

REGULATIONS FOR EXTERNAL EXAMINING OF TAUGHT PROGRAMMES

General

External Examiners have an important role within the quality assurance mechanisms in assuring comparability of academic standards outside and within the University and ensuring the fairness of the operation and assessment of modules. They also contribute towards the assurance and enhancement of the quality of learning and teaching and the attainment by students of programme outcomes.

All External Examiners are ultimately responsible to Senate, which is empowered by Statute to oversee the quality and academic standards of those elements of programmes (or individual modules) which contribute to the award of Swansea University. External Examiners are expected to use the relevant elements of the QAA's *Code of Practice* in determining whether the standards are at the appropriate level for the award.

The Management Board shall be empowered by the University Senate and Council to determine the fees and other expenses to be paid to External Examiners.

External Examiners shall be appointed by the Academic Board on behalf of the University's Regulations, Quality and Standards Committee which has delegated authority from Senate.

Oversight of Awards Delivered By or With Collaborative Partners

External Examiners shall be appointed to oversee programmes delivered with collaborative partners with due reference to the guidance of the relevant chapter of the UK Quality Code.

External Examiners for collaborative programmes of study shall be nominated in consultation with the collaborative institution and shall be appointed in accordance with regulations outlined here.

The Number and Type of External Examiners (Indicators 1 and 7)

The University has two types of External Examiners:

1. **Subject External Examiner** – who oversees the standards of the discipline and in almost all cases oversees a specific named programme. In some cases, examiners are appointed to oversee stand-alone modules which typically do not contribute to a specific named award. These represent the majority of External Examiners.
2. **Chief External Examiner** – who is appointed in situations where a team of External Examiners has been appointed to consider a collection of related programmes/subject areas for multidisciplinary programmes and/or stand-alone modules. A Chief External Examiner may also be appointed if the team of External Examiners is made up of a significant number of non-academic examiners and/or those with limited experience as External Examiners.

The Chief External Examiner is appointed in specific areas of the University's provision, namely in the College of Medicine and in some areas of the College of Human and Health Science.

Chief External Examiners for the MB BCh programme in the College of Medicine will be appointed to cover Phase 1 (Year 1 and Year 2) and Phase 2 (Year 3 and Year 4).

One or more External Examiners shall be appointed for each programme of study to ensure coverage for all aspects of that programme. The nomination of External Examiners to be appointed and the number of Examiners shall be determined by the Head of College in accordance with the nature of the programme, the number of students and any professional body requirements. The nomination(s) shall be submitted for approval by the appropriate Dean of Academic Board.

Criteria for Appointment (Indicator 5)

External Examiners shall be appointed who can show appropriate evidence in relations to the following nationally agreed criteria:

Person Specification

1. Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.
2. Competence and experience in the fields covered by the programme of study, or parts thereof.
3. Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate.
4. Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures.
5. Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers.
6. Familiarity with the standard to be expected of students to achieve the award that is to be assessed.
7. Fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgements).
8. Meeting applicable criteria set by professional, statutory or regulatory bodies.
9. Awareness of current developments in the design and delivery of relevant curricula.

10. Competence and experience relating to the enhancement of the student learning experience.
11. Nominations for External Examiner appointments should normally be from within the higher education system and possess appropriate levels of academic and, where appropriate, other professional expertise and experience in relation to the relevant subject area and assessment approaches.
12. Retired staff can be considered if they provide sufficient evidence of continuing involvement in the academic area in question, and with current developments in higher education teaching, learning and assessment.
13. Examiners from outside the higher education system may exceptionally be appointed as External Examiners provided that such persons possess the relevant expertise and experience to fulfil the requirements for appointment as External Examiners. Such External Examiners shall not have sole responsibility for a programme of study.
14. New External Examiners who have not held the position before at another institution, or are from outside the higher education system, should normally shadow the outgoing External Examiner during the final year of their tenure.

Terms of Office

External Examiners shall normally be appointed for a period of four academic years, with a possibility of re-appointment for a fifth year subject to the approval of the Dean of the relevant Academic Board.

1. Other than in exceptional circumstances, an External Examiner shall not be reappointed before a lapse of at least five years since their last period of appointment.
2. The number of External Examinerships held by persons being considered for nomination as External Examiners should not normally exceed two during the External Examiner's period of appointment.

