SOMS Procedure for Exam and Grade Review

To ensure consistent quality of examinations and results handling, SOMS requires that all courses administered by SOMS follow the following procedures.

**Exam Review committee:**

Course Convenor

Co-convenor/Examiner

Head of Department or nominee

Department Head of Teaching or nominee

**Exam review before submission:**

* Final exams and supplementary exams submitted centrally must be presented to the Review Committee before submission to Education Support team for transmission to Exams.
* There must be agreement/sign-off on the exam paper by at least 3 of the 4 members of the Committee.
* Exam presentation and agreement can be done via email.

**Grade Review committee:**

Course Convenor

Co-convenor/Examiner

Head of Department

Department Head of Teaching

**Grade review before submission:**

* Final grades, and provisions made for special consideration / Disability Support Unit registration must be presented to the Review Committee before submission to Education Support team for entry/uploading/sign-off.
* The information must include the spreadsheet for calculating the grades, as well as relevant distribution statistics and special consideration claims.
* There must be agreement/sign-off on the grades by at least 3 of the 4 members of the Committee.
* The results presentation and agreement can be done via email.
* There must be a written record (which can be on the spreadsheet) of how each special consideration claim has been addressed.