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## External Examining at UAL: Procedures, Guidance and Regulations



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# External Examining at UAL

## Procedures, Regulations and Guidance

- 1.0 INTRODUCTION
- 2.0 SUMMARY OF ROLE
- 3.0 NOMINATION APPROVAL PROCESS
- 4.0 REGULATIONS GOVERNING THE CRITERIA FOR NOMINATION AND APPOINTMENT
  - 4.1 Qualifications of External Examiners
  - 4.2 Expertise/Standing
  - 4.3 Examining Experience
  - 4.4 Mentoring
  - 4.5 Appointing External Examiners from Industry
  - 4.6 Appointing External Examiners from Overseas
  - 4.7 Fresh Perspectives
  - 4.8 Concurrent appointments held by Examiners
  - 4.9 Tenure
  - 4.10 Numbers of Examiners and balance in the External Examining Team
  - 4.11 Impartiality of Judgement
  - 4.12 Diversity
- 5.0 APPOINTMENT
- 6.0 INDUCTION AND BRIEFING
- 7.0 REPORTS
- 8.0 ALLOCATION OF VISIT DAYS
- 9.0 FEES AND EXPENSES
- 10.0 TERMINATION BEFORE NORMAL EXPIRY OF TENURE
- 11.0 SCRUTINY AND OVERVIEW
- 12.0 REGULATIONS GOVERNING THE ROLE, RESPONSIBILITIES AND RIGHTS OF EXTERNAL EXAMINERS

## 1.0 Introduction

- 1.1 External Examining provides one of the principal means in which UK HEIs are able to assure the academic standards of the education they provide. The following document seeks to outline the procedures and regulations which govern the HE External Examining process at UAL, as agreed by Academic Board. External Examining is an integral part of UAL's quality assurance framework which is underpinned by the agreed core values of; enhancement, student and staff engagement, and critical dialogue.
- 1.2 Throughout the document, detailed guidance notes are provided to help to support staff in understanding the expectations around the nomination and appointment of External Examiners, alongside formal regulations which govern the role itself.
- 1.3 The procedures, regulations and guidance, are informed by the rules and expectations which are defined in this area by key regulatory bodies such as the Quality Assurance Agency (QAA)<sup>1</sup> and Office for Students (OfS)<sup>2</sup>. The procedures relate to all HE provision at UAL.

## 2.0 Summary of the Role of External Examiners

- 2.1 The general role of the External Examiner is to ensure that the academic standards appropriate to the award in question are maintained, that justice is done to the students, and that in the processes of assessment students are treated fairly and equitably according to the University's policies and regulations. The External Examiner provides an independent commentary on the conduct of the assessment process and, by reporting to the University's Academic Quality and Standards Committee (AQSC), assures the University that the procedures and regulations governing academic standards, quality and assessment were followed. The University provides full briefing and induction for External Examiners to enable them to understand the nature and ethos of the institution and the structure and organisation of the course in question. Briefing is provided by the University through documentation and, at the interim visit and other times if necessary, by Course Leaders or the College Dean of Academy Strategy.<sup>3</sup>
- 2.2 The Regulations make a clear distinction between the role of the University staff who are involved in the teaching, delivery and internal assessment of the course, and that of the External Examiner. The External Examiner is not involved in the learning, teaching or internal examining process as a participant, but rather takes an external perspective on those processes, independently advising the course team and, ultimately, the University.

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<sup>1</sup> <https://www.qaa.ac.uk/quality-code>

<sup>2</sup> <https://www.officeforstudents.org.uk/> and devolved bodies such as AdvanceHE <https://www.heacademy.ac.uk/degree-standards>

<sup>3</sup> Job re-title from September 2018 (*previously College Dean of Quality Assurance and Academic Development*)

### 3.0 Nomination Approval Process

- 3.1 The process of nominating External Examiners is the formal responsibility of the Dean, but the Dean will work in close concert with the relevant Programme Director and/or Course Leader. Assessment and Quality will inform the Dean when a new External Examiner is required. This will be 12 months in advance of the expiry of the tenure of the existing Examiner, or on the approval of a new course by the Validation Sub Committee (VSC).

