

## **Further Particulars**

### **Module Convenor for Undergraduate Laws**

The Module Convenor (MC) will be a person of high academic standing in their particular field. The MC has two roles:

1. Responsibility for all areas of academic content and delivery, maintenance and development of the module.
2. Responsibility for the assessment of that module as Chief Examiner.

### **Services of the Post**

#### **Module Convenor**

The MC role is pivotal in delivering a world class student learning experience. In general, the MC will ensure that all module materials are maintained and updated annually and in line with appropriate principles for the delivery of flexible and distance learning so that students are able to prepare for the assessment.

An MC will be expected to attend meetings with representatives of UG Laws as appropriate and will be invited to attend an annual meeting to discuss matters relevant to the role and the place of the module in the programme. MCs are also expected to maintain regular contact with the Undergraduate Laws representatives and keep them informed of significant changes to the content or delivery of the module. Most of the normal services can be performed remotely.

MC services will include the following:

1. To review and update the Module Descriptor to provide learning outcomes for a high quality, modern law degree.
2. To review and update the Module Content to ensure the module delivers outstanding legal education in a global context.
3. To produce a pre-examination update.
4. To review and update all resources created for or involved with the teaching of the module, including audio/video recordings, learning activities and the module readings up to 30% of the module, and to create new resources as required.
5. To review the compulsory textbook (intimating any new editions), essential and further readings and ensure Module Guide/Content references are updated as necessary.
6. To publish a minimum of two posts on the Undergraduate Laws blog on matters of module interest during the academic session.
7. To provide questions and marks schemes (including feedback prompts) for the tutor and peer feedback activities, as directed by the Associate Dean, Teaching and Learning.
8. To provide a schedule for the topics to be covered in any online events, including the Study Support Event and Revision Courses, and approve any content which supports these Courses.
9. To deliver up to five hours of live online sessions for students/RTC tutors as requested by the Associate Dean, Teaching and Learning.
10. To create a recording for Lecture Plus, and create questions for and monitor the discussion forum, as directed by the Associate Dean, Teaching and Learning.

11. To monitor and provide responses to the online module discussion forum as agreed with the Associate Dean, Teaching and Learning.
12. To provide responses to student questions posted on the module revision question and answer forum questions ahead of each examination period.
13. To submit an annual MC Report in accordance with the template supplied.
14. To attend a MC meeting once per year and to attend meetings with the Associate Dean, Teaching and Learning, as required, to discuss proposed improvements/amendments to the module.
15. To serve on at least one of the Laws Programme Board's Panels on a rotation basis.
16. To complete other tasks related to the delivery of the module which are reasonably requested by the Associate Dean, Teaching and Learning.

### **Module Convenor as Chief Examiner**

The MC acts as Chief Examiner for their module and will have a Deputy Chief Examiner to assist them with this work and to operate on their behalf should they be unable to perform this role due to unforeseen circumstances.

As Chief Examiner, the MC receives a separate payment, some of which is fixed and some of which varies according to the volume of activity. Details of the payments associated with the services of examiners can be found in the [UoL Worldwide's Payments to Academic Contractors 2025-26](#). Please note that the information on payments for 2026-27 is not yet available so the information provided in the UoL Worldwide's Payments to Academic Contractors 2025-26 should be considered indicative of 2026-27 payments.

### **Fixed Services**

The Chief Examiner is expected to liaise with the Chair of the Board of Examiners as necessary and undertake any other services as may be reasonably required in order to fulfil the role. Chief Examiner services will include the following:

1. To act as the Chief Examiner and with the Deputy Chief Examiner to act as examination paper setter, and any other services as may be reasonably required to fulfil the role.
2. To submit examination papers and seen assessment resources for each diet by the set deadlines and engage with the question paper scrutiny process.
3. To prepare marking guidelines for module examiners in line with agreed templates in order to ensure consistency across the cohort.
4. To take part in activities with the marking team to ensure consistency of marking, as required.
5. To sample scripts and to review marginal scripts and resolve any significant differences between first and second markers.
6. To mark a sample of scripts and agree marks with the Deputy Chief Examiner within the first two days of marking being released. These will serve as a marking standard for the wider marking team.
7. To produce a Chief Examiner report ('Examiner Commentary') by the specified deadline in accordance with the published format.
8. To work with the Associate Dean, Assessment, to review and develop assessment methods for the module in line with the strategic aims of the programme.
9. To attend the annual markers meeting and any training sessions which may be required.
10. Where necessary, to identify and nominate possible examiners within the module area and advise the Chair of the Board of Examiners on the appointment and reappointment of appropriate examiners.

11. To liaise with the Chair of the Board of Examiners and External Examiners as necessary.
12. Where required, to assist with Vivas for Dissertation students whose research is related to the module.
13. To attend the relevant meetings of the Board of Examiners.

#### Other Services

1. To mark a reasonable number of scripts (normally at least 100 for the compulsory modules and 50 for the optional modules).

| Person Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <p><u>EXPERIENCE &amp; PERSONAL QUALITIES</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• An academic background and extensive recent experience of teaching the specified subject at undergraduate level.</li> <li>• Experience of working with a wide range of learning resources.</li> <li>• A high level of cultural awareness.</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• An academic background in law.</li> <li>• Delivering educational materials in a distance learning environment with a large student body.</li> <li>• Proven experience in creating and developing online learning activities.</li> </ul>                                                                                                                                                                                                                                                                                                                       |
| <p><u>TECHNICAL KNOWLEDGE &amp; SKILLS</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Ability to create innovative and engaging formative and summative assessment regimes.</li> <li>• Understanding the creation and facilitation of interactive online activities. (NB: Activities will be created by the learning technology team, so no technical ability with learning technology software is required.)</li> <li>• Experience of assessment and evaluation of learning and ability to present and report finding and recommendations.</li> <li>• Demonstrative ability to write clear and engaging explanations of law for distance learners.</li> <li>• Ability to use standard VLE features such as forums.</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Experience with Teams, Blackboard Collaborate or other web conferencing tools.</li> <li>• Knowledge of Moodle and HP5 interactive features would be an advantage.</li> </ul> |
| <p><u>EDUCATION &amp; PROFESSIONAL QUALIFICATIONS</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Educated to degree level.</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• A law degree.</li> <li>• Relevant postgraduate or professional qualification.</li> <li>• Membership of relevant associations or academies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |