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Introduction

This booklet seeks to assist newly appointed academic external examiners in the execution of their duties and is produced by the Academic Quality Unit.

1. The Role of the External Examiner

The Subject External Examiner is appointed to a course or cognate courses to provide assurance that standards and student achievement are in line with national frameworks and comparable to those at other UK Higher Education Institutions with which they are familiar. Subject External Examiners are primarily focused on the quality and standards of the courses they are appointed to. Subject External Examiners are required verify assessment and moderate work, and to sign off marks prior to the Course Assessment Board. They have the opportunity to feed into the Course Assessment Board or raise concerns directly with the Chief External Examiner ahead of the Board.

2. The Duties of an External Examiner

- a) To approve the form and content of all proposed examination and re-assessment examination papers and for this to be recorded.
- b) To review a sample of briefs for course work/practical assignments/dissertation proposals

Boards);

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External moderation should consist of a confirmation that the assessment criteria for every element of assessment have been correctly and accurately applied to a representative sample.

2.3 Sampling requirements

The minimum requirement for moderation samples for both internal and external moderation purposes is set at 10% of all work submitted for a particular element of assessment and the sample must include all fails, all firsts and at least 3 pieces of work from each of the other classification boundaries. If there are fewer than 3 pieces of work within a classification boundary all work within that boundary should be made available.

Where work has been submitted at multiple delivery sites (e.g. at a UCLan campus and a partner institution), at least 3 pieces of work from each classification boundary produced at each delivery site must be included in the sample in addition to all firsts

The academic School is responsible for ensuring that verification and moderation materials are shared

PLEASE NOTE: External examiner fee payments are not automatically generated upon receipt of your report. Each year an Ad-Hoc claim form for your Fee and Expenses must be submitted to the Academic Quality Unit (eexaminers@uclan.ac.uk) within six months of submission of your annual report. A link to the Ad-hoc claim form can be found here <https://www.uclan.ac.uk/legal/academic-quality>.

8. Proposed Period of Tenure

- a) The period of tenure should allow the external examiner to be associated in all aspects of assessment, including the drafting of examination papers and involvement in resit examinations and will normally be for five years. Extensions by one year are approved by exception only to ensure continuity.
- b) For courses, which cover the normal academic year (September - August), appointments will commence in October and terminate in September. For courses, which have boards that take place after September but before December, appointments will commence in January and terminate in December.
- c) The periods of tenure will normally overlap where several external examiners have been appointed to the same programme to ensure continuity of standards.

9. Resignation

An external examiner may terminate their appointment for any reason, in which case they should write to the Director of Academic Quality and Enhancement (eexaminers@uclan.ac.uk), and Dean of School. The external examiner must give no less than three months' notice when terminating their appointment as specified in the External Examiner Contract. The University encourages external examiners, where appropriate, to provide a reason for their resignation so this can be monitored at an institutional level and any trends identified.

The contract of appointment for external examiners may be terminated on any of the following grounds:

- a. Where attendance is required - failure to attend a final Assessment Board without good cause. The University recognises that Schools must give sufficient advance warning of the dates of final Assessment Boards so that external examiners are able to confirm their attendance and carry out their responsibilities;
- b. the examiner fails to submit an annual report by the deadline determined by the University, or submits an incomplete report;
- c. an unresolvable conflict of interest develops. If the circumstances of an external examiner change after they have been appointed in such a way that a conflict of interest might arise (e.g. a change in employment), they should notify the University of this change where an assessment of the continuation of appointment will be undertaken;
- d. Where the University no longer requires the services of an External Examiner for academic reasons, for example, because of withdrawal/suspension of a course/lack of recruitment to the provision appointed to, or changes in programme structure which render the appointment no longer