**Guidance:**

*It may be necessary to approach a number of potential External Examiners before one agrees in principle to accept the post. It is important, therefore, that Course Leaders begin the process of approaching potential Examiners well in advance of the expiry of the tenure of the existing incumbent. For new courses, Course Leaders are advised to have some potential Examiners in mind during the validation stages.*

- 3.2 Course Leaders should approach potential External Examiners informally in the first instance. They should be provided with enough information on the University and the course to enable them to make an informed decision on whether to accept the nomination. Course Leaders should be aware of the Criteria for Appointment (as outlined in section 4.0 below), and course teams and the Dean/School Board might be consulted informally if desired, but it is not necessary for proposed nominations to be considered at full Programme/Course Committee or School Board meetings

**Guidance:**

*Course Leaders may supply the External Examiner with the criteria for appointment in advance to avoid a situation whereby an Examiner agrees to act but is later discovered to be ineligible.*

- 3.3 Approval of nominations is the responsibility of the College Quality Approvals Committee (CQC) and AQSC<sup>4</sup>. Assessment and Quality provides professional advice. After having obtained an agreement to act in principle from the proposed External Examiner, Course Leaders should initiate the formal nomination and approval process. This is by completing in full the University's External Examiner Nomination Form and submitting it to College Quality Approvals Committee (CQC). A CV from the proposed Examiner may be desirable to accompany the pro forma. The pro forma must be signed by the Dean of Academic Strategy (Chair of CQC), before being submitted to Assessment and Quality.
- 3.4 Nominations will then be scrutinised by the Deputy Head of Assessment and Quality (or nominated representative). Whilst it is unusual for any issues to be raised at this point, any further queries surrounding the nomination will be highlighted before it is passed to the Deputy Vice-Chancellor (Education) for endorsement. Nominations that receive the endorsement of the Deputy Vice-Chancellor (Education) will have

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<sup>4</sup> The Chair of AQSC is also the Deputy Vice Chancellor (Education)

evidently met the criteria for nomination and will therefore be recommended to AQSC for approval.

**Guidance:**

*The External Examiner Nomination Form can be obtained from the Assessment and Quality website, or by contacting your College Quality Office. The Examiner's CV, if provided, can often provide much of the information required to complete the form. It is important nominations receive the endorsement of the CQC as the nomination process will not progress without the signature of the Chair. All nominations must be discussed fully by a meeting of CQC.*

- 3.5 In some cases the Deputy Vice-Chancellor (Education) will ask that additional information or expert advice is sought before recommending the nomination for approval by AQSC.

**Guidance:**

*Following endorsement by CQC, the Deputy Head of Assessment and Quality will review the nomination prior to passing to the DVC (Education). Whilst it is unusual for any issues to be raised at this point, this final check will allow assurance that all criteria have been met, and that where the appointment does not meet the requirements, a full rationale supporting any exceptions is included.*

*In the majority of cases the Deputy Vice-Chancellor (Education) will recommend the approval of nominations to AQSC without the need for further information or advice. In a small number of cases, normally where issues of policy or principle are concerned, or where queries persist, say over conflict of interest or qualification, the nomination will be referred to a full meeting of AQSC for consideration. Where nominations are urgent, it may be possible to progress approval via AQSC Chair's Action, meaning that approval will be granted immediately via the Chair of AQSC.*

- 3.6 Therefore the stages of nomination are:
- (a) The Programme Director and/or Course Leader seeks out potential nominees, in conjunction with the Course Team and with the Dean / School Board if desired;
  - (b) Nomination signed by the Chair of CQC;
  - (c) Consideration by the Deputy Vice Chancellor (Education), or a full meeting of AQSC, with advice from Assessment and Quality.

