



# **CODE OF PRACTICE ON ASSESSMENT**

## **APPENDIX H**

### **External Examiner System for Taught Provision**

**2024-25**

Applicable to all cohorts

In the Code of Practice on Assessment and all Appendices the term “student” includes apprentices on degree apprenticeship programmes

## **External Examiner System for Taught Provision**

### **1. General principles**

1.1 The external examiner system is designed to:

- a) Assist the University in monitoring the standards of its awards;
- b) Verify that standards are appropriate for the award or award elements which the external examiner has been appointed to examine, in line with University programme specifications, national subject benchmarks, national qualifications frameworks and, if relevant, apprenticeship standards;
- c) Ensure that awards are comparable in standard with those for similar subjects and awards in other United Kingdom Universities and that the performance of students is consistent with those awards;
- d) Ensure that assessment processes are appropriate, rigorous, fair and fairly operated and are in line with both institutional regulations and published programme guidelines;
- e) Ensure, where appropriate, that accreditation requirements of any professional or statutory or regulatory body are met; and
- f) Provide recommendations for, and informative comment on, good practice identified via the external examining system for taught provision, and the enhancement of the quality of learning opportunities provided to students.

1.2 In order to achieve these objectives:

- a) No University degree, diploma or certificate should be awarded without the endorsement of at least one examiner external to the University or collaborative institution, who shall also be a full member of the relevant Board of Examiners as described in Appendix D (Regulations for the Conduct of Examinations) of the Code of Practice on Assessment;
- b) External examiners concerned with programmes validated by the University in accredited or partner institutions should be external to both the University and the institutions concerned;
- c) External examiners should be appointed at:
  - i. **Subject Level** – to review assessment practice and performance across a suite of modules or programme components within a particular discipline, to endorse module or component marks, and to attend the Module Review Board of Examiners;
  - ii. **Programme Level** – to review assessment practice, performance, content and structure across a defined programme (or across defined programmes) of study;
  - iii. **Award Level** – to endorse final awards and attend Progression Boards of Examiners and Final Boards of Examiners.
- d) An external examiner may be allocated one or more levels of functional responsibility as described above.
- e) All external examiners are ultimately responsible to Senate.

## **2. Selection and appointment of external examiners**

When nominating external examiners, Departments or Schools, as appropriate, should have regard to the selection and appointment criteria set out below. These criteria apply to all external examiners. Appointments shall be approved by the relevant Faculty according to the same criteria except for the University External Examiner and Faculty External Examiners as per CoPA Appendix D, Annexe 2 Procedures for Protecting the Interests of Students in the Event of Major Disruption. These appointments are detailed in Annexe 3 below.

### **2.1 Key principles**

- 2.1.1 External examiners are nominated for (re)appointment on an annual basis.
- 2.1.2 The duration of an external examiner's appointment will normally be for a maximum of four years or for the duration of the programme in question where it exceeds four years.
- 2.1.3 In all cases, an exceptional extension of one year is possible, subject to the approval of the Pro-Vice Chancellor for Education
- 2.1.4 A current CV and Nomination proforma should accompany recommendations for a new external examiner appointment but is not required for recommendations for re-appointment.
- 2.1.5 The appointment of external examiners from outside the EEA is dependent upon arranging entry to the UK under guidance provided in Annexe 2 below.
- 2.1.6 Where exceptional circumstances result in an appointed external examiner being unable to perform their required duties and a replacement cannot be appointed, exceptional approval must be sought from the Pro-Vice Chancellor for Education. Additional measures must be put in place, such as additional internal checks.

