

External Examiners for Taught Programmes Policy

Document record			
Maintained by	Quality Assurance		
Approved by	Quality Assurance		
Approval date	May 2025		
Version Control			
Document Version	Amendments	Amended By	Date
1.0	First publication of Policy.	N/A	May 2022
1.1	Amendment to External Examiner scrutiny responsibilities and role at Boards of Examiners	Head of Quality Assurance	April 2023
1.2	Amendments to Level 4 Scrutiny by External Examiners	Head of Quality Assurance	Dec 2023
1.3	The content relating to External Examiners has been transferred from SR4 to this policy; Incorporated updates from Panels and Boards of Externals Protocol	Head of Quality Assurance	April 2024

Contents

1	Introduction	3
2	The Role and Responsibilities of an External Examiner	3
3	University staff Responsibilities	4
4	Criteria for appointment	6
5.	Process for Appointment.....	8
6	Induction of External Examiners University Induction.....	9
	Local Induction	9
7	Assessment	10
8	Moderation of student assessments	11
9	The role of External Examiners at Panels and Boards.....	13
10	The Annual Reporting Cycle	16
11	Responding to External Examiner Reports	16
12	Reporting and Consideration of External Examiner Reports	17
13	Managing the Ongoing Relationship with External Examiners	17
14	Consultation on Programme Modification	18
15	End of term of appointment and termination of appointment.....	18
16	Replacing External Examiners	18
17	Payment of External Examiners.....	19

1 Introduction

- 1.1 This Policy applies to all External Examiners for taught programmes appointed by the University, and all University staff involved in the external examining process.
- 1.2 This Policy and the University's practices relating to External Examiners are informed by the Quality Assurance Agency's advice on [External Examining Principles](#) and Advance HE's guidance on [Fundamentals of External Examining](#).
- 1.3 The University's regulatory requirements for External Examiners are presented in Section D of [Senate Regulation 4](#) and [Panels and Board of Examiners Protocol](#). This Policy supports those regulations and provides operational guidance on all aspects of the external examining process.
- 1.4 As per Senate Regulation 4.46, the University Senate appoints at least one External Examiner for any credit-bearing programme offered by the University. The number of External Examiners appointed to a programme or group of programmes and associated awards shall be determined by the need to provide adequate external scrutiny across the range of subjects within a programme.
- 1.5 External Examiners may be appointed to examine multiple awards.
- 1.6 An External Examiner's appointment is at programme level, but where there is a team of External Examiners assigned to a programme/s, there may be specific areas of responsibility as arranged by the relevant programme team.
- 1.7 An External Examiner shall normally be appointed for a period of four years, but the appointment may be extended by the Senate for one further year. An extension would be appropriate if, for example:
- 1.8
 - a) The programme is new;
 - b) The programme has alternate year intakes;
 - c) Some overlap between incoming and outgoing External Examiners would be helpful. (see Senate Regulation 4.47).

2 The Role and Responsibilities of an External Examiner

- 2.1 The roles, powers and responsibilities of an External Examiner shall be as specified by the University from time to time.
- 2.2 The role of the External Examiner(s) is to provide informative comment and recommendations whether:

- a) An institution is maintaining the threshold academic standards set for its awards in accordance with the frameworks for higher education qualifications, applicable subject benchmark statements and relevant professional and statutory bodies;
 - b) The assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the institution's policies and regulations;
 - c) The academic standards and the achievements of students are comparable with those in other UK higher education institutions, of which the external examiner has experience.
- 2.3 The University also expects External Examiners to provide informative comments and recommendations on:
- a) Good practice and innovation relating to learning, teaching and assessment;
 - b) Opportunities to enhance the quality of the learning opportunities provided to students.
- 2.4 External Examiners should have access to any available material they deem necessary to reach the judgments required by their position. External Examiners are requested to discuss the type of information or materials they would need with an authorised member of staff in the Department at an early stage.
- 2.5 External Examiners provide this commentary through the following activities:
- Scrutiny of assessment briefs/tasks/examination papers prior to issuance.
 - Moderation of student assessments.
 - Provide comments or attend Panels and Boards of Examiners as applicable.
 - Engagement with students.
 - Production of an annual report.
- 2.6 The management by the University of each of these activities is outlined in the next section

3 University staff Responsibilities

- 3.1 Staff from across the University support the external examining process, from nomination to reporting. The table below outlines the division of responsibility.

