



### **Regulations on the Appointment of Examiners**

1. An internal or external examiner is responsible for an individual unit of study at Leiden University and is appointed by the Board of Examiners to assess students by conducting examinations or other forms of assessment on the unit of study and determining the result of this.
2. The appointment as referred to in the previous article is per academic year and per component, and the name of the examiner will be added to a register or list of examiners that the secretary of the Board of Examiners maintains. This register is public and open to all for inspection upon request. In principle, the person who is responsible for the unit of study is also responsible for the assessment of all elements for which credits can be awarded. The Board of Examiners applies the following criteria:
  - a. Members of the staff (Assistant Professor, Associate Professor, Full Professor, Lecturer) of Leiden University who hold the required teaching qualification (BKO) and are involved in the programmes may conduct examinations.
  - b. Members of staff may only conduct examinations in the field in which they are recognised as an expert.
  - c. Members of staff from partner universities may also be appointed by the Board of Examiners to conduct examinations.
  - d. In other cases that arise, the Board of Examiners may appoint a person to conduct examinations. The term of appointment and for which discipline this is must be stated in this decision.
3. The examiners provide the Board of Examiners with any information that it requests.
4. The quality of the examiners is assured by monitoring and providing feedback on the quality of examinations and assessments.
5. If an examiner does not comply with the applicable legislation or rules and regulations of the Board of Examiners, or if the competence of the examiner in the field of assessment (devising, conducting and assessing examinations) has proven to be repeatedly unsatisfactory or has caused any other problems that the Board of Examiners believe jeopardise the quality of the assessment, the Board of Examiners may decide to replace the examiner, to appoint one or more additional examiners or to take any other measures that it deems necessary in order to maintain the quality of assessment. The Board of Examiners may also revoke the appointment of an examiner.