

EXTERNAL EXAMINER ARRANGEMENTS FOR TAUGHT AWARDS

Quality Assurance and Enhancement
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External examining arrangements for taught awards

1. Introduction

- 1.1. This policy describes the roles and responsibilities of external examiners at University of Staffordshire. The policy sets out university expectations regarding the appointment and briefing of external examiners and for the early termination of these appointments. This encompasses all undergraduate and postgraduate taught awards, including taught elements of professional doctorates and those delivered by collaborative partners.
- 1.2. External examiner arrangements for MPhil and PhD candidates are not covered by this policy. These are set out in the university's regulations for MPhil and PhD degrees.
- 1.3. This policy has been informed by advice and guidance relating to the use of external expertise contained within the UK Quality Code for Higher Education.

2. Principles

- 2.1. External examiners assist the university in maintaining the academic standards of its awards, providing essential feedback on whether:
 - 2.1.1. The university is maintaining the threshold academic standards set for its awards in accordance with the frameworks for higher education qualifications and applicable subject benchmark statements.
 - 2.1.2. The assessment process measures student achievement rigorously and fairly against the intended outcomes of the award(s) and is conducted in line with the degree awarding body's policies and regulations.
 - 2.1.3. The academic standards and the achievements of students are comparable with those in other UK degree-awarding bodies of which the external examiners have experience.
- 2.2. External examiners are expected to provide informative comment and recommendations on:
 - 2.2.1. Good practice and innovation relating to learning, teaching and assessment.
 - 2.2.2. Opportunities to enhance and continuously improve the quality of the learning opportunities provided to students.

3. External examiner structure

- 3.1. External examiners at University of Staffordshire are appointed to one or more of the following two roles:
 - 3.1.1. **Module External Examiners**

Module external examiners are appointed for their specialist subject knowledge and have responsibility for ensuring the standard of the modules to which they are assigned. A single module external examiner is normally appointed to each module. Where greater flexibility is required, or for large modules (e.g. project/dissertations), a school may assign multiple examiners to a module.
 - 3.1.2. **Award External Examiners**

Award external examiners provide feedback on the overall standard of the award; its coherence; and the extent that the outcomes are aligned with the Framework for Higher Education Qualifications and applicable subject benchmark statements.
Award external examiners are appointed from among module external examiners.

An award examiner will be appointed to all awards of the university. Where a course is delivered at multiple locations (e.g. at the university and one or more collaborative academic partners), separate award external examiners may be appointed to the course at each location.

Award external examiners will be appointed to the academic and practice-based elements of higher and degree apprenticeships. The award external examiner will normally be appointed as the module external examiner for an integrated apprenticeship end point assessment.

Where an apprenticeship does not include an academic award of University of Staffordshire an Award examiner will still be appointed to oversee the apprenticeship as a whole (please see section 4.3 below).

4. Roles and Responsibilities

Module External Examiners

4.1. The responsibilities of a module external examiner are:

- 4.1.1. To maintain oversight and comment on the academic standards of the module(s) to which they are appointed, confirming that:
 - Module content remains current
 - Module outcomes are aligned with relevant qualification descriptors set out in the Framework for Higher Education Qualifications
 - Modules are aligned with relevant subject benchmark statements
 - The standards of the modules are commensurate with standards at other higher education institutions with which they are familiar
 - Professional, statutory or regulatory body requirements are being met (where appropriate)
- 4.1.2. To judge the overall standard of student performance on modules to which they are appointed.
- 4.1.3. To comment on the form and content of examination papers, coursework and other assessments that count towards the outcome of the module (summative) in order to ensure that all students will be assessed fairly in relation to the module content and regulations and in such a way that examiners will be able to judge whether the students have fulfilled the module outcomes and reached the required standard.
- 4.1.4. To scrutinise a sample of examination scripts and summative coursework covering the range of marks awarded and verify the standard of marking.

The size and composition of the sample made available to the external examiner will reflect the second marking guidelines set out in the university's Assessment Policy and Procedures.

Where an external examiner is not satisfied with the standard of the marks awarded to a sample of student work, they may recommend that the university re-mark all student work for that examination or assessment.

Where a module is delivered at different sites or by collaborative academic partners, the external examiner should ensure that each instance of delivery to which they are appointed receives adequate scrutiny and comment.

