

Further Particulars

Module Convenor for Undergraduate Laws

The Module Convenor will be a person of high academic standing in their particular field. The role of Module Convenor has two aspects: first, responsibility for all aspects of academic delivery, maintenance and development of the module; secondly, responsibility for the assessment of that module as Chief Examiner.

Duties of the Post

Module Convenor

The Module Convenor role is pivotal in delivering a world class student learning experience. In general, you 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 appropriately for assessment. Meeting deadlines is essential and failure to do so can create significant reputational and financial costs to the programme. As such, you will only be paid for work which is produced on time and to the appropriate standard.

You will be expected to attend meetings with representatives of the programme team as appropriate and are invited to attend an annual meeting to discuss the role of the module in the programme. You are also expected to maintain regular contact with the programme team representatives and keep them informed of significant changes to the content or delivery of the module. You will be expected to perform most of the normal duties remotely.

Module Convenor duties will include the following:

1. To complete any necessary updates to the Module Descriptor.
2. To complete updates to the Module Guide up to a maximum of 30%.
3. To produce a pre-examination update.
4. To provide a summary of the changes which have been made to the Module Guide.
5. To prepare and record a minimum of two audio/video presentations or blog posts on matters of subject interest during the 2019/20 academic session.
6. To review and update all current resources involved with the teaching of the module including hard copy and online module materials (including audios) and the module readings (formerly known as the Study Pack), where available.
7. To collaborate with the Teaching Fellows and Module Content Developers, where relevant, to ensure the updating or development of any resources as may be required, and to review and approve that work.
8. To produce an introductory video, where relevant, for the module.
9. To review all the essential and recommended textbooks (and ensure Module Guide references are updated as necessary).
10. To provide a schedule for the topics to be covered in the Regional Revision Courses and any additional lecture content which supports the module or the Regional Revision Courses, and approve any such additional content.
11. To submit an annual Module Convenor Report.
12. To attend a Module Convenor meeting once per year.
13. To attend other meetings with the Laws Team, as required.
14. To serve on at least one of the Laws Programme Board's Panels (where applicable).
15. To meet scheduled publication deadlines and deadlines for other publications as agreed.
16. To complete other tasks related to the delivery of the module which are reasonably requested by the Director, Undergraduate Laws.

Module Convenor as Chief Examiner

The Module Convenor 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 Module Convenor 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 duties of examiners can be found in the University of London Worldwide Payments to Examiners Schedule 2017-18 [here](#). Please note that the information on payments for 2018/19 is not yet available so the information provided in the Payments to Examiners Schedule should be considered indicative of 2019/20 payments.

Fixed Duties

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

1. To act as the Chief Examiner and with the Deputy Chief Examiner to act as examination paper setter, including ensuring that the content and format of each examination question paper have been developed, checked and agreed with the Deputy Chief Examiner and are in accordance with the syllabus for the modules and set at the appropriate level, and any other duties as may be reasonably required to fulfil the role.
2. To submit examination papers, marksheets and scripts in accordance with the guidelines and schedule to be provided by UoL Worldwide.
3. To prepare marking guidelines for module examiners in order to ensure consistency across the cohort.
4. To sample scripts and to review marginal scripts and resolve any significant differences between first and second markers.
5. To produce a Chief Examiner report.
6. To attend any training sessions which may be required.
7. 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.
8. To liaise with the Chair of the Board of Examiners and External Examiners as necessary.
9. To attend examination scrutiny meetings, as may be required (normally one per year).
10. To attend the relevant meetings of the Board of Examiners.
11. To mark a reasonable number of scripts (normally at least 100 for the compulsory modules).