## 4 Criteria for Nomination and Appointment

### *Qualifications of External Examiners*

- 4.1 External Examiners' academic and or professional qualifications should, in the opinion of the CQC and AQSC, be appropriate to the course to be examined. Both the *level* and the *subject* of the Examiner's qualifications should generally match what is to be examined in the course.

### *Expertise/standing*

- 4.2 External Examiners should in the opinion of the CQC and AQSC have appropriate standing, expertise and experience to maintain comparability of standards. Standing, expertise and breadth of experience may be indicated by:
- the present (or, if retired, last) post and place of work;
  - the range and scope of experience across higher education/professions;
  - current and recent active involvement in research /scholarly/professional activities in the field of study concerned.
- 4.3 Proposed External Examiners who have retired from higher education or from the profession concerned must show evidence which, in the opinion of the CQC and AQSC, demonstrates that they are likely to maintain a currency of knowledge in the field of study concerned throughout their tenure.

### *Examining Experience*

- 4.4 External Examiners should have sufficient recent external examining, or in the opinion of the CQC and AQSC, comparable related experience to indicate competence to in the subject area and ensure that the academic standards appropriate to the award in question are maintained, that justice is done to the students, and that in the processes of assessment students are treated fairly and equitably according to the University's policies and regulations.
- 4.5 Proposed Examiners without, in the opinion of the CQC or AQSC, sufficient recent external examining experience must, where possible, join an experienced External Examining team. Where there is only one External Examiner, the new appointee must initially work alongside an experienced currently appointed External who will act as Mentor.

### *Mentoring*

- 4.6 An External Examiner who, in the opinion of CQC or AQSC, has insufficient external examining experience, will be allocated a Mentor in the first year of their appointment. The Mentor will be an experienced External Examiner at the University on the course concerned, or on a cognate course. The Mentor will provide, in addition to the Course

Leader, advice and opinion on external examining practice drawn from their experience of examining within the University.

- 4.7 A mentor would normally have previous external examining experience at at least one other institution, and would need to have examined one cohort on a course at UAL. Mentors should also normally come from an academic background. When assigning a Mentor, consideration will also be given to the reports the examiner has written in the past; ideally the previous reports of the proposed mentor will have been constructive and thorough, and received within a month of the final examination board.
- 4.8 It is the responsibility of the Programme Director/Course Leader to arrange a Mentor to be appointed if required. The confirmed name of the Mentor who has agreed to support a new External Examiner must be provided on the nomination form and noted at CQC, and endorsed by AQSC.

**Guidance:**

*Mentor arrangements would normally only need to be in place for the first year of a new External Examining appointment and a maximum fee of £180.00 can be allocated to a Mentor in order to cover any additional work undertaken. For full guidance outlining the key responsibilities of the Mentor, please refer to the Mentor Scheme Guidelines, available on the Assessment and Quality website.*

*Appointing External Examiners from Industry*

- 4.9 On some courses an External Examiner may need to be appointed from a relevant industry or profession. As per the normal requirements, these External Examiners will be briefed on the role and duties required; however, course teams should note that there will obviously be a requirement for External Examiners to be able to comment upon whether the course and its assessment, and the standards achieved by the students, are of the type and at a level appropriate to the expectations of the award in question. Awareness and understanding of sector standards therefore remains imperative across all appointments and this must be clearly referenced on any nomination submission or supporting statement when proposing a candidate from industry.

*Appointing External Examiners from Overseas*

- 4.10 External Examiners must be able to provide feedback on the comparability of standards and student achievement within the same or similar awards at other HE providers. The expectation at UAL is that feedback should be based primarily on UK providers of which an examiner may have experience, and it is therefore important to ensure that examiners have knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality. This area should be fully considered for any nomination put forward relating to a non-UK based examiner.
- 4.11 Course teams should also consider additional costs that may need to be met when appointing an External Examiner from overseas. Whilst there is a central budget to

cover reasonable travel costs, accommodation, and expenses, the additional cost of flights or additional accommodation may result in remuneration from local budgets.

