Regulations on the Authorisation to Administer Examinations Public Administration

1. Every individual course offered by Leiden University falls under the responsibility of an internal or external examiner appointed by the Board of Examiners to assess students by administering an examination or some other test on the course in question and establishing the results of this examination or test.

2. The appointment referred to in the previous paragraph applies per academic year and per course and is included in a register or list of examiners of which the Secretary of the Board of Examiners keeps a record. This register is publicly available and may be consulted upon request by any interested party. In principle, the person responsible for the course also bears ultimate responsibility for all assessments of course components for which credits are awarded. In this context, the Board of Examiners applies the following criteria:

   a. In order to be authorised to administer examinations, a person must be a member of staff (Assistant Professor, Associate Professor, Professor) of Leiden University, he or she must meet the teaching qualification criteria (UTQ/BKO), and he or she must be involved in the relevant study programme.
   b. The authorisation to administer examinations is limited to the field of expertise of the relevant staff member.
   c. Staff members from partner universities may also be granted authorisation to administer examinations by the Board of Examiners.
   d. In all other cases, the Board of Examiners may decide to grant a person authorisation to administer examinations. Such a decision must specify the period of validity and the course(s) to which this authorisation applies.

3. Upon request, the examiners must provide the Board of Examiners with relevant information.

4. The quality of an examiner is safeguarded through monitoring and feedback on the quality of tests and assessments.

5. If an examiner violates any applicable laws or regulations, or the regulations and guidelines of the Board of Examiners, or if the examiner’s competences in the field of testing (design, administer, assess) are repeatedly shown to be of insufficient quality or otherwise cause problems that in the opinion of the Board of Examiners endanger the quality of assessments, the Board of Examiners may decide to replace the examiner, to appoint one or two additional examiners, or to take some other appropriate measure to safeguard the quality of the assessments. The Board of Examiners may also repeal a person’s appointment as authorised examiner.