Conflicts of Interest

To avoid potential conflicts of interest, External Examiners should not be appointed if they are any of the following:

1. A current employee or member of the Court of Swansea University or current employee or member of the governing body of any of Swansea University's collaborative partners.
2. Have a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study.
3. Anyone closely associated with the sponsorship of students on the programme.
4. Anyone required to assess colleagues who are recruited as students to the programme of study.
5. Anyone in a position to influence significantly the future of students on the programme of study.

6. Anyone involved in current or recent substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) of modules in question.

Furthermore,

7. Former members of staff or students shall not be invited to be nominated for appointment as an External Examiner before a lapse of at least five years from the date of departure, or sufficient time for students taught by that member of staff or associated with that student to have completed that programme of study, whichever is the longer.
8. The making of reciprocal arrangements for external examining with staff teaching similar programmes of study at other institutions is not permissible.
9. An External Examiner shall not normally be succeeded by another from the same home department and institution.
10. Only one External Examiner may be appointed from the same department of the same institution.

Scrutiny of Nominations

Nominations must be submitted to the Academic Registry using the specific form, accompanied by a full CV. This information undergoes initial scrutiny with regard to the above criteria, in particular potential issues of reciprocity and conflicts of interest.

Cases which are not aligned with these criteria are either referred back to the College or for consideration by the Chair of the Regulations, Quality and Standards Committee. The College may be expected to outline a legitimate case for making appointments which do not fulfil the criteria and the decision of the Chair of the RQSC will be documented against this case. Where nominations are not approved, the College may re-submit the nomination providing further details to justify the nomination.

Period of Appointment

External Examiners shall normally be appointed for a period of four academic years, with a possibility of re-appointment for a fifth year subject to the approval of the Dean of the relevant Academic Board. For undergraduate programmes, this normally means the usual academic year, October 1st to September 30th. For taught postgraduate provision, the ending period would be to December 31st of the relevant calendar year.

Termination of Contract (Indicator 4)

The appointment of an External Examiner may, in exceptional circumstances, be terminated prior to the completion of the period of appointment. Such circumstances would normally be either a failure by the External Examiner to fulfil the duties and responsibilities of External Examiners prescribed in the regulations (including specifically non-submission of an annual report, non attendance at an Examining/Award Board without valid reasons; lack of involvement with the assessment process) or following the discontinuation or non recruitment to the relevant programme of study. The Pro Vice-Chancellor (Student Experience) shall have the authority to issue letters of premature termination upon the recommendation of the Dean of the relevant Academic Board.

If the circumstances of an External Examiner change and/or a conflict of interest arises during their term of office and he/she wishes to resign, a formal letter of resignation should be directed to the Pro Vice-Chancellor (Student Experience).

Should the termination of contract arise during the academic year, or an examiner wish to temporarily suspend their involvement due to personal reasons, a temporary appointment will be made to cover the rest of the duties during that academic year until a permanent nomination is obtained, where necessary.

Conflict of Interest (Indicator 5)

External Examiners shall be required to declare any interest or ties with Swansea University or its staff, programmes of study or students prior to appointment, or, if they arise during their period of appointment.

Should a conflict of interest arise, then a replacement examiner shall be found as soon as is practically possible. At a minimum the examiner's term of office will normally be reduced to completing the academic year while a replacement External Examiner is identified and appointed.

Where a College wishes to appointment an External Examiner who contravenes the general criteria for appointment, the College must submit justification and full evidence as to why this is necessary and/or unavoidable. All requests shall be submitted to the Academic Registry in the first instance, and the documentation supplied shall be closely scrutinised by the Chair of the Regulations, Quality and Standards Committee.

Right to work in the UK

In complying with UK Immigration Law, all External Examiners must be eligible to work in the UK and must provide the relevant evidence to do so.

Role, Duties and Responsibilities of External Examiners (Indicator 7)

All External Examiners shall be expected to:

- Comment upon the standards of modules/awards and that modules/awards are comparable to all appropriate nationally recognised standards¹;
- Ensure that assessment methods are fair, that assessment is operated fairly and in accordance with University regulations²;
- Review the assessment performance of students as a cohort;
- Consider and approve all draft examination papers, all in-programme, practical and other assessments that contribute 50% or more of the assessment for a module;

1 Examiners are primarily directed to the Framework for Higher Education Qualifications and applicable subject benchmark statements (see www.qaa.ac.uk). Oversight may include modules which do not directly contribute to a student's classification results, but is nevertheless important in defining the academic standard.