- 4.1.5. To monitor arrangements for live assessments, including performances and presentations. Wherever possible, recordings of live assessments should be made available to the external examiner. Where this will not be feasible the reason for not making this material available will be discussed with the external examiner in advance of the assessment. The minimum requirement is that external examiners will be provided

with detailed assessment records that clearly demonstrate how the assessment criteria has been applied to each assessment and the rationale for the mark awarded.

- 4.1.6. To monitor the completion of integrated apprenticeship end point assessments (EPA), confirming that the EPA measures learner achievement fairly and rigorously against the requirements of the apprenticeship standard.
- 4.1.7. To monitor the internal moderation of assessment results (in accordance with the procedure outlined in the university's Assessment Policy and Procedures).
- 4.1.8. To provide feedback on examples of good practice and innovation relating to learning, teaching and assessment and to make recommendations regarding opportunities to enhance the quality of learning opportunities provided to students.
- 4.1.9. To contribute, in line with their overall remit, to the production of confirmed module results to be presented at first sit award boards.
- 4.1.10. To produce an annual report ([see section 5](#)).
- 4.1.11. To report to the University on any serious matters of concern ([see paragraph 5.12](#)).
- 4.1.12. To receive a University of Staffordshire external examiner briefing ([see section 7](#)).
- 4.1.13. To mentor new external examiners, when necessary ([see paragraph 6.18](#)).
- 4.1.14. To comment on and approve changes to existing modules and the design of new modules on request.

Award External Examiners

4.2. The responsibilities of an award external examiner are:

- 4.2.1. To comment on the academic standards of the award(s) to which they are appointed; confirming that:
 - The curriculum of the course remains current and coherent
 - Award outcomes are aligned with relevant qualification descriptors set out in the Framework for Higher Education Qualifications
 - Awards are aligned with relevant subject benchmark statements
 - Professional, statutory or regulatory body requirements continue to be addressed within the overall design of the course
- 4.2.2. To monitor the overall standards of student performance on awards to which they are appointed.
- 4.2.3. To comment on the academic and practice-based elements of higher and degree apprenticeship provision, confirming that the programme continues to meet both academic and apprenticeship standards.
- 4.2.4. To provide feedback on examples of good practice and innovation relating to learning, teaching and assessment and to make recommendations regarding opportunities to enhance the quality of learning opportunities provided to students.
- 4.2.5. To attend or submit a report to the award board ([see paragraph 4.8](#)).
- 4.2.6. To produce an annual report ([see section 5](#)).
- 4.2.7. To report to the University on any serious matters of concern ([see paragraph 5.12](#)).
- 4.2.8. To receive a University of Staffordshire external examiner briefing ([see section 7](#)).
- 4.2.9. To mentor new external examiners, when necessary ([see paragraph 6.18](#)).
- 4.2.10. To comment on and approve changes to award/apprenticeship structures on request.

Award Examiners appointed to Apprenticeships

- 4.3 Award external examiners appointed to apprenticeships including an academic award of the University will undertake the full duties of the award examiner as outlined in section 4.2.
- 4.4 Where an apprenticeship does not include an academic award of the University, there will consequently be no requirement for the award examiner to comment on the academic standard of a qualification and attend or submit a report to the award board (4.2.1 and 4.2.5 above). All other responsibilities as detailed in 4.2 do however apply. Where an apprenticeship includes a qualification awarded by another body the award external examiner will be given access to external verifier/examiner reports provided by that awarding body to the University to inform their overview of the apprenticeship.

Exceptional Circumstances

- 4.3. Claims for exceptional circumstances are considered in accordance with a separate procedure, which promotes consistency of practice across the university. External examiners do not participate in these processes. The agreed outcomes from these processes will be noted at the relevant board.

Visits to Collaborative Academic Partners

- 4.4. The University will ensure that all external examiners appointed to collaborative academic provision have full oversight of the modules and awards to which they are appointed, including resources available at the partner. This may be facilitated through electronic meetings (e.g. via skype/video conference) with academic staff members based at the partner.

Module External Examiners

- 4.5. Normally, external examiners are not required to visit collaborative academic partners in their capacity as a module examiner. Where, in exceptional circumstances, module external examiners are required to visit a partner, this will not impact on the requirement to appoint a sufficient number of external examiners with the appropriate specialist subject expertise. The requirement to visit the partner will be made clear to the examiner prior to their appointment.