### *Fresh Perspectives*

- 4.12 External Examiners should be drawn from a wide variety of institutional/professional contexts.

Normally, there should not be:

- more than one Examiner from the same institution in the team of External Examiners;
- reciprocal external examining between courses or departments in two institutions;
- replacement of an External Examiner by another from the same institution or organisation;
- appointment of an External Examiner from an institution which has been the source of Examiners for the course in the recent past (normally three years).

### *Concurrent appointments held by Examiners*

- 4.13 External Examiners should be able to undertake the role and discharge adequately the required duties at the time(s) necessary.

***Guidance:***

*External Examiners should not hold more than the equivalent of two substantial undergraduate external examiner appointment concurrently. If the Examiner appears to exceed this norm, a rationale supporting the nomination must be provided to the CQC and AQSC; for example, it may be reasoned that the phasing of examinations alleviates the workload during an academic session. Essentially, it must be clear to the CQC and AQSC that the nominee is able to take the additional work on.*

### *Tenure*

- 4.14 External Examiners may serve at the University for a maximum of five<sup>5</sup> consecutive academic years.
- 4.15 Exceptionally, the tenure of an External Examiner may be extended for a further academic year/cohort providing there is a rationale found acceptable to the CQC and AQSC.

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<sup>5</sup> External Examiner Nominations from June 2019 will be on a five year tenure, existing External Examiners on a four year tenure should contact Assessment and Quality for guidance on extending

- 4.16 A second extension of tenure would not normally be approved, except in wholly exceptional and compelling cases, and then only by approval at a full meeting of AQSC. Further detail around tenure is provided at section 5.0 below.

#### *Numbers of Examiners and balance in the external examining team*

- 4.17 There should be an External Examiner appointed to each course and, where there is more than one Examiner, an appropriate balance and expertise in the team of External Examiners:
- there must be at least one External Examiner appointed to each course;
  - proposed new Examiners should complement the existing external examining team in terms of expertise and examining experience;
  - there should be an appropriate balance between academic and professional practitioners;
  - new appointments to the team should be phased so as to ensure continuity.

**Guidance:**

*The Regulations require that there must be at least one External Examiner appointed to each course, but do not stipulate the number over and above that. The number of Examiners is a matter of academic judgement which should take into account the particular characteristics of the course in question, and practical judgement over the volume and nature of the work required of an Examiner(s) to undertake the roles and responsibilities of the position.*

#### *Impartiality of Judgement*

- 4.18 External Examiners should be impartial in judgement and should not have previous close involvement with the University which might compromise that objectivity.

Normally, over the last three years, the proposed Examiner should not have been:

- a member of staff, governor, supplier, or student at the University, nor a near relative of a member of staff for the course.

Also the proposed External Examiner should not be:

- an External Examiner on a cognate course in the same college of the University must not normally examine more than three courses concurrently.

**Guidance:**

*For example, it might be felt appropriate and economical for an Examiner to cover an FdA, BA and MA in the same area.*

External Examiners should not:

- be personally associated with the sponsorship of students;
- be involved with students' placements or training in the Examiner's organisation;
- have been an examiner on the course more than once before.

### *Diversity*

- 4.19 It is a University expectation that External Examiners are drawn from diverse backgrounds so that a broader range of perspectives and experiences can influence and inform curriculum. Course teams are encouraged to consider nominating external examiners from Black, Asian or Minority Ethnic (BAME) backgrounds.