### **2.2 Criteria**

- 2.2.1 External examiners must demonstrate:
  - a) knowledge and understanding of UK sector agreed reference points<sup>1</sup> for the maintenance of academic standards and assurance and enhancement of quality;
  - b) competence and experience in the fields covered by the programme of study, or parts thereof;
  - c) relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
  - d) competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
  - e) 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;
  - f) familiarity with the standard to be expected of students to achieve the award that is to be assessed;
  - g) fluency in English and, where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure

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<sup>1</sup> These include QAA Subject Benchmark Statements, the UK Quality Code for Higher Education and Apprenticeship Standards

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arrangements are in place to ensure that external examiners are provided with the information to make their judgements);

- h) the satisfaction of applicable criteria set by professional, statutory or regulatory bodies;
- i) awareness of current developments in the design and delivery of relevant curricula;
- j) competence and experience relating to the enhancement of the student learning experience.

2.2.2 Appointments cannot be made of any individual in the following categories or circumstances:

- a) a member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners;
- b) anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
- c) anyone required to assess colleagues who are recruited as students to the programme of study;
- d) anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study;
- e) former staff or students of the institution, unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s);
- f) a reciprocal arrangement involving cognate programmes at another institution;
- g) anyone significantly involved in recent, (i.e. within the past five years), or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or module(s) in question;
- h) the succession of an external examiner by a colleague from the examiner's home department, or equivalent, and institution;
- i) the appointment of more than one external examiner from the same department, or equivalent, of the same institution;
- j) where an individual would consequently hold more than two external examiner appointments at the same time;
- k) Where an individual had previously been appointed for the maximum four year duration as external examiner, unless a period of five years has elapsed since their last appointment.

2.2.3 An external examiner accepting an offer of appointment confirms by doing so that no conflict of interest exists, as outlined above.

2.2.4 Any exceptions to 2.2.2 require the explicit approval of the Pro-Vice Chancellor for Education acting on behalf of Senate.

### **3. Roles and responsibilities**

This section describes the roles and responsibilities of each of the stakeholders in the external examiner system for taught provision. The participation of external examiners in assessment

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procedures is described, followed by the administrative responsibilities of academic Departments (or Schools, where appropriate), Faculty, and of Central Professional Services.

To fulfil their role external examiners will view student work ranging from examination scripts to viewing performances (live or recorded) or artefacts. The external examiner must not expect or encourage the Module Review Boards or Boards of Examiners to alter marks for individual students on the basis that such practice is unfair to those candidates whose work is not included in the sample.

**3.1 Subject Level**

- 3.1.1 External examiners appointed at Subject Level will review, advise upon and endorse the marks of modules and the constituent components of programmes, including clinical skill components, for non-modular and/or clinical programmes, which may contribute to more than one programme, to which they have been assigned.
- 3.1.2 Draft examination papers and, where appropriate according to the balance of assessments, continuous assessment exercises, should normally be reviewed and endorsed by Subject Level external examiners.
- 3.1.3 All assessed work which contributes to credit achieved for the award, at module or component level, should be available to Subject Level external examiners. In practice, external examiners should receive a sample of assessed work for each component of the modules to which they have been assigned, or in the case of non-modular or clinical programmes, the components to which they have been assigned. The size of the sample should be determined by the external examiner, in consultation with the Department or School, as appropriate, but must cover each of the mark ranges and at the pass/fail boundary, in order to be satisfied that marking has been carried out consistently and to an appropriate standard.
- 3.1.4 Where an external examiner appointed at Subject Level requests access to additional assessed work, the Department or School, as appropriate should make a selection of the work to be seen so long as the principles guiding that selection have been agreed in advance.
- 3.1.5 Where permission is given by the Academic Quality and Standards Committee for selective *viva voce* examinations to be undertaken, these should be moderated by an external examiner, who may have been appointed at any functional level, with one or more internal examiners. In such instances, a full written record should be kept including any decisions resulting in the amendment of marks.
- 3.1.6 Subject Level external examiners may wish to meet groups of students to gain information to inform their report on the assessed modules and/or components. This can be facilitated remotely or in person.
- 3.1.7 Except where 3.1.9 pertains, external examiners appointed at Subject Level are required to attend, either remotely or in person, the Module Review Board of Examiners, as described in Appendix D (Regulations for the Conduct of Examinations) of the Code of Practice on Assessment, to provide advice upon, and to endorse, the marks of components and/or modules to which they have been assigned. There will normally be Boards for Semester 1 and Semester 2.
- 3.1.8 Exceptional Chair's actions taken prior to or after Module Review Boards should be reviewed and endorsed by the Subject Level external examiner, as appropriate.
- 3.1.9 Module marks determined by Module Review Boards of Examiners after the re-sit examination period should be endorsed, remotely, by the relevant Subject Level external examiner. External examiners are not required to attend Module Review Boards of Examiners held after the re-sit period.
- 3.1.10 External examiners appointed at Subject Level are required to provide essential feedback to the University by completing the relevant sections of the annual report and checklist, in line