2 Examiners are directed to the relevant assessment regulations in the Academic Guide and the *Code of Practice on Assessment*.

- Receive examination scripts, in-programme assessments, practical assignments, evidence related to oral examinations/presentations and project reports/dissertations upon which marks have been awarded (where the cohort size exceeds 10 students a sample of examination/assessment shall be submitted from all levels of performance). The purpose of this is to oversee that robust moderation of assessments has taken place; External Examiners must not be involved in marking student work;
- Verify that the University's policy on moderation of marks has been applied and provide comment on the evidence provided;
- Comment on the way in which feedback on assessments is being provided to students to promote learning;
- Comment on any other opportunities provided to enhance the quality of the student's learning opportunities;
- Comment on examples of good practice and innovation relating to learning, teaching and assessment;
- Attend and make recommendations to Examining Boards relating to the awards of degrees, diplomas and certificates or the confirmation of results for stand-alone modules³;
- Confirm, by signing pass lists of candidates that they have been satisfied with the assessment process and the standards achieved by the students;
- Be consulted on curriculum development, including the introduction of new programmes of study and revisions to the existing programmes of study;
- Make a full report on the assessment process to the University on an annual basis.

Immediately report any circumstances relating to allegations of unfair practice in writing to the Chair of the Examining Board concerned; External Examiners are not required to give approval to degree classifications or overall module marks where the decision has been deferred due to issues relating to unfair practice or an administrative error has occurred with respect to the recording of marks or calculation of result.

External Examiners shall have enough evidence to determine that internal marking and classifications are of an appropriate standing and are consistent. They shall inspect a sufficient amount of work of the candidates to enable them to arrive at a judgement that can be applied to the assessment as a whole.

The Role of the Chief External Examiner

A Chief External Examiner may be appointed in situations where a large team of External Examiners has been appointed to consider a collection of related programmes and/or standalone modules. A Chief External Examiner may also be appointed if the team of External Examiners is made up of a significant number of non-academic examiners and/or those with limited experience as External Examiners.

³ Where there is a Reconvened Examination Board to reconsider for example the result of an appeal, then attendance is not required. The examiner should however be consulted about and make their views known on any proposed amendment to the classification.

The Chief External Examiner shall be expected to:

- i. Review a cross section of assessed work in order to ensure equity across modules and quality assure the programme as a whole.
- ii. Identify areas of good practice or concern across the programme.
- iii. Assess practice and provide comment on the quality assurance of all assessment practices.
- iv. Liaise with other Chief External Examiners to gain an overview of the standards across the whole programme.
- v. Chief External Examiners for the MB BCh programme will be appointed to cover Phase 1 (Year 1 and Year 2) and Phase 2 (Year 3 and Year 4).
- vi. Attend practical examinations (for MB BCh).

Powers of External Examiners (Indicator 7)

Oversight of the Moderation Process

The role of the External Examiner is to ensure that the University's policy on moderation of marks has been robustly applied and NOT to second mark assessments.

Consequently the External Examiner may not expect or encourage an Examining Board to raise or lower marks for individual students if only a sample of work has been submitted to the External Examiner. The External Examiner may wish to see a larger sample from the assessment or a wider range of assessed work if there are any concerns about the marking and moderation process.

On the advice and suggestion of the External Examiner to suggestions concerning the alteration of marks for the entire cohort, the Examining Board will consider the relevant approach to be undertaken (through arithmetic re-checking of marks, re-marking or rescaling or amendment of assessment/teaching approaches for future cohorts). Any adjustments should be reported to, endorsed and minuted fully by the College Examining Board.

For information about how disagreements are handled, see the section on Disputes.

Oversight of the Assessment Process

The External Examiner shall review and approve all draft examination papers and topics for continuous assessment where these contribute at least 50% towards the module's overall mark. He/she can recommend the modification of questions if it is felt that these do not adequately assess the intended learning outcomes and/or reflect the relevant standard for the level of study.

Meeting with Students, Including Viva Voce Examinations

External Examiners may, but are not required to, meet with students on subjects or programmes that they are examining, e.g. to obtain general feedback on the quality of teaching, clarity of information, academic/personal support, etc.

Viva voce examinations shall not be permitted for the purpose of determining degree classifications for candidates pursuing initial degrees.

Involvement in Practical or Oral Assessments

Where the approved method of assessment for a particular module includes an oral or practical examination, External Examiners may be invited to observe such examinations.