**Guidance:**

*To access a pool of academics and industry experts from BAME backgrounds, course teams are advised to contact the Assessment and Quality team who can advise on suitability according to subject area and expertise.*

## **5 Appointment**

- 5.1 The Regulations require that External Examiners will be appointed for five consecutive academic years. A formal letter of appointment is sent by Deputy Vice-Chancellor (Education) which will outline the agreed tenure dates, any Mentor arrangements, and provide links to additional information on the role (further detail is provided at section 6.0 below). A copy will be sent to the Course Leader, College Quality Manager and the Dean. In exceptional cases tenure may be extended for a further academic year providing a rationale found acceptable to the CQC and AQSC is supplied by the Dean. The Regulations require that a request for a second extension of tenure would not normally be approved, except in wholly exceptional and compelling cases. Such requests will automatically be forwarded to a full meeting of AQSC for discussion.

**Guidance:**

*The tenure is for five consecutive academic years, even if there is one academic year/session where no students are enrolled or where the Examiner was unable to attend the Examination Board(s) for whatever reason. Examples of circumstances where one year extensions to tenure will be considered could be if there is a particular shortage of Examiners in a small subject area, or the Examiner has been asked to mentor an inexperienced new Examiner. Further extensions will be wholly exceptional, for example if a course is terminating and there is one remaining cohort of students to be assessed and it would clearly not be sensible to appoint a new Examiner.*

- 5.2 External Examiners will be required to provide the University with verification of their eligibility to work in the United Kingdom and of their registration for Income Tax

deductions. This is a requirement under the *Asylum and Immigration Act 1996* and the *Inland Revenue (Categorisation of Earners) Act 1978*. Information on the requirements is provided for External Examiners in the *External Examiner Handbook*.

**Guidance:**

*Due to tax and national insurance regulations the first time an External Examiner visits the university, they will be asked to bring proof of their eligibility to work in the UK (passport/visa/British birth certificate) and also a copy of proof of their National Insurance number (NI card/official tax letter). Newly appointed External Examiners will be alerted to this within their formal appointment letter and will be asked to supply originals of the documentation for copy by a designated UAL member of staff (normally the Programme Administrator or member of the College Quality Team). No payment can be made unless we can evidence that these documents have been seen. All copies are kept securely within the HR Department. Course Leaders are asked to remind External Examiners that the documents will be kept confidentially and securely by HR under defined procedures that are in place for all personnel records. External Examiners are also required to have a UK bank account in order to receive payment of fees and expenses.*

## 6 Induction and Briefing

- 6.1 On appointment, Assessment and Quality will supply Examiners with the following briefing information about the University and its External Examiner processes:
- a formal appointment letter setting out the course and pathways for which the appointee is responsible;
  - a link to this document;
  - a link to the External Examiner Report Form
  - a copy of the External Examiner Expenses Claim Form, together with appropriate guidance on the payment of fees and expenses
  - a link to the *University of the Arts London External Examiner Handbook*, which provides practical information and summarises key procedures for External Examiners in a convenient format.
- 6.2 On appointment, Colleges are responsible for supplying Examiners with the following briefing information:
- current college prospectus;
  - current Course Handbook;
  - the last Annual Course Monitoring report; and including, where appropriate, the last two year's External Examiner reports;

- details of relevant college contacts for liaison over practicalities and for any administrative enquiries.
- 6.3 For Examiners continuing in their appointment, Assessment and Quality will send an annual briefing letter which will contain information on any new policy developments that have taken place over the last academic year, together with updated editions of the documents provided on initial appointment.
- 6.4 For Examiners continuing in their appointment, the Programme Director/Course Leader are responsible for providing updated editions of all the course documentation/revised information provided on initial appointment.

**Guidance:**

*All the information and documents provided by Assessment and Quality are provided on the UAL web page relating to External Examining at UAL; to which Examiners' attention will be drawn in the appointment/annual briefing letter.*

- 6.5 The Dean or nominated representative is responsible for inducting new Examiners and also the annual update briefing for those continuing with their appointment. The briefing would normally take place at the interim visit, drawing on reference materials such as the Course Handbook, External Examiner Procedures, Regulations and Guidance, recent Annual Course Monitoring Reports, and include such other information applicable to the External Examiner duties (for example, an introduction to relevant academic and administrative colleagues, dates of examination boards, processes for internal moderation, information around the size of the students cohort, or a tour of the College/School/Department).