Process	Responsibility
Selection and nomination of External Examiners (including the replacement of an External Examiner)	Academic Departments
Formal recommendations for the appointment of External Examiners, or for the extension of a period of service	Chair of the College Education Committee
Approval of External Examiners or the extension of a period of service	Pro Vice Chancellor - Education (via Quality Assurance)
Appointment of External Examiners	Quality Assurance
University induction of External Examiners	Quality Assurance
Local induction of External Examiners	Academic Departments
Providing External Examiners with assessment briefs/tasks/examination papers for sign off	Academic Departments
Process	Responsibility
Providing External Examiners with samples of student work	Academic Departments
Arranging for External Examiners to meet with students	Academic Departments
Inviting External Examiners to Panels and Boards of Examiners	Academic Departments
Providing External Examiners with paperwork for Panels and Boards of Examiners	Academic Departments
Liaison with External Examiners regarding proposed programme modifications	Academic Departments
Payment for External Examiners including expenses	Quality Assurance
Management of the reporting system for External Examiners	Quality Assurance
Responding to External Examiners Reports	<ul style="list-style-type: none"> • Academic Departments • Quality Assurance for University comments

Scrutiny of responses to External Examiners	<ul style="list-style-type: none"> • Vice Dean: Education • Quality Assurance • Pro Vice Chancellor – Education
Managing an External Examiner's end of appointment	<ul style="list-style-type: none"> • Quality Assurance
Notifying Academic Departments of External Examiners approaching the end of their term	<ul style="list-style-type: none"> • Quality Assurance

4 Criteria for appointment

- 4.1 Nominations for External Examiners must be made in accordance with the University's criteria and requirements,
- 4.2 Each External Examiner shall normally be a senior member of the academic staff of another higher education institution, a member of a professional body with appropriate standing, or a member of another recognised authority in the appropriate discipline. External Examiners should be drawn from a wide variety of institutional or professional contexts and traditions in order that the University's programmes benefit from wide-ranging external scrutiny.
- 4.3 All academic External Examiners should have recent learning, teaching and assessment experience relevant to the level of the programme for which they are being appointed, and an understanding of academic standards in other institutions sufficient to enable them to assist with national comparisons of standards.
- 4.4 There must be at least one academic External Examiner appointed for each undergraduate or taught postgraduate programme. Where necessary, External Examiners with professional expertise and experience should be appointed to ensure that the team as a whole is able to discharge its duties.
- 4.5 In considering nominations for appointment as External Examiners, the Senate shall also have regard to the following criteria:
 - a) External Examiners may not be current students or members of staff of the University, nor lecturers at the University for the subject(s) or programme(s) to which they are appointed. Former staff of the University may not be appointed as External Examiners for the University within a period of five years immediately following the cessation of their contract of employment with the University. Former students of the University may not be appointed as External Examiners for the University within a period of five years from completion of their studies at the University;

- b) Examiners should not be over-extended by their external examining duties;
 - c) If the proposed examiner has no previous examining experience at the appropriate level, the application should provide evidence of external examining experience at another level, extensive internal examining experience, or other relevant and recent experience likely to support the External Examiner role;
 - d) The proposed External Examiner should present evidence of relevant current expertise in the subject and a current understanding of quality and standards issues in higher education, which is commensurate with the role;
 - e) An interval of at least five years must separate any two periods of appointment as an External Examiner to the University.
- 4.6 As per Senate Regulation 4.49, normally, nomination will not be approved where it would result in:
- a) there being more than one examiner from the same institution in the team of External Examiners;
 - b) reciprocal external examining between programmes or Departments in two institutions;
 - c) replacement of an outgoing External Examiner by an individual from the same institution or an External Examiner from an institution which has been the source of Examiners for taught programmes in the subject area in the recent past (normally five years).
- 4.7 Advice regarding the suitability of an External Examiner may be sought from Quality Assurance.
- 4.8 All nominations for External Examiners must be made using the "Recommendation for the Appointment of an External Examiner for a Taught Programme" form available [here](#), and once approved by the Chair of their College Education Committee, submitted to Quality Assurance via external@brunel.ac.uk.
- 4.9 Where required, Academic Departments may request either an extension of an External Examiner's appointment (for a maximum of 1 year) or an extension of their duties, for example, the addition of a programme to their moderation responsibilities. Requests of this type must be made using the "Application for Extension of External Examiner Appointment or Substantive Change in External Examiner Duties" form available [here](#) and submitted to Quality Assurance via external@brunel.ac.uk.
- 4.10 External Examiner appointments that start or end in the middle of an academic year should be avoided. Where an External Examiner must start mid-year, their contract may be extended such that it ends in August/at the end of the academic year.