Participation and Attendance at Examining Boards (Indicator 7)

For undergraduate and taught postgraduate awards, the College shall establish subject-level Examining Boards to confirm module marks and to make recommendations to the appropriate University Award/Progression Board. The External Examiner(s) shall be present at the subject-level College Examining Board at which the examination results in the subject(s) in which they have been involved are determined.

If an External Examiner, exceptionally, cannot attend a meeting where his/her presence is formally required, he/she should be available for consultation by telephone, video network or other suitable means with the Chair of the Examining Board, and the Chair shall despatch to the External Examiner, in accordance with his/her directions, all documents necessary for the due performance of the business of the meeting.

If unable to attend, the External Examiner shall submit a written report on his/her findings to the Chair of the Examining Board which should be distributed to all members of the Board and considered in finalising module marks.

The External Examiner(s) shall not be required to attend Interim Examining Board meetings but may do so if he/she wishes. Consultation shall take place by correspondence or other appropriate means.

For undergraduate and taught postgraduate awards, the University shall establish University Award Boards to award credit, determine progression issues, award degrees (including postgraduate certificates and diplomas), agree final degree classifications (as appropriate), and award exit qualifications. External Examiner(s) shall be available for consultation for these Award Boards.

Signing Pass Lists

The Chair of the College Examining Board and the External Examiner shall be required to sign the pass list/results sheet to signify endorsement of the marks for the modules and that decisions have been made in accordance with award regulations.

If, in extreme and exceptional circumstances, where the External Examiner is unable to attend the Examining Board, then he/she shall submit a statement to the Chair of the Examining Board which states that he/she agrees with the final marks awarded and standards achieved.

If the External Examiner is unwilling to sign then he/she shall submit, in writing, his/her rationale, with justification to the Pro Vice Chancellor (Student Experience and Academic Quality Enhancement). The Pro Vice Chancellor will investigate any issues which might mean that students' marks would not otherwise be considered at the Award Board. The Pro Vice Chancellor shall have authority to sign the pass list in lieu of the External Examiner.

The signed pass list shall be forwarded to the Academic Registry for record keeping as part of the Award Board minutes.

Volume of Assessed Work to be Scrutinised (Indicator 7)

All or a sample of assessments are sent to the External Examiner in order to check that assessment and moderation procedures have been adhered to. The volume of assessments sent to the External Examiner will depend on the following factors:

- The number of students in the cohort;
- Ensuring representative distribution of marks for the cohort, ie samples in each classification band, including fails and exceptional performance;
- Whether this is the first cohort of a newly validated programme.

Sampling arrangements will therefore normally provide for External Examiners to see a representative sample of scripts or assessed work from each class (including FAIL, where appropriate). A representative sample of approximately 10% of the total number of scripts or assessments for the module should be selected, but subject to a **minimum** of five scripts and a **maximum** of twenty scripts. If the cohort is less than 10 students **all work** should be sent to the External Examiner. A norm of 10 pieces of assessment per module is however suggested.

In addition to actual assessments, the feedback provided on the work should also be available for scrutiny, along with evidence of the moderation process.

See the Postgraduate Taught Masters Degrees Regulations 'Examination of the Dissertation' for more information on sampling of dissertations.

The role of the External Examiner is to verify that the University's policy on moderation of marks has been robustly applied and NOT to second mark assessments.

Preparation of External Examiners (Indicator 6)

External Examiners shall be provided with induction by the University to ensure that they understand and can fulfil their responsibilities.

The Academic Registry shall supply all newly appointed External Examiners with the following documentation following confirmation of acceptance of appointment:

- *Code of Practice for External Examining.*
- Induction arrangements.
- A copy of the final report from the previous External Examiner for the Programme of Study (where applicable) and the College response.

Colleges shall provide all newly appointed External Examiners with the following documentation following confirmation of acceptance of appointment:

- A copy of the Programme Specification(s).
- A copy of any Handbook or Brochure for the Programme of Study or modules concerned.

- A copy of the relevant syllabuses and schedules of assessment for the programme(s) of study concerned, together with notification of the date set for the meeting of the Examining Board.
- A copy of the College Assessment Policy, including marking criteria, late penalties, extenuating circumstances, moderation practices etc.

The Academic Registry and the College shall provide further documentation on an annual basis, as outlined in the *Code of Practice for External Examining*.

Colleges should inform their Examiners of the communication channels which will operate during their appointment, such as identifying the key points of contact.