**Guidance:**

*The dates of the Interim Visit and the Examination Board should be set well in advance and the External Examiner's availability ascertained and commitment to attend confirmed.*

## 7 Reports

- 7.1 All External Examiners are required to submit an annual report to the Deputy Vice-Chancellor (Academic), using the agreed University's pro forma. The University requires reports to be submitted electronically to the e-mail address provided in the appointment letter and in supporting documentation.

**Guidance:**

*It is imperative that External Examiners submit their reports electronically, and Examiners should be reminded of this at interim, and final visits. Assessment and Quality can provide the pro forma by e-mail attachment on request should the External Examiner have difficulty downloading the on-line version.*

- 7.2 Copies of the External Examiners' reports will be forwarded electronically to the Course Leader, the Dean(s) and the College Quality Manager. The expectation is that External Examiners' reports will be responded to in full through the Annual

Course Monitoring process. However, in exceptional cases where, in the opinion of the Deputy Vice-Chancellor (Education), the Examiner raises urgent and serious issues, the Dean of the school/college concerned will be asked for comments in advance of Annual Course Monitoring.

- 7.3 Exceptionally, if the External Examiner wishes to raise a matter of particular sensitivity, a confidential report may be submitted to the Deputy Vice-Chancellor (Education).

**Guidance:**

*It is expected that External Examiners will only raise, in the opinion of the Deputy Vice-Chancellor (Academic), serious and urgent issues, or raise matters of particular sensitivity, very rarely. In the normal course of events the Continuous Monitoring exercise will deal with the points raised.*

- 7.4 The university is required to make full External Examiner reports available internally to staff and students. It is therefore UAL policy to ensure that electronic version of the reports and any responses, are published via the individual course Virtual Learning Environment (VLE) – currently *Moodle*.

Whilst External Examiner reports are not placed in the public domain, they may be requested under the *Freedom of Information Act 2000*. It is important, therefore, that both Course Leaders and External Examiners are aware of the audience the report will reach, and be particularly careful not to identify individual members of staff or students.

## 8.0 Allocation of Visit Days

- 8.1 Allocations of Visit Days will be agreed following the appointment of a new External Examiner. Where a replacement External Examiner is being appointed, the previous allocation will automatically be carried over. Where it is a wholly new appointment, Assessment and Quality will propose an allocation based on that applied to similar UAL courses.

**Guidance:**

*There may be occasions where the allocation of an External Examiner might need to be reviewed. Should the Programme Director and/or Course Leader wish to increase the number of visit days for examiners, a full rationale supported by the Dean, should be passed to the Head of Assessment and Quality for approval. In the event that an allocation is revisited, Assessment and Quality will re-confirm details to the External Examiner.*

*In the event that an External Examiner exceeds their allocated visit days, remuneration is expected to be covered by the appropriate school or college.*

## 9.0 Fees and Expenses

- 9.1 External Examiners' fees are subject to Income Tax. The fee covers all aspects of the external examining responsibility.

**Guidance:**

*The University will not make payment to an External Examiner unless the documentation to verify eligibility to work is supplied (see guidance note at 5.2 above). This information is kept securely within the HR Department and Course Leaders are asked to brief External Examiners on the necessity of this documentation and that it will be kept confidentially and securely under defined procedures that are in place for all personnel records.*

- 9.2 Assessment and Quality will arrange with the Payroll Department for payment to be made by BACS direct credit transfer to a UK bank account named by the External Examiner. Fees will only be paid on the receipt of the report, and expenses only if the claim is made in accordance with the notified guidance and limits, and is supported by receipts.