- 4.11 Nominations for External Examiners should be submitted to Quality Assurance at least three months before the proposed start.
- 4.12 Nominations are considered in the first instance by the Associate Director of Academic and Student Administration (or nominee), and then by the Pro Vice Chancellor - Education for approval on behalf of Senate.

5. Process for Appointment

- 5.1 The proposed External Examiner should be consulted informally by the Head of Department before a nomination is submitted, or an extension to a period of service is proposed, to the Chair of the College Education Committee.
- 5.2 Formal recommendations for the appointment of External Examiners, or for the extension of a period of service, should be submitted by the Chair of the College Education Committee on the appropriate nomination form to the Quality Assurance Office at least three months before the start date.
- 5.3 Nominations are considered in the first instance by the Associate Director of Academic and Student Administration (or equivalent officer) or their delegated nominee, and then, if deemed appropriate, they are submitted to the Pro Vice Chancellor Education: Quality for approval on behalf of the Senate.
- 5.4 Following approval by the Pro Vice Chancellor - Education of an External Examiner, HR will manage the formal appointment process. This includes:
- Conducting employment checks.
 - Setting up of the External Examiner within the University's system.
 - Notifying Senate of the External Examiner's appointment.
 - Arranging for Human Resources to set the External Examiner up in CHIME.
 - Entering details of the External Examiner and their programme responsibilities on the University's external [website](#).
- 5.5 Following Senate approval, the Associate Director of Academic and Student Administration (or equivalent officer) or their delegated nominee will write formally appointing the External Examiner on behalf of the Senate.
- 5.6 When confirming their appointment, Quality Assurance will provide an External Examiner with a welcome letter which includes an overview of the role and links to the relevant University guidance documents and confidentiality statement and will invite the External Examiner to the next University induction (See Section 6).
- 5.7 Close to their appointment, External Examiners will be provided with their Brunel account details and access to previous External Examiner reports.
- 5.8 Departments will be informed of an External Examiner's appointment by Quality Assurance. Departments will provide newly appointed External Examiners with subject and programme-specific information, to include:
- Links and access to assessment/assessment systems, e.g. WISEflow.

- Links to curriculum documents including all relevant programme specifications and block outlines.
 - Relevant handbooks (or links to).
 - the most recent programme annual monitoring review and Academic Programme Review report for the programme and the Department
 - Information about the Department, e.g. staff roles and responsibilities, list of programmes, noting those that are accredited, student numbers, etc.
 - Where there are multiple External Examiners appointed to a programme, name and details of the other External Examiners and confirmation of responsibilities.
 - The schedule of examinations and other assessments, meetings, and dates for when work will be available for the first year.
 - Copies of any relevant department/college regulations or associated policies, particularly those relating to assessment.
 - a set of examination papers and coursework titles for the previous session;
 - generic grade descriptors and assessment criteria/mark schemes;
 - the previous External Examiners' report for the programme(s);
- 5.9 At this point, the Academic Department should also schedule a local induction for the External Examiner (see Section 6).

6 Induction of External Examiners University Induction

- 6.1 Quality Assurance will deliver a University Induction for new External Examiners every October and March. The Induction is delivered online.
- 6.2 The University Induction for External Examiners will provide an overview of the following:
- The University.
 - Brunel Programmes.
 - Assessment and External Examining at Brunel.
 - Panels and Boards of Examiners at Brunel.
 - Brunel Academic Regulations.
 - The Annual Reporting Process.
 - University's commitment to Student Equity

Local Induction

- 6.3 In addition to the University Induction, a local induction, provided by the Academic Department/programme, must be arranged prior to the External Examiner undertaking any work. This induction may be in person or online.
- 6.4 The local induction should be attended by the relevant programme leaders, academics delivering on the programme, and the External Examiner's primary contact within the associated Curriculum and Assessment Teams or equivalent. Where possible, students should be invited.

