longer declare a test invalid if the final test results have already been published.

Art. 4.4 – Quality assurance of examinations (final level of the graduates)
The Board of Examiners will ensure that:
   a. The final qualifications of the degree programme as described in the Education and Examination Regulations are translated into testable learning objectives for each course;
   b. It is systematically examined if there is a sufficient connection between the course objectives and the qualification descriptors, if the sum of the learning objectives for each degree programme corresponds to the final qualifications of the programme.

Art. 4.5 – Board of Examiners’ own investigation for the quality assurance of examinations
1. A student has passed the examination if all parts of the examination programme have been successfully completed. Contrary to the above, the Board of Examiners may decide that in order to pass the examination, the student must have complied with the requirements relating to the Board of Examiners’ own investigation as referred to in Article 7.10 (2) of the Higher Education and Scientific Research Act into the knowledge, understanding and competence of the student.
2. The Board of Examiners will only conduct such an investigation if it establishes that there are certain facts or circumstances that lead to the conclusion that the Board of Examiners cannot vouch that the student has obtained the final qualifications of the degree programme (as referred to in Art. 3.2 of the Education and Examination Regulations).
3. If the Board of Examiners exercises its authority to conduct an investigation as referred to in the first paragraph (1), it will inform the student(s) concerned in writing of its decision, with substantiation, and drawing the student’s attention to the option to submit an appeal to the Examination Appeals Board.

PARAGRAPH 5 – EXEMPTIONS, APPROVAL OF COURSE COMPONENTS

Art. 5.1 – Exemptions
1. Students wishing to receive one or more exemptions, must submit a substantiated request to the Board of Examiners. The request must be signed and contain:
   - The student’s name, address and student number;
   - A description of the grounds on which the exemption is being sought;
   - For which course(s) the exemption is being sought;
   - A certified copy of the student’s diploma, list of marks or proof of previously taken tests;
   - And/or a description of the knowledge and experience the student has obtained outside of higher education, accompanied by the relevant substantiating documents.
2. The Board of Examiners will submit the request for advice to the examiner(s) charged with the teaching of the course(s) for which the exemption is being sought.
3. The Board of Examiners will make a decision within 6 weeks of the date of receipt of the request if the exemption will be granted.
Art. 5.2 – Approval of course components

1. Students wishing to include course components that require prior permission of the Board of Examiners on the grounds of the Education and Examination Regulations must submit a substantiated request to the Board of Examiners. The request must be signed and contain:
   - The student’s name, address and student number;
   - A description of the contents, level and assessment of the courses for which approval is being sought;
   - An indication of the way in which the student wishes to include the course(s) in the education programme.

2. The Board of Examiners will submit the request, if necessary, to the programme coordinator or a content specialist for the degree programme for advice.

3. The Board of Examiners will make a decision within 6 weeks of the date of receipt of the request.

4. If the approval concerns course components outside UU, following their completion the student will submit a certified transcript or a student progress report. Based on the above, the marks and credits will be entered in OSIRIS.

5. The Board of Examiners determines which level indicator will be used to register Bachelor’s courses taken outside UU. If it is not possible to easily determine a level indicator, these courses will be registered without a level indicator.

6. For courses that will be part of the Major and in the event that the student to improve his or her profile must still complete the level requirement, an estimate of the level will be made. If the course description contains insufficient information for this purpose, the student will be asked to provide further substantiation.

PARAGRAPH 6 – COMPLAINTS AND APPEALS

Art. 6.1 – Complaints about testing and marking

1. The first point of contact for students with a complaint about testing and marking is the lecturer, who - as the examiner - is responsible for determining the result of the test. If the course has several examiners, the course coordinator is the first point of contact as ‘representative’ for all examiners involved in the test (provided that the course coordinator is also an examiner). The lecturer and/or course coordinator will endeavour to use an informal approach to reaching a solution.

2. ‘Testing and marking’ is understood to mean all situations with a formal assessment moment that leads to a mark or an alphanumerical result relating to learning objectives and final qualifications laid down in the Education and Examination Regulations.

3. If the quality of the test is at issue and the complaint has implications for the result of the test, the lecturer and/or course coordinator will ensure that a quality analysis is carried out to assess if the test meets the general quality requirements as referred to in Paragraph 4. In the case of wide-ranging complaints or complex issues concerning content, third parties will be consulted if necessary, such as a specialist lecturer, a testing expert or the faculty’s Assessment Committee. The quality analysis will be conducted as soon as possible, preferably before the publication of the test results.