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with Section 5 of this document, which reflect the involvement of the Subject Level external examiner as described in 3.1.1. Reports must be submitted as soon as possible after the final meeting of the Module Review Board of Examiners. External examiners appointed to cover both undergraduate and postgraduate taught levels of provision, including provision shared by integrated Master's programmes and postgraduate taught programmes, for which there are different deadlines, are required to submit separate reports to provide feedback for each level.

### **3.2 Programme Level**

- 3.2.1 Programme Level external examiners are appointed to each degree programme, or group of cognate programmes, with specific responsibility for the whole programme.
- 3.2.2 Programme Level external examiners are required to advise upon programme content, balance and structure, award schemes, assessment processes and learning outcomes, and to review the performance of students across the programme or programmes to which they have been assigned.
- 3.2.3 Where permission is given by the Academic Quality and Standards Committee for selective *viva voce* examinations to be undertaken, these should be moderated by an external examiner, who may have been appointed at any functional level, with one or more internal examiners. In such instances, a full written record should be kept including any decisions resulting in the amendment of marks.
- 3.2.4 Programme Level external examiners may wish to meet groups of students to gain information to inform their report on the programme and its assessments. This can be facilitated remotely or in person.
- 3.2.5 External examiners appointed at Programme Level are required to provide essential feedback to the University by completing the relevant sections of the annual report and checklist, in line with Section 5 of this document, which reflect the involvement of the Programme Level external examiner as described in 3.2.2. Reports must be submitted as soon as possible after the final Module Review Board of Examiners. External examiners appointed to cover both undergraduate and postgraduate taught levels of provision, including provision shared by integrated Master's programmes and postgraduate taught programmes, for which there are different deadlines, are required to submit separate reports to provide feedback for each level.

### **3.3 Award Level**

- 3.3.1 Award Level external examiners are appointed with specific responsibility for advising on and confirming the due process of assessment practices and the conduct of Boards of Examiners, including endorsement of final award lists, for the programmes to which they have been assigned.
- 3.3.2 Where permission is given by the Academic Quality and Standards Committee for selective *viva voce* examinations to be undertaken, these should be moderated by an external examiner, who may have been appointed at any functional level, with one or more internal examiners. In such instances, a full written record should be kept including any decisions resulting in the amendment of marks.
- 3.3.3 External examiners appointed at Award Level are required to attend, either remotely or in person, the Final Board of Examiners, as described in Appendix D (Regulations for the Conduct of Examinations) of the Code of Practice on Assessment, to provide advice upon, and to endorse, by signing, final award lists for the programmes which they have been assigned.
- 3.3.4 In the event that an Award Level external examiner withholds endorsement of the outcomes of the assessment process, the relevant Executive Pro-Vice Chancellor will intervene to decide how to resolve the situation.
- 3.3.5 External examiners appointed at Award Level are required to consider the implications of, and

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to endorse, recommendations reached by Extenuating Circumstances Committees, which may impact the final award to be made, in line with Appendix M (Policy on Extenuating Circumstances in Relation to Performance in Assessments and Examinations).