This communication will include informing External Examiners about:

- The date of the Examining Board meeting(s), preferably at the start of each academic year;
- Procedures for the submission of draft examination papers and other assessments for approval;
- Arrangements for the approval of supplementary assessments. (It is considered good practice to submit main and supplementary examination papers for approval at the same time.);
- An indication of the proportion of assessed work that they can expect to receive,
- Anticipated dates of the receipt of the assessed work, and with the required date of return to the College and the format of submission (paper or electronic).

Examiners should be familiar with any electronic systems used as part of the marking process.

For taught postgraduate programmes in particular, Colleges should notify the External Examiner of the anticipated dates when pieces of work submitted following students' directed independent learning would be submitted for their oversight of the moderation process.

Examiners with Limited or No Experience of the Higher Education System

For those Examiners with no prior experience as an External Examiner or from outside the Higher Education system, they would be expected to shadow the outgoing External Examiner during the final year of their period of office. The incoming External Examiner would be asked to attend College Examining Boards but will not have any other duties as an External Examiner that session. No fee shall be paid to the incoming Examiner, but necessary expenses for attendance will be reimbursed.

External Examiners with no prior experience of Higher Education may not have sole oversight for a programme.

In their final year of appointment, External Examiners may have to act as mentors to Examiners with no prior experience as an External Examiner or those from outside the Higher Education system (as appropriate).

Unfair Practice

An External Examiner who, either in the course of the marking period or subsequently, considers that a candidate has engaged in an unfair assessment practice shall immediately report the circumstances in writing to the Chair of the Examining Board concerned, who shall then invoke the University's Unfair Practice Procedures.

The procedures for dealing with such cases of unfair practice shall be published in the University's *Academic Guide* (www.swan.ac.uk/registry/academicguide/).

External Examiners shall offer advice and comments regarding the standards of the cohort and the assessment process. The External Examiner shall have equal power with internal members of the Examining Board and may not override the collective view of the Board. Where the External Examiner is dissatisfied with decisions taken by the Board, he/she should state these and these should be minuted at the College Examining Board. These comments can be conveyed to the institution by means of his/her annual report and/or by separate correspondence to the Vice Chancellor. Regulations governing all aspects of undergraduate and postgraduate taught masters assessment shall be published in the University's *Academic Guide* (www.swan.ac.uk/registry/academicguide/).

Confidentiality and Security

Examiners are reminded that all draft assessment questions and student work submitted is confidential and that appropriate arrangements should be made to ensure its security.

External Examiners' Reports

External Examiners shall be required by the University to submit written reports annually via an electronic submission system. External Examiners' comments on the examining process shall be required, including observations on the structure and content of the programme of study and its delivery and also areas of good practice and opportunities to enhance the quality of student learning opportunities.

Further details are found in Section 5 of the *Code of Practice for Quality Assurance*.

External Examiners shall be expected to forward their report to the University within six weeks of the Examining Board (for Examining Boards held in June). However, in the cases of External Examiners whose examining boards are held at times other than June, the reports are expected within a period of one month following the meeting.

External Examiners of **Taught Postgraduate Programmes** are expected to communicate any concerns about the taught modular element of the programme to the programme staff following the Part One examination board (normally held in June) so that any actions required can be introduced prior to the module being taught again. These comments can then be incorporated into the annual written report prepared by the External Examiner which is submitted to the University by **6 December**.

In the event of an External Examiner not submitting a report, the Pro-Vice-Chancellor (Student Experience) shall be empowered to take such steps as appropriate to the circumstances to obtain it, and/or may choose to issue a letter of premature termination as a result.

External Examiners are requested not to identify individual staff or students by name, except where it was felt that noteworthy practice or exemplary performance was considered.

External Examiners' reports for collaborative programmes shall be scrutinised in accordance with the University's procedures for responding to Examiners' reports as outlined in the *Code of Practice for Quality Assurance*.

At the end of the period of appointment, an External Examiner is expected to provide in their annual report, an overview of issues that have arisen which will be conveyed to their successor.

The University attaches considerable importance to the External Examiner's report and payment of the fee is conditional upon its receipt. Non-submission may also be a reason for termination of the External Examiner's appointment.

Distribution and Availability of Reports

External Examiners' reports shall be returned electronically via to the Academic Registry, including, where relevant, reports on programme delivered through collaborative partners. Copies of reports shall be circulated to the Pro Vice Chancellor (Student Experience and Academic Quality Enhancement) and to others listed in section 5 of the *Code of Practice for Quality Assurance*.