## 10.0 Termination Before Normal Expiry of Tenure

- 10.1 The Regulations state that AQSC may terminate an External Examiner's appointment before the normal expiry of tenure for reasons of non-fulfilment, or failure to fulfil appropriately, the responsibilities of the role as set out in the External Examiner Regulations. Where an External Examiner has not fulfilled, or has not fulfilled appropriately, the responsibilities of the role, a satisfactory resolution will be attempted by Assessment and Quality, the Dean of the college or school concerned, and /or the Deputy Vice-Chancellor (Education). If this proves impossible a formal recommendation, with supporting evidence, will be presented to AQSC which will decide whether or not to terminate the appointment.

**Guidance:**

*The situation of recommending a termination of appointment occurs only very rarely. In the majority of cases of non-fulfilment, or failure to fulfil appropriately, the responsibilities of the role as defined by the university, an amicable and satisfactory conclusion is quickly reached.*

## 11.0 Scrutiny and Overview

- 11.1 On an annual basis, colleges are asked to provide an overview of key themes emerging from external examiner reports. This exercise is overseen by the UAL Quality Strategy Group (QSG), which includes representation across all colleges. The overview will outline any pertinent matters for consideration at both college and institutional level. It is also an opportunity for staff to feed back on the process in general, and make suggestions for any potential enhancements or revisions to the overarching process.

## **12.0 Regulations Governing the Role, Responsibilities and Rights of External Examiners**

- 12.1 The role and responsibility of the External Examiner is to ensure that the academic standards appropriate to the award in question are maintained, that justice is done to the students, and that in the processes of assessment students are treated fairly and equitably according to the University's policies and regulations.

In order to meet the responsibilities of the role, the University has the following expectations which provide External Examiners with the following rights:

- 12.1.1 To be able to make judgements on the assessment of each cohort of students impartially on the basis of the work submitted for assessment, without being influenced by previous association with the course, the staff, or any of the students;
- 12.1.2 To be able to compare the performance of a cohort of students with that of their peers on comparable courses elsewhere and, where appropriate, to skills relevant to the profession / area of practice concerned;
- 12.1.3 To approve the form and content of proposed examination papers that count towards the award, and major project briefs, in order to ensure that all students will be assessed fairly in relation to the course syllabus and regulations and in such a way that External Examiners will be able to judge whether they have fulfilled the objectives of the programme and reached the required standard;
- 12.1.4 To be consulted about, and agree to, any proposed changes to the approved assessment regulations which will directly affect students currently on the course;
- 12.1.5 To attend any Examiners' meetings and have reasonable access, on request, to further evidence of achievement, including evidence about a students' performance on placement where this is an assessed part of a programme;
- 12.1.6 To normally see the work of all students proposed for the highest available category of the award, and for failure, and samples of the work of students proposed for each category of the award;
- 12.1.7 To have the right to moderate the grades of the student cohort awarded by internal examiners (note: moderation of the entire cohort; there is no right to change individual grades);
- 12.1.8 To ensure that the assessments are conducted fairly, in accordance with the approved programme regulations, and that the processes for assessment, examination and the determination of awards are appropriate;

- 12.1.9 Recommendations for award are made and ensure that those recommendations have been reached by means according with the University's requirements and normal practice in higher education;
  - 12.1.10 To formally agree to the awards recommended to be conferred through attendance at the Examination Board. (For level 5 work, whilst there is no requirement for External Examiners to attend Progression Boards, the regulations will not exclude the possibility for this to happen if it is felt to be helpful);
  - 12.1.11 To make a full report, according to the rubric set out on the University's pro forma for this purpose, that will be made available internally, and on request externally in accordance with the University's Freedom of Information Act Publication Scheme, on whether the standards set are appropriate for the University awards.
- 12.2 The role of the External Examiner does not include the right to participate in decisions relating to cases of suspected/proven cheating/assessment offences by students. These cases are covered by specific University regulations. However, External Examiners may be invited to participate in such decisions, or to offer advice under the relevant regulations.

Regulations at section 12 originally approved by Academic Board April 2012