Memo

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Policy for internal co-examination at the School of Communication and Culture

The school's guidelines for internal co-examination were introduced for the winter exams of 2014/15 with the aim of reducing resource consumption in connection with exams and ensuring a uniform practice in the use of co-examiners in connection with internal co-examination.[1]

Guidelines for the number of assessors in connection with internal co-examination

1. As a general rule, only one assessor must be used for written exam assignments that are assessed internally (written take-home assignments on a topic of the student's choice, set take-home assignments, written on-site exams and portfolios (including videos, podcasts etc.)).

2. Two assessors must always be used for oral exams that are assessed internally.

Exceptions regarding the assessment form pass/fail

1. A co-examiner must be assigned to exam assignments that the examiner assesses as fail.
   The co-examiner should not be informed of the reason for assigning a second assessor.

2. A co-examiner must be assigned to exam assignments where the examiner is in doubt about the assessment.
   The co-examiner should not be informed of the reason for assigning a second assessor.

[1] The guidelines were prepared by the former director of studies Ken Henriksen and adopted by the school management team on the basis of a dialogue with the degree programme committees. The guidelines were adapted in the autumn of 2015 following an evaluation by the school management team and the degree programme committees.

Original version written on 30 September 2014 by Ken Henriksen, director of studies.

Revised on 4 July 2019 and 1 May 2024 by Lars Kiel Bertelsen, director of studies.

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Exceptions related to graded assessment

1. If the examiner is a newly appointed part-time lecturer, a PhD student or a newly appointed assistant professor, the head of department can decide to use two assessors. As a general rule, only one assessor will be assigned if the examiner is an experienced newly appointed assistant professor, associate professor or professor. If there is any doubt, the head of department must decide whether two assessors should be used.

2. If a course is being conducted for the first time, and if a certain amount of expert consultation is necessary in connection with the exam, the head of department may decide to assign two assessors.

3. A co-examiner must always be assigned if the examiner gives the exam assignment the grade 00 or -3.
   The co-examiner should not be informed of the reason for assigning a second assessor.

4. A co-examiner must always be assigned if the examiner is in doubt about the assessment.
   The co-examiner should not be informed of the reason for assigning a second assessor.

Specific to the exam form lecture participation

In connection with the exam form *lecture participation* in the ordinary exam, the assessment form is *no co-examination*. The academic regulations always indicate the same assessment form for the ordinary exam and the re-examination in a course, which in this case is *no co-examination*. Exams with the exam form *lecture participation* in the ordinary exam always have a different exam form in the re-examination, where the assessment form is *internal co-examination*, even though this is not stated in the academic regulations. In connection with re-examinations in courses with the exam form *lecture participation* in the ordinary exam, a co-examiner may therefore be used based on the guidelines for internal co-examination.