4. If the quality analysis shows that the test does not meet one or more quality requirements, the lecturer and/or course coordinator may decide to adjust the marks and the standard. If the final test result has already been published, the amended result may no longer be to the disadvantage of one or more students.

5. The Board of Examiners may make use of its statutory competence under Art. 7.12b (1)(b) of the Higher Education and Scientific Research Act “to lay down guidelines and instructions within the framework of the education and examination regulations (…), to assess and establish the result of tests and examinations”. The lecturer and/or course coordinator will observe the guidelines and rules laid down by the Board of Examiners.

Art. 6.2 – Appeal against decisions concerning testing and marking

1. Students may submit an appeal against the decisions of examiners or the Board of Examiners to the Examination Appeals Board within six weeks of publication of the mark/alphanumerical result. See http://students.uu.nl/praktische-zaken/regelingen-en-procedures/klachten-bezwaar-en-beroep/college-van-beroep-voor-de-examens-cbe.

2. Article 54 of the Administration and Management Regulations of UU stipulates that a formal complaint will not be dealt with if it concerns conduct against which the person involved may
lodge an appeal. Since an appeal may be submitted to the Examination Appeals Board against decisions relating to testing and marking, complaints about testing will not be dealt with according to the formal complaints procedure of Utrecht University. This means that the complaints procedure described in Art. 6.1 is not formal in nature.

PARAGRAPH 7 – FINAL PROVISIONS

Art. 7.1 – Annual report
1. The Board of Examiners will draw up an annual report of its activities for each academic year and will send this to the dean.
2. The annual report will contain the following parts:
  a. Composition of the Board of Examiners;
  b. Monitoring the quality of the tests and examinations (final level of the graduates);
     - Description of the procedures and guidelines for marking and setting standards for tests: manner of ascertaining the application thereof;
     - Description of guidelines for marking and setting standards for research assignments and theses: manner of ascertaining the application thereof;
     - Way in which and number of times that the quality of the tests has been examined.
  c. Quantitative information, numbers:
     - Diplomas awarded (plus number with distinction);
     - Requests for exemption or approval;
     - Requests for a special (examination) provision;
     - Cases of fraud;
     - Binding Study Advice.
  d. Recommendations.

Art. 7.2 – Amendments
1. Amendments to these regulations will be adopted by the Board of Examiners in a separate decision.
2. An amendment to these regulations shall not apply to the ongoing academic year unless the interests of the students are not reasonably harmed thereby.

Art. 7.3 – Entry into force and publication
1. This regulation will enter into force on 1 September 2017 with retroactive effect.
2. The Board of Examiners will ensure the publication of these regulations, as well as any amendment thereto, via the Internet.
Appendix:

Authorisation Decree

The Board of Examiners of the Graduate School of Teaching of Utrecht University has decided, based on Art. 1.2 of the Board of Examiners Regulations:

1. To issue a mandate to the official secretaries of the GST Board of Examiners to carry out the following tasks:
   - preparing, convening and taking notes of the meetings;
   - monitoring the implementation of decisions taken;
   - communicating decisions to students and other involved parties;
   - drawing up periodic reports;
   - making a record of requests handled, objections and decisions made.

2. To issue a mandate to the official secretaries of the GST Master’s Admissions Committee to carry out the following task:
   - Upon admission, grant standard exemptions on the basis of previously attained first- or second degree competence (see “Exemptions and application of GST”).

3. To issue a mandate to the employees of the GST Examinations Office to carry out the following tasks:
   - Checking if the student has fulfilled the requirements of the examination programme and consequently, can be awarded the certificate (for now in cooperation with the official secretaries of the Board of Examiners as regards the two-year degree programme);
   - Communicating this decision to students and other involved parties;
   - Organising the graduation ceremonies.

Date: 1 September 2017.

The chair and members of the GST Boards of Examiners,

Prof. Rick de Graaff
Dr Bouke van Gorp
Dr Yolanda Grift
Prof. Wouter van Joolingen
Prof. Dr Bart Besamusca
Drs. Gerrit Jan Koopman
(vacancy external member)