External Examiners are advised that student representatives will have access to their full reports (except any confidential report made separately). Further details are found in section 5 of the *Code of Practice for Quality Assurance*.

Information about External Examiners

In line with the QAA's Quality Code, the name, position and institution of External Examiners will be included in College handbooks. Students are requested NOT to contact External Examiners directly. Any contact attempted by students should be reported to the Academic Registry.

Arbitrating Examiners

External Examiners shall be bound by the academic and assessment regulations of the University.

If a disagreement arises between the External Examiner and the relevant Examining Board regarding issues of standards on taught modules, the views of the External Examiner shall be noted in the minutes of the Board and in the External Examiners' report. The External Examiner may appeal, in exceptional circumstances, to the Pro-Vice-Chancellor (Student Experience) or another Pro-Vice-Chancellor (where the PVC Student Experience is unavailable or is in conflict of interest). The decision of the Pro-Vice-Chancellor shall be final.

When the decision of an External Examiner considering a dissertation submitted for a Master's degree by Examination and Dissertation gives rise to a case of dispute between the External Examiner(s) and internal examiners it is within the power of the Pro-Vice-Chancellor (Student Experience) to decide on the matter, at his/her discretion, or to appoint another External Examiner to provide an independent opinion. The Pro-Vice-

Chancellor (Student Experience) may take into account any written reports submitted by members of the Examining Board.

In choosing a second External Examiner the Pro-Vice-Chancellor (Student Experience) may also take into account, but need not be bound by, the nomination (if any) of an Examining Board for a second External Examiner. A decision on whether or not to reconvene the Examining Board shall be at the discretion of this second External Examiner whose decision on this matter shall be final.

ADMINISTRATIVE MATTERS IN NOMINATING/APPOINTING EXTERNAL EXAMINERS

General Administrative Procedures for Nominating External Examiners

A nomination form should be completed in full by the Head of College and submitted to the Academic Registry. It must be accompanied by a full CV. There are separate forms for nominations to oversee undergraduate programmes, taught master's programmes and for health science-related programmes.

While Senate retains ultimate responsibility for the approval of External Examiner appointments, in practice it delegates approval to the Regulations, Quality and Standards Committee to undertake this process. This Committee in turn delegates authority for the approval of External Examiners' nominations to the relevant Academic Boards.

Upon receipt of completed nomination forms, a preliminary check of the proforma against the criteria is undertaken. Nomination forms without CVs or which require justification for any exceptional circumstances will be returned to the College for further details.

If the nomination does not meet the required criteria, the matter is referred to the Chair of the Regulations, Quality and Standards Committee for consideration.

If the nomination is straightforward, the Academic Registry shall forward the completed form to the appropriate Dean of Academic Board and consider the evidence in support of the nomination. The Dean may request further details from the Head of College if required and may also refer nominations back to the College concerned.

The written approval of External Examiners' nominations is returned to the Academic Registry for the issuing of formal appointment letters and supporting documentation.

Decisions on rejecting any nominations are retained by the Academic Registry. College staff may appeal any rejected nomination through provision of enhanced information or evidence to justify the validity of the nomination.

New Programmes of Study

Following the successful validation of a new programme academic staff are encouraged to initiate the nomination process for an External Examiner in good time, bearing in mind the expected completion date of the first cohort.

Examiners Approaching the end of term of Office

Academic Registry staff write to Heads of Colleges when the terms of appointment for their External Examiners is due to end to prompt the nomination of replacement External Examiners, where required.

Extensions to the Period of Appointment or Accommodating Special Cases

Where a College wishes to continue the appointment of an External Examiner who, in exceptional circumstances, contravenes the general criteria for appointment, the College must submit justification why the continued appointment is necessary.

The request must be routed through the Academic Registry in the first instance, and the documentation supplied will be first scrutinised to examine the basis of the exceptional circumstance or whether the extension of time is permitted. Incomplete or ineligible requests for extension will be returned to the College for further information/re-nomination of an alternate.

In appointing special cases, the term of office is typically only one year.

Completed and valid requests for extension/special circumstances will be examined by the Dean of Academic Board (for extensions up to a fifth year) or the Chair of the Regulations, Quality and Standards Committee (for all other special cases) who have authority to approve or decline the continued period of appointment or exception to regulations.