Award External Examiners

- 4.6. Award external examiners should visit collaborative academic partners to which they are appointed once, normally towards the start of their four-year tenure. Where external examiners will be expected to make more frequent visits to the partner, this will be made clear to the examiner prior to their appointment. Where boards are held at the Partner, the external examiner will normally participate in the board remotely ([see paragraph 4.8](#)).

Meetings with Students

- 4.7. External examiners may ask to meet students outside the assessment process to assist with their understanding of a programme and the way in which it operates, but this is not part of their formal remit. Any meetings with students based at collaborative partners will normally be conducted remotely using appropriate audio/visual technology.

Attendance at First Sit Award Boards

- 4.8. The constitution of a first sit award board includes the award external examiner(s) for the courses under consideration.
- 4.9. Where boards are held at a collaborative academic partner, the external examiner will normally participate in the board remotely, using appropriate audio/visual technology (e.g. video conference). External examiners will usually attend the University to participate in these boards jointly with staff from University of Staffordshire.
- 4.10. On appointment, Student and Academic Services will provide external examiners with details of

relevant boards. Examiners will be informed of the specific dates of boards as early as possible during the academic year.

- 4.11. The University recognises that circumstances may arise which prevent an external examiner from attending a board. It is the responsibility of the external examiner to inform the school if they are unable to attend a board. Wherever possible, the external examiner should complete an *in-absentia* report for presentation at the board.
- 4.12. Normally, at least one external examiner must be present at a first sit award board.
- 4.13. Where, due to exceptional circumstances, a school wishes to hold a first sit award board with no external examiners being in attendance, a formal request will be made to the Registrar (or their nominee). Authorisation from the Registrar (or their nominee) will be noted at the start of the meeting and recorded in the minutes. Written confirmation of this authorisation will be appended to the minutes. *In-absentia* reports detailing the views of external examiners will be presented at the board. If there has been insufficient input from any absent external examiners the board will be cancelled and re-convened on a later date.

Endorsement of Award Board Decisions

- 4.14. At the end of each first sit award board the award external examiner(s) will be asked to indicate whether they endorse the decisions of the board. The response from each examiner will be recorded within the minutes.
- 4.15. Any instances where an external examiner feels unable to endorse a decision taken by an award board will be referred to the Registrar (or their nominee) for consideration. Where this occurs, schools will ensure that the final decision of the Registrar (or their nominee) is communicated back to the external examiner. Schools will inform students of any delay in finalising and communicating their results.

Resit Award Boards

- 4.16. Award external examiners will not attend resit award boards.

5. External Examiner Reports

Initial Feedback at Award Boards

- 5.1. After the award board has completed its deliberation on candidates, award external examiners will be invited to give a brief oral report, which should cover:
 - 5.1.1. Their opinion of the assessment procedure, including its fairness, accuracy and efficiency.
 - 5.1.2. Their opinion of the academic quality of the cohort(s) that they have just examined.
 - 5.1.3. Any recommendations to improve the teaching or assessment process.
 - 5.1.4. Their opinion as to whether recommendations made in previous years have been suitably addressed.

Submission of Annual External Examiner Reports

- 5.2. External examiners will submit an annual report to the university by the date notified to them.
- 5.3. Reports will be submitted using the standard university template. The use of alternative report templates developed by, or at the request of, professional, regulatory or statutory bodies must be approved by the university prior to use.
- 5.4. External examiner reports should identify:
 - Areas of good practice, recommendations or causes for concern.
 - The module(s), course(s) and/or site(s) to which each comment relates.

- 5.5. Where an Associate Dean – Students feels that an external examiner report is inadequate, they will write to the external examiner asking that a revised report be submitted by a given date.
- 5.6. If an adequate report is not received by the university the external examiner's appointment may be terminated in accordance with the external examiner nomination, approval and termination procedure.

Responding to External Examiner Reports

- 5.7. The annual external examiner report will be considered by module and course teams in accordance with the university's continuous monitoring procedure.
- 5.8. The relevant academic staff member(s) will provide a response to each external examiner. The response will identify actions that have or will be taken in light of the comments made by the examiner. Where it is not considered appropriate to take action, the reasons for this decision should be given. The response may also comment on the areas of good practice highlighted by the examiner.
- 5.9. If the report encompasses provision delivered by a collaborative partner(s), the partner will contribute to the production of a joint response.
- 5.10. The completed response will be approved by the Head of Department and reported to the relevant School Academic Committee. The approved response will be forwarded to the relevant Quality Administrative Officer for circulation to the external examiner.