- 3.3.6 A report of decisions taken by Progression Boards should be received, and considered, by the relevant external examiner at Award Level.
- 3.3.7 External examiners appointed at Award Level are required to provide essential feedback to the University by completing the relevant sections of the annual report and checklist, in line with Section 5 of this document, which reflect the involvement of the Award Level external examiner as described in 3.3.1. Reports must be submitted as soon as possible after the meeting of the Final Board of Examiners. External examiners appointed to cover both undergraduate and postgraduate taught levels of provision, including provision shared by integrated Master's programmes and postgraduate taught programmes, for which there are different deadlines, are required to submit separate reports to provide feedback for each level.

**3.4 Academic Departments or Schools**

- 3.4.1 Departments or Schools, as appropriate, are responsible for recommendations for the appointment of external examiners and are required to submit nominations to Faculty. Nominations shall be approved by the relevant Faculty Executive Pro-Vice Chancellor or their designated nominee then reported to the Faculty Academic Quality and Standards Committee and recorded in HERMES.
- 3.4.2 Nominations for the (re)appointment of external examiners must be submitted to Faculty no later than 1<sup>st</sup> October in the academic session to which the external examiner is to be appointed.
- 3.4.3 Departments or Schools, as appropriate, are required to confirm that any external examiner proposed for appointment has a right to work in the UK as outlined in Annexe 2.
- 3.4.4 Where more than one external examiner is to be appointed, Departments or Schools, as appropriate, should phase appointments so as to enable the mentoring of new external examiners.
- 3.4.5 Departments or Schools, as appropriate, should provide sufficient information to enable each external examiner to undertake the responsibilities of their role, including – where appropriate – the documents listed in Annexe 1 and, in the case of a Programme Level external examiner, marks for all cohorts of students within the programmes for which they are responsible.
- 3.4.6 In line with Appendix D (Regulations for the Conduct of Examinations), a report of the decisions taken by a Progression Board, and approved by its Chair, should be sent (by the Secretary to the Boards) to the relevant external examiner appointed at Award Level.
- 3.4.7 In line with Appendix M (Policy on Extenuating Circumstances in Relation to Performance in Assessments and Examinations) the Department or School, as appropriate, should ensure that any meeting of an Extenuating Circumstances Committee takes place sufficiently in advance of the meeting of the Board of Examiners in order that the minutes can be distributed to the relevant external examiner appointed at Award Level.
- 3.4.8 The attendance of external examiners at relevant meetings of Boards of Examiners should be arranged by the Department or School, as appropriate, which is also responsible for providing the dates of those meetings at the time of the external examiner's appointment. Attendance can either be remotely or in person.
- 3.4.9 Departments or Schools, as appropriate, should ensure that the number of external examiners to be appointed reflects the quantity and complexity of the assessments which they will be required to externally examine. Student Life can provide advice and guidance on numbers of external examiners, if required.

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- 3.4.10 Departments or Schools, as appropriate, are formally required to respond to the feedback provided by external examiners, through relevant committee channels within the appropriate Faculty.
- 3.4.11 If feedback from an external examiner relates to institutional policies and procedures, the Department or School, as appropriate, must liaise with Academic Quality Support Division (AQSD) to frame a response.

**3.5 Faculty**

- 3.5.1 The Faculty is responsible, under delegated powers of the Senate, for the appointment and re-appointment of external examiners and for ensuring that all credit-bearing provision, or provision which contributes to an award, is covered by an external examiner.
- 3.5.2 Appointments should only be approved where the selection and appointment criteria outlined in this document have been satisfied. Appointments should be reported to the relevant Faculty Academic Quality and Standards Committee/Faculty Education, Enhancement and Assurance Committee.
- 3.5.3 The feedback within external examiner reports must be considered by the relevant Faculty Academic Quality and Standards Committee/Faculty Education, Enhancement and Assurance Committee.
- 3.5.4 The Chairs of the Faculty Academic Quality and Standards Committee/Faculty Education, Enhancement and Assurance Committee are responsible for approving the written responses drafted by Departments or Schools, as appropriate, to the feedback provided by external examiners. Where this responsibility is delegated, the Faculty Academic Quality and Standards Committee/Faculty Education, Enhancement and Assurance Committee should receive formal notification of each of the Chairs' nominees as a matter of record.
- 3.5.5 In the event that a Department or School, as appropriate, expresses concern in relation to the performance of an external examiner, or an external examiner's ability or capacity to undertake external examining duties in line with the role and responsibilities, and/or the selection and appointment criteria described in this document, Faculty are required to respond (see section 6.3 below).