- 6.5 The local induction should cover, at a minimum, the following:
- The Academic Department's teaching, learning and assessment strategy.
 - Roles and responsibilities within the Academic Department and related programmes.
 - Guidance on the programmes the External Examiner is responsible for, including:
 - how the programme is organised/scheduled;
 - the teaching and assessment strategy, including marking and moderation;
 - accrediting body requirements (if relevant); and
 - variations to Senate Regulations (if relevant).
 - The annual calendar for the Academic Department, including the timing of Panels and Boards of Examiners.
 - Parameters of the relationship between the Academic Department and the External Examiner, for example:
 - the schedule for the scrutiny of the assessment;
 - how assessment documentation will be provided;
 - how communication will be managed;
 - frequency and format of meetings; and
 - clarification on the type of information or materials the External Examiner would need to undertake their work for the University.
 - How to raise issues

7 **Assessment**

Scrutiny of assessment briefs/tasks/examination papers prior to issuance

- 7.1 With the exception of reassessments, approval of an External Examiner must be sought for all assessments which contribute to the classification of an award, including any relevant pass/fail assessments.
- 7.2 The obligation for External Examiners to review level 4 assessments is limited to new programmes only. Nonetheless, upon request, both Academic Departments and External Examiners may obtain access to assessments from ongoing programmes or to reassessments.
- 7.3 Changes proposed by the External Examiner(s) should only be rejected with good reason after discussion with him/her. The Panel should seek assurance that assessments:
- a) are expressed clearly;
 - b) adequately assess the intended learning outcomes;
 - c) are in accordance with the overall assessment strategy for the programme;
 - d) are of an appropriate standard;
 - e) are associated with appropriate assessment criteria.
- 7.4 Academic Departments must provide External Examiners with all applicable assessment tasks/papers/examinations prior to them being issued to students, and should request feedback on the assessment design.

- 7.5 Where an External Examiner provides feedback and recommendations regarding an assessment, this must be considered by the Academic Department, and the External Examiner should be provided with a response.
- 7.6 External Examiners should be provided with all summative assessment tasks/papers/examinations with sufficient time for them to provide comments and for the assessments to be revised if appropriate. When providing this documentation, academic departments should carefully consider the workload of the external examiner in relation to their own institution/substantive role.
- 7.7 Generally, External Examiners should have access to any available material they deem necessary to reach the judgments required by their position.
- 7.8 When reviewing assessment tasks/papers/examinations, External Examiners should consider the following:
- Appropriateness of the assessment in the context of learning outcomes and FHEQ level.
 - Appropriateness of the assessment in the context of the academic discipline and associated careers.
 - Appropriateness of the assessment in the context of the block outline.
 - Clarity of instruction/quality of communication to students.
 - Appropriateness of case studies, examples etc.
 - Appropriateness of the grading/marking scheme.

8 Moderation of student assessments

- 8.1 External Examiners must conduct moderation for all relevant modular/assessment blocks. To conduct this moderation, External Examiners must be provided, for each assessment, with:
- A copy of the assessment task
 - Any available indicative content/model answers
 - A full set of provisional grades/marks for all students attempting the assessment;
 - All internal moderation or double marking records;
 - A sample of assessed student work
- 8.2 Departments must agree on a schedule for the scrutiny of assessment with the External Examiner(s). With the exception of reassessments, the following should be made available to the External Examiners, ensuring sufficient time for external scrutiny:
- A sample of assessed student work for blocks which contribute to the classification of an award, including any relevant pass/fail assessments.
 - A sample of Level 4 assessments in case of new programmes.