Responding to Professional, Statutory and Regulatory Bodies

- 5.11. Schools will be responsible for ensuring conformance to professional, statutory and regulatory body requirements regarding external examiner reports.

Matters of Serious Concern

- 5.12. External examiners wishing to raise a matter of serious concern with the University should send a confidential letter, separately from their report, to the Vice-Chancellor or Deputy Vice-Chancellor, University of Staffordshire, College Road, Stoke on Trent, ST4 2DE.
- 5.13. The Vice-Chancellor or Deputy Vice-Chancellor will conduct necessary investigations and respond directly to the external examiner. Any resulting actions will be monitored by the University's Quality and Enhancement Committee.
- 5.14. Only when an external examiner has exhausted all applicable internal procedures for reporting serious concerns, including the submission of a confidential report to the Vice-Chancellor or Deputy Vice-Chancellor, should they contact the Office for Students or inform the relevant professional, statutory or regulatory body.

Themes and Issues arising from External Examiner Reports

- 5.15. QAE will produce an annual report identifying common themes emerging from external examiner reports for consideration by the university.

6. Appointment of External examiners

Modules and Awards Requiring the Appointment of External Examiners

- 6.1. Module external examiners will be appointed to the following taught modules:
 - 6.1.1. All modules at level 5 and above.
 - 6.1.2. Level 3 and 4 modules contributing to the final classification of an award (e.g. level 4 modules contributing to a foundation degree programme) or contributing to a standalone award at level 3 or 4.
- 6.2. Module external examiners will be appointed to all taught modules contributing to professional

doctorates.

- 6.3. Award external examiners will be appointed to all university taught courses that lead to an award of the university and university apprenticeships. This includes standalone awards at levels 3 and 4 and professional doctorates.
- 6.4. Module and award external examiners will not be required to monitor or report on provision at level 3 or 4 which forms part of a larger course, leading to an award at a higher level. In confirming the academic standards of a final award, an award external examiner confirms that they endorse the level and standards of its component parts as appropriate to the structure of that course.
- 6.5. Where it is necessary to appoint module external examiners to modules that contribute to an award during its first year of delivery, a corresponding award external examiner will also be appointed.
- 6.6. External examiners will be formally appointed to a named area of provision. The appointment letter issued to the examiner will identify the courses and modules included within the named area at the time of appointment. Any changes to the courses or modules included within the area of provision will be notified to the external examiner; normally prior to the commencement of the academic year.

Dual Awards

- 6.7. University of Staffordshire will appoint external examiners to modules and courses leading to the University of Staffordshire award. Where an external examiner(s) is also appointed by a collaborative academic partner, joint appointments may be explored. Such arrangements must be approved by the university's Quality and Enhancement Committee.

Criteria for the Appointment of External Examiners (Module and Award)

- 6.8. External examiners must have:
 - 6.8.1. A high degree of competence and experience in the field(s) to which they will be appointed and have a good understanding of the UK Higher Education Sector.
 - 6.8.2. Appropriate experience of course design and student assessment at the level to which they will be appointed.
 - 6.8.3. Sufficient experience of quality assurance in higher education.
- 6.9. External examiners appointed to apprenticeship provision should have an appropriate level of practice-based experience. Wherever possible, a single external examiner should be appointed with subject and practice-based expertise, ensuring the examiner is able to comment on the effective integration of theory and practice. Where it is not possible to appoint a single examiner with the required balance of subject and practice expertise, two examiners may be appointed.
- 6.10. External examiners must comply with relevant employment legislation. This includes the right to work in the United Kingdom and any additional safeguarding requirements, as appropriate.
- 6.11. Normally, external examiners should not hold more than one other concurrent external examiner appointment.
- 6.12. External examiners appointed to courses which are regulated by a professional body, should meet any requirements set by that professional body for external examiners.

Conflicts of Interest

- 6.13. The external examiner must be wholly independent of the university, including the governing body and any relevant partners.
- 6.14. The appointment should not result in a reciprocal external examining arrangement. These arise where staff members from two institutions hold external examiner positions in each other's home departments and are appointed to the same or closely related provision at the same academic

level (i.e. undergraduate or postgraduate). Such appointments will only be permitted in exceptional circumstances.