**3.6 Student Life**

- 3.6.1 Student Life supports the administration of the external examiner system for taught provision by:
- a) Establishing, maintaining and disestablishing all posts for the appointment of external examiners;
  - b) Confirming the appointment of external examiners whose nominations for appointment have been approved by Faculty;
  - c) Receiving and disseminating written reports and checklists which contain feedback from external examiners, to the relevant Departments or Schools, as appropriate;
  - d) Arranging the payment of a fee, which is contingent upon receiving a completed annual report, and reimbursement of reasonable expenses to external examiners in line with expense claim guidance;
  - e) Responding to enquiries and providing support regarding the day-to-day administration of the external examiner system for taught provision, including referring enquiries to the appropriate individual where necessary.

**4. Induction**

External examiners should be provided with a formal induction in order to enable them to carry out the role and responsibilities described in Section 3. This induction will be led by the Department or School, as appropriate. This section outlines the core requirements for the delivery of inductions.

- 4.1 Departments or Schools, as appropriate, will provide an opportunity for external examiners to meet with appropriate staff in advance of undertaking their external examining duties, to familiarise themselves with their role and responsibilities; this can be remotely or in person
- 4.2 Details of the specific duties which external examiners are expected to undertake will be provided in a briefing by the Department or School, as appropriate.
- 4.3 The documentation and information in Annexe 1 of this document will be made available to external examiners by the Department or School, as appropriate, during induction.
- 4.4 An introduction to the institution will be provided at induction.
- 4.5 Student Life will provide external examiners with written guidance and support relating to the administrative processes associated with their appointment.

**5. External examiner reports and feedback**

Departments or Schools, as appropriate, should use the opportunity afforded by meeting the external examiners to receive and take account of any comments and suggestions about all aspects associated with the delivery of the programme and its components and assessments. In addition, external examiners are required to submit annual written reports accompanied by completed checklists to provide essential feedback.

- 5.1 The reports of external examiners and the approved response will be routinely shared with students on Canvas, the University's e-learning environment. The period within which responses to external examiner reports should be completed shall be defined by the University; the details, determined in liaison with the Faculties, shall be set out in the External Examining Operational Guidance.
- 5.2 Reports may also be requested in accordance with the provisions of the Freedom of Information Act (2000). Consequently, reports should not refer to any person, particularly students, by name or in any other way which provides a means of identifying individuals.
- 5.3 The University expects external examiners to provide informative comment and recommendations, as appropriate and depending upon role and responsibilities, addressing the following areas:
  - a) Whether or not the University is maintaining the threshold academic standards set for its awards in accordance with the framework for higher education qualifications and applicable subject benchmark statements and, if relevant, apprenticeship standards;
  - b) Whether or not the assessment process measures student achievement rigorously and fairly against the intended outcomes of the module(s) and the programme(s) and is conducted in line with the University's Code of Practice on Assessment and other academic regulations;
  - c) The comparability of the academic standards and the achievements of students with those in other UK higher education institutions of which the external examiner has experience;
  - d) Good practice and innovation relating to learning, teaching and assessment;