- Full set of provisional grades/marks for all students attempting the assessment;
 - All internal moderation or double marking records.
- 8.3 External Examiners are not required to study each piece of work in detail, but are required to satisfy themselves that the work is of the appropriate standard, comparable with that of other United Kingdom higher education institutions and that the marks assigned reflect the published marking criteria and intended learning outcomes.
- 8.4 The total number of sample pieces of assessed work sent to an External Examiner in each academic year should not exceed 320 individual pieces. Departments will normally make no less than 10% of assessments for each modular/assessment block available to the External Examiner(s), except where the sample size would result in a sample size less than ten, where everything would be made available. Samples of work made available to the External Examiner(s) for a modular/assessment block should represent the full range of student achievement.
- 8.5 The External Examiner(s) should review no less than 20% of the postgraduate taught dissertations or undergraduate final year project reports, unless the cohort size is 10 or fewer, in which case all assessments should be made available. The sample should represent the full range of student achievement.
- 8.6 External Examiners should be consulted about the external moderation of non-written assessments. They should be invited to attend any live assessment events, displays, etc., or should be offered the opportunity to see video recordings. External Examiners should receive proper briefings and explicit marking criteria/schemes for such assessments.
- 8.7 An External Examiner may be required to moderate the assessment of students' performance during their assessed school experience, clinical or other professional work placement, irrespective of the location.
- 8.8 Examiners may also be:
- a) consulted about proposed changes to the curriculum or the Department;
 - b) invited to visit the Department to talk to staff and students outside the examination periods.
- 8.9 Where the total amount of assessment which requires moderation exceeds the limits defined in 8.4, additional External Examiners should be appointed to the programme in question.
- 8.10 Academic Departments must make available to an External Examiner all assessments that require moderation. This may be via WISEflow or through secure hard or soft copy.

- 8.11 When providing samples of student work to External Examiners, Academic Departments must provide specific instructions on the location and range of assessments which should be moderated.
- 8.12 When reviewing student work, External Examiners should consider the following:
- The standards demonstrated by students and their performance in relation to their peers on comparable programmes at other institutions
 - Quality of the assessment process: marking, internal moderation including consistency of practice, double marking (where applicable)
 - Quality of feedback, for example:
 - Is it consistent with the mark/grade given?
 - Is it of sufficient quantity?
 - Does it clearly identify strengths but also highlight areas for improvement?
 - Are feedback practices consistent across blocks?

9 The role of External Examiners at Panels and Boards

- 9.1 Academic Departments are expected to invite External Examiners to provide comments in advance of the Panel deadlines. External Examiners are also invited to attend the Boards of Examiners at which the programmes they are responsible for are being considered.
- 9.2 External Examiners will be informed of the deadlines for submission of feedback for Panels and dates for the Boards of Examiners as soon as they are available (ideally at the beginning of the academic year) and in sufficient time to allow the External Examiner to arrange/confirm availability, and also scrutinise any materials.
- 9.3 Specific responsibility for communication with External Examiners regarding Panels and Boards of Examiners, including the circulation of materials for each meeting, shall be determined by the College.
- 9.4 Upon completion of internal marking and moderation, assessment samples will be made available to the External Examiner via a secure folder. The role of an External Examiner at a Panel of Examiners is as follows:
- To undertake a review and provide detailed feedback and commentary on the samples of assessed work ahead of the Panel of Examiners deadline, contributing to the quality assurance of the assessment process for individual modules and assessment blocks.
 - To fully participate in discharging the responsibilities of the Panel as set out in the Panels and Boards of Examiners Protocol
 - Comment on the review of assessment outcomes, particularly where concerns arise regarding the marking or moderation process.
 - Contribute to decisions regarding the integrity and fairness of assessment processes, including cases where:

- A module's results are withheld due to unresolved issues,
 - Cohort-wide issues with assessment require remedial action,
 - There is a need to ensure equitable treatment of all students.
 - Provide independent academic judgement in determining the appropriateness of potential remedial actions, which may include:
 - Reconsideration of marks for a full cohort,
 - Reweighting assessment components,
 - Discounting flawed assessment elements and recalculating outcomes,
 - In exceptional cases, applying scaling across an assessment, ensuring justification is clearly recorded.
 - To comment on the process and help ensure that the Panels operate:
 - fairly;
 - consistently;
 - in line with the University's regulations; and
 - in the interest of students.
- 9.5 The External Examiner is expected to engage with and support the Panel through correspondence. In this instance, Chairs of Panels of Examiners are required to ensure that the External Examiner's comments and/or queries are specifically addressed by the Panel, and, where required, a response is provided to the External Examiner.
- 9.6 Externals will be invited to attend the final Board of Studies meeting in the summer, at which they will be expected to provide formal commentary on specific assessment tasks and highlight areas of good practice
- 9.7 The role of an External Examiner at a Board of Examiners is as follows:
- To fully participate in discharging the responsibilities of the Board as set out in the University's Panel and Board of Examiners Protocol
 - To comment on the overall conduct of the assessment process, the performance of candidates and matters relating to the programme as a whole.
 - Provide independent oversight and academic judgement in the consideration of reassessment, progression, award, fail, or withdrawal decisions.
 - Scrutinise the decisions presented by Programme Leads to ensure they are consistent with University regulations, academic policies, and the relevant programme specifications
 - Contribute to the deliberation of individual student cases, particularly those formally referred to the Board for decision-making due to complexity or extenuating circumstances
 - Query decisions where appropriate, including:
 - Those not explicitly flagged for Board discussion but which appear inconsistent or unclear in the annotated paperwork.
 - Any cases where regulations may not have been appropriately applied.

- To contribute to Board discussion and decision making as required
 - To comment on the process and help ensure that Boards operate:
 - Fairly
 - Consistently
 - In line with the University's regulations
 - In the interest of students
- 9.8 Each External Examiner should be invited to participate in the relevant Board of Examiners for their area of responsibility; however, attendance is optional. External Examiners are not normally required at Boards that only consider reassessments.
- 9.9 At each Board of Examiners, External Examiners will be requested by the Chair to confirm the following:
- That the Board of Examiners operated in accordance with the University's regulations and policies
 - That students were considered anonymously, consistently and equitably
- 9.10 Where an External Examiner is unable to attend a Board of Examiners, they shall be provided with the record of the meeting. They can provide comments in writing or via their annual report.
- 9.11 External Examiners do not have the power to raise or lower individual or group marks/grades. They should, however, raise any concerns regarding the integrity or fairness of the assessment process and/or outcomes, and make any recommendations to the Panel or Board of Examiners as appropriate
- 9.12 The Board of Examiners reserves the right to consult the External Examiner, where necessary/appropriate, and the External Examiner can request to review reassessments.
- 9.13 Departments are expected to provide External Examiners with opportunities for meetings with staff. External Examiners have the right to meet groups of students by request
- 9.14 Where an External Examiner raises a query or a concern regarding the operation of a Panel of Examiners or Board of Examiners, this should be referred to the relevant member of staff within the Academic Department or Taught Programmes Office (or equivalent); or if appropriate, the University's Quality Assurance Team via External@brunel.ac.uk.
- 9.15 External examiners are encouraged to raise any concerns that arise during the academic year in a timely manner. Where issues relating to academic standards, assessment processes, or student outcomes are identified, externals should submit their concerns in writing to the Programme Leader and the Quality Assurance Office. Concerns will be acknowledged promptly and investigated in accordance with the institution's quality assurance procedures. Should the matter be urgent or unresolved through initial channels, externals may escalate their concerns directly to the Chair of the Board of Studies or the Associate Director of Academic and Student

Administration to ensure appropriate action is taken prior to the Panel and Board of Examiners.

- 9.16 Where an External Examiner has serious concerns about the decisions of a Panel or Board of Examiners, he or she should make the reasons for concern clear to the Chair and write to the Vice- Chancellor.

10 The Annual Reporting Cycle

- 10.1 Production of the Annual Report rests with the External Examiner, and the report should be based on their activity since their last report (typically a 12-month period).
- 10.2 For new appointments, the first External Examiner Report should be based on all activity leading up to the production of their first report.
- 10.3 External Examiners are requested by Quality Assurance to submit their annual report by the 31st of July each year.
- 10.4 Upon receipt of an Annual Report, Quality Assurance will identify those points raised by the External Examiner which require a response, either by the related programme team or by the University, and will produce a Response Form.
- 10.5 External Examiner Response Forms are uploaded to the University's External Examiner reporting system, and each Response Form includes a link to the Annual Report.
- 10.6 A scale of fees for External Examiners' duties is issued periodically by Senate. No payment of fees due shall be made until the annual report has been received by the Quality Assurance Office.
- 10.7 External Examiner Reports and response forms are available to staff and students via the [External Examiner Report Page once the response has been approved](#).
- 10.8 External Examiner Reports may be provided by Academic Departments to external parties, such as accrediting or regulatory bodies. In this instance, the report will need to be exported from the University's system by way of printing it to PDF.

