



Code of Practice for Examiners when teaching students under private arrangements

This Code of Practice applies to Examiners¹ for the University of London Worldwide who engage in study and revision courses delivered to students studying at recognised or independent teaching institutions. Generally, such courses are organised and managed by the institutions themselves and contracts are a private arrangement between the institution and the lecturer. The code also applies if the teaching is provided in the context of a contract between an independent teaching institution and a Member Institution.

Since the University of London Worldwide strives to maintain best practice in all its dealings and requires compliance with relevant Codes of Practice² and full and transparent compliance with the law in terms of legal compliance, attention is drawn to the Bribery Act 2010 (which received Royal Assent in April 2010). Examiners should be aware that the Act is extra-territorial in scope. Furthermore, it introduces the possibility that alleged irregularities could be referred by a complainant to UK criminal investigation authorities, and that this could occur without the knowledge of the University³.

The purpose of this Code of Practice is therefore to ensure that any courses delivered to communities of students occur in an acceptable and ethical way by advising academics of the requirements of the University of London, which seeks to ensure that at all times assessment is conducted with appropriate rigour and fairness.

In addition to providing guidance for examiners, this Code should be seen as setting out minimum requirements for Member Institutions and Boards of Examiners which have responsibility to ensure (or maintain) the academic quality of University of London degrees. It is anticipated that Boards of Examiners may wish to develop this Code further to meet the particular contextual and subject specific requirements of their qualifications.

The University of London Worldwide acknowledges the benefits of teaching institutions providing study and revision courses for students delivered by teams which may include academics working with the University of London. Whilst many students attending such courses may view them primarily as a way of improving their examination prospects they should also be persuaded of the contribution to their holistic education and learning. Lecturers are encouraged to use these courses as opportunities to help students to think more widely, reflect on their learning and embrace different approaches to their subject, thereby addressing the broader graduate skills rather than focusing exclusively on examination performance.

The University of London Worldwide requires that teachers who are engaged as examiners for the University of London, Boards of Examiners should not give any sub-set of students an unfair advantage over other students. It is important therefore that a sub-set of students should not receive any knowledge of the content of forthcoming examinations which is not available to all students registered for this course, anywhere in the world. In this respect examiners are asked to bear in mind that perceptions are important. The pressures which

¹ 'Examiners' in this context, and as applied to this Appendix specifically, refers to anyone providing aspects of assessment or delivering online tutoring for a course/module.

² See: The Quality Assurance Agency for Higher Education, [UK Quality Code for Higher Education](#)

³ See also: [Bribery Act 2010](#) available on UK Legislation.

examinations place on students could, in a small number of cases, lead to allegations of unfairness.

The following notes are designed to guide academics and should be accepted as minimum requirements. Each Examination Board may have additional rules reflecting the requirements of the subject and the context of the delivery.

1. All examiners who participate in a study course must declare this on the Register of Interests. A declaration of the payment for such services is also expected.
2. All examiners (or any other individual with access to the examination papers) who participate in teaching sub-sets of students at independent teaching institutions or through other private arrangements must be authorised to do so by the Member Institution. This authorisation should be copied and emailed to the Head of Quality and Enhancement, University of London Worldwide.
3. Students must not be informed whether or not a visiting academic is an examiner. Teachers who are examiners for a course may not advertise or allow others to advertise to students that they are examiners.
4. Where teacher's contract with institutions to provide specific examination preparation material (for example mock examinations) these should also be supplied to the Member Institution in advance. All such materials, including mock examination papers, should be made available to all students who are registered for the corresponding course(s) of the University of London via the VLE.

If you have any questions about this Code, its interpretation, or how to implement it, please contact: Head of Quality and Enhancement, University of London Worldwide.