Subject: appointment as examiner

*Version March 11, 2019*

Dear …..

Hereby we inform you that you have been appointed as examiner of

…… (*name course or module part*),

for the academic year 2018-2019.

This means that you are now, in accordance with article 7.12c of the WHW (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek), responsible for the tests, assessment and determining of the results for the above mentioned course. Criteria for being appointed as examiner are that you are qualified, meaning that you are an expert on the subject of this course, have acquired a UTQ (UT Teaching Qualification) and fulfil the UT English language requirement (at least C1 level).

\* Currently you do not meet the UTQ criterion. We give you a temporary waiver for this criterion. This means that for now you are appointed as examiner, but are expected to obtain the missing qualification within three years from today.

For more information on achieving this qualification, you can contact the chair of your department.

\*\* Currently you do not meet the criterion English C1 level. We give you a temporary waiver for this criterion. This means that for now you are appointed as examiner, but are expected to obtain the missing qualification within one year from today.

For more information on achieving this qualification, you can contact the chair of your department.

The following summarizes the responsibilities of an examiner (A more elaborate description can be found in the ‘Rules & Regulations of the Examination Board’):

- making sure the test meets the quality criteria ‘valid, reliable, transparent’, in line with the procedures as stipulated in the R&R art. 3.1 and art 4 and that you make a test specification matrix.

- if more teachers design part of the test for which you are appointed examiner, making sure these parts also meet the quality criteria (R&R, art 2.2);

- appoint 1 or more supervisors to ensure the test proceeds in good order (R&R art 5.1 and R&R Appendix Rules of order for written tests)

- determine the final result of the test for each student (R&R art 2.1)

- if you are the module-examiner: determine the final grade for the module of all students, in consultation with the other examiners.

We kindly refer you to the following websites for more information:

- the Rules & Regulations of the Examination Board AT:

[https://www.utwente.nl/en/at/general-education-information/rules-regulations/Rules and Regulations of the Examination Board/](https://www.utwente.nl/en/at/general-education-information/rules-regulations/Rules%20and%20Regulations%20of%20the%20Examination%20Board/)

- the UT website on Testing and Assessment with all kinds of suggestions: <https://www.utwente.nl/en/examination/>

You can also contact the educational consultant in the faculty, mrs. dr. Cornelise Vreman, if you have specific questions on your testing and assessment.

On behalf of the Examination Board of AT,

With kind regards,

\*,\*\* deze alinea verwijderen als niet van toepassing; aanpassen als wel van toepassing (UTQ = 3 jaar, English 1 jaar)