- 6.15. The external examiner must not be able to personally benefit from any student outcomes, nor have any connection with any student being assessed.
- 6.16. The University will not normally appoint an external examiner to provision delivered at a partner institution where the external examiner's home institution is currently collaborating or seeking to collaborate with the same partner institution in a cognate discipline/subject area.
- 6.17. The university does not regard having previously acted in the capacity of an external advisor as part of the course approval process or a panel member at a periodic review to constitute a conflict of interest.

Appointment of First-Time External Examiners

- 6.18. The university supports the nomination of suitably qualified individuals wishing to secure their first post as an external examiner. First-time external examiners will be allocated a mentor at the time of appointment. The mentor will normally be an experienced external examiner who is currently examining a cognate subject. Where this arrangement is not practicable, e.g. the size of the provision makes it impracticable to have more than one external examiner, the mentor may be an experienced external examiner in a different field. In some instances, it may be possible to overlap appointments of examiners so that first-time examiners have the opportunity to shadow their predecessor in the role.

Period of Tenure

- 6.19. The standard term of office for an external examiner is four academic years. External Examiners may be required to attend boards pertaining to assessment in the final academic year of their appointment which occur in the following academic year
- 6.20. Only in exceptional circumstances will an external examiner's tenure be extended for a fifth year, by mutual agreement.

7. External Examiner Briefings

- 7.1. On appointment, QAE will direct external examiners to the following information, available on the university website:
 - External examiner policy
 - Academic award regulations
 - Example external examiner annual report form (not for completion)
 - Expenses claim form
- 7.2. Schools will be responsible for ensuring that external examiners have access to module (module examiners) and course (award examiners) documentation. This may be provided via Blackboard.
- 7.3. The following information will be made available to external examiners during each academic year:
 - Board dates (Award examiners only)
 - Assessment briefs
 - Marking scheme and assessment criteria
 - Internally moderated sample scripts
 - Module marks
 - Board papers (Award examiners only)
- 7.4. The previous examiner's annual report will be made available to module and award external examiners in their first year of tenure on request.
- 7.5. Award External Examiners should be informed of the specific dates of boards as early as

possible during the academic year.

- 7.6. All external examiners based within the UK will be invited to an annual external examiners' briefing day. The briefing day will provide an overview of the duties, role and responsibilities of external examiners. The briefing will also include an introduction to the university's academic award regulations. The day will focus on the specific expectations of external examining at University of Staffordshire and will therefore be relevant to all externals, irrespective of their previous experience. After the event, related materials will be made available on the QAE website.
- 7.7. Where an external examiner is based outside the UK or unable to attend the external examiners' briefing day, schools will be responsible for ensuring they receive an equivalent briefing, utilising the standard materials made available on the QAE website.
- 7.8. External examiners appointed to courses leading to a dual award must be provided with a detailed induction to each course including full details of the regulatory framework for the award(s).
- 7.9. Any major changes to the university regulations or policies that occur during an academic year will be communicated to all external examiners.

8. Public Information

- 8.1. Course/apprenticeship handbooks will provide the name and home institutions of the award external examiner for each course.
- 8.2. Students will be advised that they must not make direct contact with external examiners. If contacted directly by students, external examiners should decline to comment and refer the student back to the University.
- 8.3. The university and its collaborative partners will, as a matter of course, make external examiner reports available in full to students. The report should be accompanied by the approved school response.
- 8.4. Schools and collaborative academic partners will share all relevant external examiner reports with students directly via course management (or equivalent) committees.

9. Termination of External Examiner Appointments

- 9.1. The university may terminate an external examiner's appointment at any time in the event that:
 - 9.1.1. The examiner fails to perform satisfactorily any of the duties listed in section 4 above, including but not limited to:
 - The examiner fails to attend an award board (where required to do so and without good cause and/or making alternative arrangements).
 - The examiner fails to submit a full and complete annual report by the deadline determined by the university.
 - 9.1.2. An irresolvable conflict of interest arises
 - 9.1.3. The examiner commits a breach of confidentiality with regard to personal information of students.
 - 9.1.4. The examiner brings the university into disrepute.
 - 9.1.5. The modules or award(s) to which the examiner is appointed are withdrawn or suspended.
- 9.2. Appointments will be terminated in accordance with the Termination of an External Examiner Appointment Procedure.