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- e) Opportunities to enhance the quality of the learning opportunities provided to students;
  - f) Whether or not sufficient evidence was received to enable the role to be fulfilled (and, where evidence was insufficient, details in relation to this);
  - g) Whether or not issues raised in previous reports have been, or are being, satisfactorily addressed;
  - h) Issues as specifically required by any relevant professional body;
  - i) Provision of an overview of the term of office (when concluded).
- 5.4 External examiners, when providing feedback, will therefore need to judge – by reference to the module and programme literature supplied, the variety of modes of assessment, and the quality and standards of student answers to those assessments – that both the intended learning outcomes of the component/module/programme have been achieved and that the national benchmark criteria have been satisfied.
- 5.5 External examiners in the final year of their term of office are required to include an overview of their term in post as part of their final report.
- 5.6 The deadline(s) for submitting annual reports will be provided to each external examiner by Student Life on confirmation of the appointment.
- 5.7 Distinct reports are required for feedback from external examiners appointed to cover provision at both undergraduate and postgraduate levels for which there are different deadlines and particularly at programme level where this involves modules shared by integrated Master's programmes and postgraduate taught programmes.
- 5.8 All reports must be submitted electronically via HERMES.
- 5.9 External examiners have a right to raise any matter of serious concern with the Vice-Chancellor, if necessary by means of a separate confidential written report.
- 5.10 Where an external examiner has a serious concern relating to systemic failings with the academic standards of a programme or programmes, and has exhausted all published applicable internal procedures, including the submission of a confidential report to the Vice-Chancellor, they may direct any concerns to the Office for Students.

**6. Termination of appointment**

It is expected that the annual reappointment process will deal adequately with the need to replace an existing external examiner; however it may be necessary formally to terminate the appointment of an external examiner mid-session.

- 6.1 On those occasions where a Department or School, as appropriate, wishes to express concern in relation to the performance of an external examiner, or an external examiner's ability or capacity to undertake external examining duties in line with the role and responsibilities, and/or the selection and appointment criteria described in this document, these concerns must be raised in the first instance with the relevant Executive Pro-Vice Chancellor. Where the Faculty Executive Pro-Vice Chancellor (or nominee) judges that the examiner's appointment should be terminated they should make a formal recommendation, with supporting case and via Student Life, to the Pro-Vice Chancellor for Education who holds authority to approve the recommendation to terminate any appointment.
- 6.2 The following non-exhaustive list provides examples or reasons which may justify the termination of an appointment:
- a) Non-submission of reports by the prescribed deadlines;

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- b) Non-attendance at advertised Boards of Examiners, whether in person or remotely;
  - c) Any conflict of interest which cannot be resolved satisfactorily;
  - d) Any change in circumstance which may result in a failure to continue to satisfy the appointment and selection criteria, listed in Section 3 of this document;
  - e) Any conduct deemed unprofessional;
  - f) Any other matter which may reasonably result in the appointment of the external examiner becoming untenable.
- 6.3 The decision of the Pro-Vice Chancellor for Education must be conveyed to the external examiner by Student Life.
- 6.4 The termination of an appointment is made with immediate effect and there is no right of appeal.
- 6.5 The payment of a prorated fee for external examining duties undertaken to the point at which an appointment is terminated may be paid at the discretion of the Pro-Vice Chancellor for Education, who will seek advice from Student Life.
- 6.6 A period of three months' notice is required from any external examiner wishing to resign from their position. This can be provided in writing to the host department or to Student Life.

## **Annexe 1**

### **Checklist of Documentation**

The following list of documentation is indicative of the information which should be provided to external examiners, where appropriate and relevant, to ensure that each external examiner is able to perform according to function.

The provider is listed in parentheses next to each item. Links to documents available online are provided.

