An overview of requirements and expectations of those involved in the assessment organisation.

ROLE/BODY	REQUIREMENTS and RECOMMENDATIONS related to ASSESSMENT
Executive Board	1. Establish frameworks, policies, guidelines and procedures on assessment 2. Have a functioning PDCA cycle in place at all levels 3. Provide structural support facilities

Faculty Board	1. Establish the EER for their programmes & monitor the execution of the EER
	2. Ensure professional development of people involved in teaching or assessment
	3. Ensure independent and expert functioning of Examination Boards
	    ▪ Appoint qualified members
	    ▪ Take action when problems arise
	    ▪ Ensure sufficient support for Examination Boards
	4. Ensure archiving assessments and results
	
	Additional recommendation:
	    ▪ *Discuss the annual report of the Examination Board*

Programme Director	1. Establish an assessment policy for the programme and ensure implementation, monitoring and revision
	2. Draft the programme-specific part of the EER
	3. Apply equal treatment to all students and the provisions for students with personal circumstances
	4. Establish and implement procedures and protocols for administering examinations
	
	Additional recommendations:
	    ▪ *Stimulate further professionalisation of examiners and others involved in the assessment process*
	    ▪ *Inform students about expectations related to the internship and thesis project*

Examiners	1. Ensure assessment aligns and meets quality standards 2. Choose a suitable grading method and conduct a test analysis before assigning grades 3. Ensure that course information in Osiris and Canvas is updated 4. Ensure measures to prevent and detect fraud and report fraud to the Examination Board 5. Archive assessment and thesis results according to applicable rules
Examination Board	1. Safeguard quality of assessment 2. Appoint competent examiners 3. Safeguard the organisation of assessment 4. Safeguard the quality of the organisation and assessment of the thesis project 5. Establish guidelines and instructions as basis for assessing and grading assessments 6. Design and implement Rules & Regulations 7. Write an annual report and present it to the Dean of the faculty 8. Award the diploma to the student who completed the programme 9. Handle requests of individual students