External examiner nomination, appointment and termination procedure

1. Appointment of External Examiners

- 1.1. Schools will seek to replace an external examiner as early as possible during their final year of tenure.
- 1.2. Requests to extend the tenure of an existing external examiner (i.e. because the examiner was not appointed initially for a full four-year period or the School wishes to appoint the examiner for an exceptional fifth year) will be subject to written approval of the Associate Dean - Students and Head of Quality Assurance and Enhancement on behalf of the university Quality and Enhancement Committee.
- 1.3. Collaborative Academic Partners may assist the university in identifying potential external examiners however all nominations must come forward from the university school.
- 1.4. Schools will seek to ensure that external examiners appointed to its courses and modules are drawn from a range of institutions.
- 1.5. The member of school staff responsible for the area to which the examiner will be appointed (e.g. Head of Department or Course Leader) will arrange for the completion of the External Examiner Nomination Form in full. The application must name the area of provision to which the examiner will be appointed and the role they will perform (i.e. module and award examiner). The nomination form must list the module(s) and course(s) included within the specified area of provision at the time of appointment. This information must be documented on the form prior to the form being sent to the nominee for completion. This will ensure that the new external examiner is fully aware of the role for which they are being considered.
- 1.6. The external examiner should be informed of any requirement to visit a Collaborative Academic Partner at this stage.
- 1.7. If the nominee is a first-time examiner, the nomination form should clarify the mentoring arrangements that will be put in place and identify any additional support that will be made available.
- 1.8. If the nominee does not satisfy all of the criteria set out in the external examiner policy, a rationale for the special exception should be detailed on the nomination form. This should include information on any additional support that will be provided by the school or other external examiners.
- 1.9. **Schools should secure the external examiner's agreement prior to an application being submitted to QAE.**
- 1.10. The completed nomination should be endorsed by the Associate Dean - Students or their nominee prior to being forwarded to QAE.
- 1.11. Quality Assurance and Enhancement will consider the nomination on behalf of the university Quality and Enhancement Committee.
- 1.12. QAE will notify the school of the decision regarding each nomination. The school will be responsible for ensuring the outcome of the nomination is communicated to collaborative partners, as appropriate.
- 1.13. Following approval of an external examiner nomination or an extension to an existing external examiner's tenure, QAE will issue the external examiner with a letter and contract of appointment, setting out: the role to which the examiner has been appointed; the provision

to be examined, the start and end dates of the appointment; and the conditions of the appointment, including details of the fee attached to the position.

- 1.14. External examiners will be appointed to a named area of provision. The external examiner will be informed of the courses and modules included within that area at the time of appointment. Subsequent changes to the courses and modules included within the specified area will be notified to the examiner as appropriate during their tenure.
- 1.15. In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, University of Staffordshire is required to ascertain an external examiner's right to work in the UK. In order to meet our obligations under the Act, the university is required to check an original document, from the list of Approved Documentation. These checks must be carried out in the examiner's presence and prior to any work being undertaken. QAE will contact the new examiner to agree how these checks will be undertaken. Where an examiner is unable to attend the university in person, alternative arrangements will be made to carry out the checks (e.g. via Skype/FaceTime). All appointments are subject to confirmation of an examiner's right to work in the UK.
- 1.16. External examiners should formally acknowledge their acceptance of the external examiner appointment or extension to tenure in writing. This may be by email or letter.
- 1.17. Where appropriate, external examiners may be asked to provide formal consent in respect to commercial confidentiality and/or intellectual property matters associated with a module or award.
- 1.18. External examiners are responsible for informing the University of any changes to their employment status (e.g. home institution) or contact details.

2. Termination of an External Examiner Appointment

- 2.1. An external examiner who wishes to resign before the expiry of his or her normal period of office is required to write formally to the University giving 3 months' notice to allow for the appointment of a replacement.
- 2.2. Where a School wishes to terminate an external examiner, the reasons for the proposed termination (as outlined in the external examiner policy) will normally be discussed with the external examiner before such a decision is reached.
- 2.3. Schools should submit a formal recommendation to terminate an external examiner appointment, setting out the reasons for the termination, to the university's Quality and Enhancement Committee.
- 2.4. If approved, the Chair of the university's Quality and Enhancement Committee will write to the external examiner stating the effective date of termination, and the reasons for it. This letter will be copied to the relevant Associate Dean - Students and QAE, for inclusion in the external examiner's personal file.
- 2.5. The school will initiate the process of appointing a replacement examiner as a matter of urgency.