#### **Of relevance to all external examiners:**

- [Introduction to the University](#) (online)
- Student Programme Handbook (Department or School, as appropriate)
- Programme Specifications (Department or School, as appropriate)
- Module Specifications (Department or School, as appropriate)
- Degree Apprenticeship Standard, if relevant (Department or School, as appropriate)
- Most recent Annual Subject Action Plan (Department or School, as appropriate)
- Previous year's External Examiner report(s) (Department or School, as appropriate)
- Schedule of activity (School level) (Department or School, as appropriate)
- Marking Descriptors (Department or School, as appropriate)
- [Code of Practice on Assessment](#) (online), including:
  - [Appendix D](#) (Regulations for the Conduct of Examinations) (online)
  - Appendix H (External Examiner System for Taught Provision) (this document; online)
- [University Framework for Quality and Standards](#) (online)
- [University's Equal Opportunities Policy](#) (online)
- Higher Education Academy Handbook for External Examining ([https://www.heacademy.ac.uk/sites/default/files/downloads/HE\\_Academy\\_External\\_Examiners\\_Handbook\\_2012.pdf](https://www.heacademy.ac.uk/sites/default/files/downloads/HE_Academy_External_Examiners_Handbook_2012.pdf))

#### **Of particular relevance to Programme and Award Level external examiners:**

- [Code of Practice on Assessment](#) (online), including:
  - Appendix I (System for the Classification of Three-year Non-Clinical Undergraduate Degrees):
    - [2010-11 to 2024-25 cohorts](#) (online)
  - Appendix J (Classification of Four-Year Non-Clinical Undergraduate Degrees):
    - [2010-11 to 2024-25 cohorts](#) (online)
    - [Appendix M](#) (Policy on Extenuating Circumstances in Relation to Performance in Assessments and Examinations) (online)

## **Annexe 2**

### **Appointment of UK and Non-UK External Examiners**

Departments or Schools, as appropriate, are responsible for nominating external examiners and are required to confirm that the nominated individual has a right to work in the UK.

#### **Appointing UK or Irish nationals who are employed in a UK HEI**

The Department or School, as appropriate, must obtain an electronic copy of the nominated external examiner's passport and upload this to HERMES at nomination. The passport should be verified in person or video call by the Department or School at appointment.

#### **Appointing UK or Irish nationals who are not employed in a UK HEI**

The Department or School, as appropriate, must obtain an electronic copy of the nominated external examiner's passport and supply upload this to HERMES at nomination. The passport should be verified in person or video call at appointment.

#### **Appointing EEA nationals employed in the UK**

The Department or School, as appropriate, must carry out an online right to work check. They will need the individual's date of birth and a Share Code. The Share Code is generated by the Home Office and provided to the person as proof of their right to work, it is nine characters long and is valid for 30 days. The right to work can be completed here: <https://www.gov.uk/view-right-to-work>.

#### **Appointing non-EEA nationals employed in the UK**

The Department or School, as appropriate, must carry out an online right to work check. They will need the individual's date of birth and a Share Code. The Share Code is generated by the Home Office and provided to the person as proof of their right to work, it is nine characters long and is valid for 30 days. The right to work can be completed here: <https://www.gov.uk/view-right-to-work>.

#### **Appointing non-EEA nationals employed outside the UK/EEA**

Student Life must be consulted in all instances where a recommendation has been made for the appointment of an external examiner based outside the UK/EEA. Whilst the University will not preclude the appointment of these external examiners, any visa costs incurred by the examiner entering the UK, if required to carry out their duties, will not be met by the University.. Further advice is available here: <https://www.liverpool.ac.uk/intranet/hr/staff-immigration/visiting/>

The appointment of external examiners from outside the UK is subject to the conditions set out within expense claim guidance. Departments should be aware that the central budget will only accommodate expenses incurred within the UK. Exceptionally, the costs of budget return airfare may be paid if these are equivalent to costs incurred for travel within the UK. Expense claims will be subject to increased scrutiny and, where a claim is considered excessive, the Department or School, as appropriate, will be asked to make a contribution.