11 Responding to External Examiner Reports

- 11.1 On receipt of an External Examiner Annual Report (via the Response Form), programmes should give full consideration to the comments made by the External Examiner.

- 11.2 The Academic Department is responsible for responding to its External Examiner reports. Typically, this is undertaken by programme leaders, Heads of Department or Directors of Education. Where required, Quality Assurance or the Pro Vice Chancellor – Education will provide a formal response to an External Examiner report/comment.
- 11.3 Where an External Examiner raises a point which cannot be addressed by the primary responder, for example, matters relating to Academic Department/programme administration, consultation with the relevant managerial staff must take place and a direct response to the External Examiner should be provided in the Response Form.
- 11.4 When responding to External Examiner comments, staff should consider the following:
- Is the response addressed directly to the External Examiner? (ie. “Dear X”, not “The External Examiner has stated...”)
 - Does the response address all of the External Examiner’s comments?
 - Do any references to future action on the part of the programme provide specific timescales and expected outputs?
 - Is the response appropriate considering its publication to students and the wider University?
 - Does this response identify (even inadvertently) specific students? If so, the response should be amended.

12 Reporting and Consideration of External Examiner Reports

- 12.1 Reporting and consideration of External Examiner Reports should be conducted as follows.

Level	Reporting and Consideration
Programme/College	External Examiner reports are considered as part of annual monitoring, and on an ongoing basis, where there are specific actions to address.
University	On an annual basis, the University Education and Student Experience Committee will receive an overview of Taught External Examiner reports from the previous academic year. The Senate will receive this report via the University Education and Student Experience Committee.

13 Managing the Ongoing Relationship with External Examiners

- 13.1 There is an expectation that there is a continuous exchange of information between Academic Departments and their External Examiners, so that:

- There is mutual understanding between both parties regarding timescales and respective workloads.
- There is an ongoing understanding of the schedule for assessments, Panels of Examiners and Boards of Examiners.
- The External Examiner is able to easily liaise with the relevant academic or Curriculum and Assessment Office (or equivalent) staff
- There is an ongoing positive and development discourse, which enhances the associated programmes.

14 Consultation on Programme Modification

- 14.1 External Examiners may be consulted on planned programme modifications. This may be through the annual assessment and reporting cycle, or at other times in the year.
- 14.2 As advised by Quality Assurance, consultation with an External Examiner regarding a proposed programme modification may be required.

15 End of term of appointment and termination of appointment

- 15.1 Quality Assurance will write to External Examiners at the end of their appointment to confirm their term has ended.
- 15.2 The External Examiner may terminate their appointment at any time by writing to the Quality Assurance Office or the relevant academic department. Should the Department receive such a notice, it should be forwarded immediately to Quality Assurance.
- 15.3 The Vice-Chancellor may terminate the appointment of an External Examiner at any time. Premature termination of the appointment may take place if the External Examiner fails to fulfil the responsibilities of the role of the External Examiner as defined by the University. A letter terminating the appointment will be sent by the Associate Director of Academic and Student Administration
- 15.4 Termination of appointments will be reported to the Senate at the next opportunity.

16 Replacing External Examiners

- 16.1 Departments must nominate replacements for External Examiners as per Section 4 of this Policy.

- 16.2 Quality Assurance will provide Colleges via agreed distribution groups with a monthly report which lists all current External Examiners and highlights those whose end date is within 15 months and requires replacing. Distribution groups are determined by each college and, at a minimum, include the Vice Dean of Education.
- 16.3 Academic Departments are advised to nominate the replacement for an External Examiner at least three months before the required start.

17 Payment of External Examiners

- 17.1 External Examiners are paid an annual fee on the production of the annual report. This is processed through Payroll.
- 17.2 Fees paid to External Examiners and the reimbursement of incurred travel and subsistence expenses will be made as per the University's "[External Examiners and Reviewers: Summary of Fees](#)" document.