



Duty to Record in Connection with Exam Grading

This document has been developed to provide teachers at the full-time study programmes at AAU Business School and our students with the best possible quality, transparency and documentation as regards the notes made in connection with exam grading.

The reason is that students from time to time wish to see the notes that internal and external examiners have made in connection with exam grading; this includes both written, oral and project exams. AAU has decided that students may be allowed to see these notes if they so require. In addition, notes made in connection with exam grading may serve as useful and necessary documentation in case of an appeal.

All of this forces us to think about the way we each make notes in connection with exam grading.

Examiners at the full-time study programmes at AAU Business School are not asked to use a specific template or format when making notes in connection with exam grading. We are all different, and this is reflected in the different ways in which we make notes. This is perfectly acceptable.

However, examiners are asked to follow two rules concerning notes made in connection with exam grading:

1. Notes must be produced in such a way that they can be read by others.
2. Notes must relate to the learning goals of the module in question.

Examiners must make notes in connection with exam grading according to section 23 of Order no 22 of 9 January 2020 on University Examinations and Grading ([the Examination Order](#)), which stipulates that:

'During the evaluation process, the external and internal examiners shall make notes about the performance and their deliberations for reference in the event of an appeal. The notes shall be kept for at least one year and until any appeal procedure has been completed'.

Furthermore, according to section 7 of the AAU [Exam Regulation](#):

'During the exam and evaluation process, each examiner shall make notes about the performance and their deliberations for reference in the event of an appeal. The notes shall be kept for at least one year and until any appeal procedure has been.¹ The examiners must keep the student's exam paper for at least one year'.

If you have any questions regarding the above, please let us know: kvalitet@business.aau.dk.

¹ 13 Insofar as a student asks to see the examiners' notes, the case worker responsible for the appeal must contact the examiners to ask them to make the notes available to the students. However, there is nothing to prevent the examiners from voluntarily or on request from forwarding the notes to the student.