### **Annexe 3**

#### **Appointment of University and Faculty External Examiners**

(Roles required under CoPA Appendix D, Annexe 2 Procedures for Protecting the Interests of Students in the Event of Major Disruption)

The University will take all proper and legitimate steps to protect the rights and interests of its students, to facilitate assessment procedures, and will endeavor to ensure that scheduled examinations and other forms of assessment are completed effectively, and on time, for all students.

These protocols will only be implemented when disruption may affect student progression and graduation.

#### **Appointing the University External Examiner**

The University External Examiner must demonstrate:

- a) knowledge and understanding of UK sector agreed reference points<sup>2</sup> for the maintenance of academic standards and assurance and enhancement of quality;
- b) competence and experience in their own discipline., the nominee will be expected to be at Professorial level;
- c) relevant academic and/or professional qualifications to at least the level of the qualification being externally examined;
- d) competence and experience relating to designing and operating a variety of assessment tasks and operating assessment procedures;
- e) sufficient standing, credibility and breadth of experience within their own discipline and of teaching, learning and assessment across a range of disciplines to be able to command the respect of academic peers;
- f) experience of acting as an External Examiner in at least two other institutions and implementing institutional procedures to maintain quality standards;
- g) familiarity with the standard to be expected of students to achieve the award that is to be assessed;
- h) 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);
- i) awareness of current developments in the design and delivery of curricula;
- j) competence and substantial sector wide experience relating to the enhancement of the student learning experience.

Key principles:

- The University External Examiner is appointed by the Pro-Vice Chancellor for Education for a maximum of four years;

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<sup>2</sup> These include QAA Subject Benchmark Statements, the UK Quality Code for Higher Education and Apprenticeship Standards

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- The role will include attendance at the University Board of Examiners where it has been necessary to convene one;
- A University Board of Examiners shall, where necessary, be convened with overall authority and responsibility in relation to all assessment and examination processes within the University, and in particular with the authority to determine student marks in circumstances where the relevant procedures or parts of them have, in the judgement of the Vice-Chancellor, become unworkable. The University Board of Examiners once established shall determine all other matters relating to the progression of students and to the confirmation of classifications and awards;
- The Governance Team will provide the examiner with all necessary documentation.

### **Appointing Faculty External Examiners**

Faculty External Examiners must demonstrate:

- a) knowledge and understanding of UK sector agreed reference points<sup>3</sup> for the maintenance of academic standards and assurance and enhancement of quality;
- b) competence and experience in at least one of the disciplines situated in the Faculty;
- c) relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
- d) competence and experience relating to designing and operating a variety of assessment tasks and operating assessment procedures;
- e) sufficient standing, credibility and breadth of experience within their own discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
- f) familiarity with the standard to be expected of students to achieve the award that is to be assessed;
- g) 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);
- h) awareness of current developments in the design and delivery of curricula;
- i) competence and experience relating to the enhancement of the student learning experience.

The Faculty External Examiners are nominated by the Faculties and approved by the Pro-Vice Chancellor for Education for a maximum of four years.

The Role will include the following:

- Attendance at an online Faculty Board of Examiners as necessary The University shall, where necessary, establish a Faculty Board of Examiners for each of the three Faculties. The Faculty Board of Examiners will operate as Module Review Boards, Progression Boards and Final Boards of Examiners, to approve module marks, to determine students' progress to the next year/level of study

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<sup>3</sup> These include QAA Subject Benchmark Statements, the UK Quality Code for Higher Education and Apprenticeship Standards

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and to approve final awards and any classification or other mark of differentiation of those awards, respectively;

- Review of minutes from School Board of Examiners where no External Examiner was present and ratify decisions where necessary;
- Confirm that due process has been followed at School Board of Examiners;
- Review cases of students where the School Board of Examiners determines that the Programme Learning Outcomes have not been met, the Faculty Board of Examiners will consider the justification and will determine whether a sufficient proportion of the Programme Learning Outcomes have been met to make a provisional award;
- The Faculty will provide the examiner with all the documents relevant prior to the Board.