

**EXAMINER GUIDELINES**

**Faculty:**

**Course code and course name:**

**Course coordinator:**

**Date/time:**

**Grade:** Enter a grade A-F, or pass/fail

**Number of pages:** #

**NB! Examiner guidelines will be inserted into page 3 and subsequent pages when necessary.**

There shall be written examiner guidelines in place for the assessment of all examinations at Nord University, cf. Section 10-3(2) of the Regulations relating to studies and examinations at Nord University.

The examiner guidelines shall contribute to ensuring that the institution’s obligation to provide academically justifiable and impartial assessment, as well as ensuring academic standards across all studies, are upheld, cf. Section 3-9 (1) of the Act relating to universities and university colleges.

The examiner guidelines shall be prepared by the person(s) that prepares the examination questions for the relevant examination and shall be prepared at the same time as the examination question paper.

The examiner guidelines shall be available to students when examination results are published, cf. Section 5-3 (3) of the Act relating to universities and university colleges.

Information for examiners at Nord University: [nord.no/en/student/exam/examiners/](https://www.nord.no/en/Student/exam/examiners/Pages/default.aspx)

Examiner guidelines - guidance template for content

* **Overall criteria for assessment:** Learning outcomes and/or assessment criteria set for the individual examination (e.g. practical examination/oral examination, bachelor’s thesis/master's thesis and other large assignments)
* [General description of grades for the higher education sector](https://www.uhr.no/_f/p1/i4bfb251a-5e7c-4e34-916b-85478c61a800/karaktersystemet_generelle_kvalitative_beskrivelser.pdf)(6 August 2004),

[Subject-specific descriptions of grades, if applicable.](https://www.uhr.no/_f/p1/iec171c06-38f2-4436-bce4-6621a6d32657/rapport_om_bestatt_ikkje_bestatt_10_112015.pdf) Cf. Universities Norway, or a description of the requirements for a **pass/fail grade** (depending on the expression of grades for the individual examination in question)

* **Relevant syllabus for the examination questions.** For specific questions, a syllabus reference should be provided for individual questions.
* **Expectations for answering**. In the case of examinations with several specific questions, describe expectations of what will give full marks on an individual questions, and if applicable what is expected in order to obtain a pass for an answer. The question will determine how specifically the examiner guidelines can be drawn up. If scoring is being used as examination support material in the assessment, there should be a broad description of how points are distributed.
* **The use of academic judgment – holistic assessment** should be clarified, in accordance with general expressions of grades and/or assessment criteria for the examination in question.
* **Other matters of importance for assessment. (**E.g. if tasks are to be weighted differently, if some of the syllabus is less weighted than other parts, any applicable plagiarism checks etc.)