



# Regulations of the Board of Examiners 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 (GST) of Utrecht University (UU) on 8 October 2019.

## Preamble

The Board of Examiners of the GST comprises a central Board of Examiners for the educational Minors, the educational modules, the Educational Profile and all one-year and two-year teacher training programmes. Within the Board of Examiners, each of the five faculties (Sciences, Humanities, Geosciences, Social Sciences and Law, Economics, Governance) 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 the member represents. An external member is also involved. The members independently implement 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.

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## **PARAGRAPH 1 – GENERAL PROVISIONS**

### **Art. 1.1 – Scope**

These regulations apply to the tests and examinations of the following educational programmes offered by the UU:

- the arts and humanities, social and behavioural sciences Minors;
- the educational module;
- the Educational Profile;
- the one-year Master's programmes for Teacher of Preparatory Higher Education in the Social Sciences, Language and Culture Sciences and Sciences;
- the two-year Master's programmes for Education and Communication in Social Sciences, Language and Cultural Sciences and Sciences.

The terms described in the Education and Examination Regulations for these degree programmes also apply to these regulations, as well as the regulations for the teaching of the educational module.

### **Art. 1.2 – Board of Examiners**

1. Each member of the Board of Examiners deals with the matters that pertain to the degree programmes assigned to the member.
2. The Board of Examiners makes 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 complete petition.
5. Decisions of a Board of Examiners made during meetings of the Board of Examiners are recorded in the minutes. The minutes will be approved by, or at least on behalf of, the chair. Decisions of a Board of Examiners concerning student petitions are recorded in a decision list by the official secretary.
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 is responsible for:
  - preparing, convening and taking notes of the meetings;
  - monitoring the implementation of decisions taken;
  - preparing student requests and presenting them to the core representative;
  - communicating decisions to students and other involved parties;
  - making a record of requests handled, objections and decisions made;
  - drawing up periodic reports.
7. The Board of Examiners can authorise the official secretary to check, on behalf of the Board of Examiners, whether 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 of their wishing 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. Members of the sciences staff who are charged with teaching a course and that have a Basic Qualification in Education (Basiskwalificatie Onderwijs or BKO), a Basic Qualification in Consulting (Basiskwalificatie Advisering or BKA) and/or a first-grade teaching qualification can be designated as examiners.
2. The course coordinator of a course component must fulfil the requirements referred to in the first paragraph.
3. Based on information provided by the programme, the Board of Examiners will register and appoint all examiners so that it is known which persons are authorised to administer examinations and to determine the results thereof.
4. Member of the sciences staff who are not qualified as examiners can only be involved in drawing up tests under the supervision of an examiner, and may only assess tests on the basis of previously established assessment criteria.
5. The Board of Examiners can appoint experts from outside the study programmes as examiners. Before proceeding to such appointments, the Board of Examiners investigates whether the expert in question has the qualifications equivalent to the requirements that are set for internal examiners.
6. The Board of Examiners may revoke 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.

#### **PARAGRAPH 2 – ORGANISATION OF TESTS AND PROPER PROCEDURE**

##### **Art. 2.1 – Times of tests<sup>1</sup>**

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 a written or digital test**

1. The examiner must see to it that an adequate number of invigilators are appointed for the written examinations, who ensure that the examination proceeds in an orderly fashion.
2. Students must identify themselves 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 students are unable to identify themselves.
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, the student 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 at the request of the student.
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 whether the student can still be admitted to the test.

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<sup>1</sup> For courses given by the faculties, the faculty regulations apply with regard to Art. 2.1.

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 course coordinator 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 the 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;
  - b. the supervisor will regularly satisfy himself or herself that all students are making 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, subject-specific educational file, pedagogical file (research) assignments and thesis**

1. The Board of Examiners will ensure that the assessment criteria for the practical file, subject-specific educational file, pedagogical 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 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 whether 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 assessment of the thesis is performed by two examiners. The exact procedures differ per participating faculty but come under the responsibility of the Board of Examiners of the GST. In all cases, the two assessors will come to independent assessments that are subsequently compared. The first and the second examiner will then deliberate and finalise the mark. 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.
5. The assessors will provide insight into 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 if the student was present at the collective discussion and motivates that request, or if the student was prevented by force majeure from attending the collective discussion.
4. The provisions of the preceding paragraph (3) shall apply accordingly if the examiner offers the student the opportunity to compare the student's answers with model answers.

#### **Art. 3.4 – Recording the final results**

The examiner will record the final results of a course component in Osiris with the assistance of the Osiris lecturer, or the final results of the course 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**

The Board of Examiners also serves as an assessment committee. The Assessment Committee is charged with providing analysis and advice concerning the quality of the tests. To this end, it will check 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).

#### **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 whether or 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 whether there is a sufficient connection between the course objectives and the qualification descriptors, and whether 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 conduct such an investigation only 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, 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 contain:
  - name 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;
  - course coordinator's written advice.
2. The Board of Examiners will submit the request, if necessary, to the programme coordinator or a competent teacher for the degree programme.
3. The Board of Examiners will make a decision within 6 weeks of the date of receipt of the request as to whether 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 contain:
  - name and student number;
  - a description of the content, 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 competent teacher 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.

## **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. 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 whether 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 from 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 <https://students.uu.nl/en/practical-information/academic-policies-and-procedures/complaints-objections-and-appeals/examination-appeals-board>.
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 UU. 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 Board of Studies.
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);
    - Certificates awarded with teaching qualification;
    - Requests for exemption or approval;
    - Requests for a special (examination) provision;
    - Cases of fraud.
  - 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 prejudiced thereby.

#### **Art. 7.3 – Coming into force and publication**

1. This regulation will come into force on 1 September 2018 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

Appendix: Authorisation Decree for Regulations of Board of Examiners, Graduate School of Teaching (GST)

### **Mandate: official secretary**

Resolution on granting the authority to sign and executive authority to the official secretary to the Board of Examiners

The GST Board of Examiners of the University of Utrecht decides, in view of the provisions of Articles 10:5 and 10:11 of the General Administrative Law Act,

- A. to grant authority to sign to those members of staff formally appointed as official secretary to the Boards of Examiners of GST for the signing of the following documents on behalf of the Board of Examiners:
  1. concerning exemptions:
    - granting of exemptions.
  2. concerning elective subjects:
    - approval of free elective subjects.
  3. concerning tests:
    - final examinations (individual exam file and meeting list), exclusively on the basis of written conditions set by the Board of Examiners in the preliminary assessment;
    - graduation attestations;
  4. concerning other matters:
    - decisions regarding other requests.
  
- B. to authorise those members of staff who are formally appointed as official secretary to the Boards of Examiners of the GST to carry out the following tasks on behalf of the Boards of Examiners (executive authority):
  1. handling individual requests from students within the frameworks and working arrangements set by the Board of Examiners and the decisions taken by the Board of Examiners;
  2. checking and determining the exam, the designation and the exam date of individual students who fulfil the requirements established in the OER and the examination programme of the study programmes offered by GST and who therefore qualify for the diploma/certificates of the study programme and issue of graduation attestations based thereon.

Date: 1 September 2019

The chair and members of the GST Boards of Examiners,

Prof. Bart Besamusca  
Dr Bouke van Gorp  
Prof. Rick de Graaff (chairman)  
Dr Yolanda Grift  
Prof. Wouter van Joolingen  
Gerrit Jan Koopman, MEd (until 1 November 2019)  
Henny de Wit (external member)