
External Examiner Briefing Day Roles and Responsibilities

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This session will cover....

- Roles and responsibilities of External Examiners
- External Examiner reports
- Information provided to External Examiners
- Sharing External Examiner details and reports with students
- Fees and expenses
- Useful web links

EXTERNAL EXAMINER ROLES AND RESPONSIBILITIES

ROLES AND RESPONSIBILITIES: UK QUALITY CODE

EXPECTATIONS FOR STANDARDS

- The academic standards of courses meet the requirements of the relevant national qualifications framework.
- The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.



EXPECTATION FOR QUALITY

- Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.



ROLES AND RESPONSIBILITIES:

- Module External Examiners
- Award External Examiners



ROLES AND RESPONSIBILITIES:

MODULE EXAMINERS

- Maintain oversight and comment on the academic standards of the modules to which you are appointed.
- Judge the overall standard of student performance.
- Comment on the content and form of examination papers and course work.
- Scrutinise a sample of examination scripts and summative coursework.
- Monitor arrangements for live assessments.
- To comment on and approve changes to existing modules and design of new modules.



ROLES AND RESPONSIBILITIES:

AWARD EXAMINERS

- Maintain oversight and comment on the academic standards of the awards to which you are appointed.
- To judge the overall standard of student performance.
- Attend first-sit award boards
- To provide feedback on examples of good practice and innovation and to make recommendations to enhance the quality of learning opportunities provided to students.
- To comment on and approve changes to award structures.



ROLES AND RESPONSIBILITIES: **ALL EXAMINERS**

- To report to the Pro-Vice-Chancellor – Student Experience on any serious matters of concern.
- To mentor new external examiners.
- **To produce an annual report**



EXTERNAL EXAMINER REPORTS

- Submitted annually on the University template.
- Submitted to quality@staffs.ac.uk
- Please do not include staff or student names.
- Partner Provision: Please **identify where comments relate to specific partners/sites or modules/courses.** (E.G.)
- The University takes your comments very seriously – please provide as much detail as possible.
- Feedback informs module and course continuous monitoring plans.



EXTERNAL EXAMINING FOR COLLABORATIVE ACADEMIC PARTNERS

- Some will be appointed alongside on campus provision, others bespoke to one or more partners
- Assessment briefs should be verified by SU tutors and assessment work should be moderated by SU tutors prior to being passed to the External Examiner.
- The Academic School has the responsibility for the External Examiners for their courses wherever they are studied. They appoint Academic Link Tutors to Partner courses who you will be in contact with.
- Collaborative Academic Partnerships and Student and Academic Services may be involved in some of the liaison between yourselves and the Partner
- Award Externals should usually visit the Partner once during their tenure.
- Typically, you will join award boards electronically, e.g. Skype

INFORMATION AND DOCUMENTATION



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All External Examiners

- On-appointment and updated as appropriate:
 - External examiner procedure (web link)
 - Academic award regulations (web link)

Award External Examiners

- On-appointment and updated as appropriate:
 - Programme specifications
 - Course handbooks



INFORMATION AND DOCUMENTATION:

Module External Examiners

- On-appointment and updated as appropriate:
 - Module descriptors
 - Module handbooks
 - Programme Specifications (On request)
- During each academic year:
 - Assessment briefs
 - Marking scheme and assessment criteria
 - Internally moderated sample scripts
 - Module marks

SHARING EXTERNAL EXAMINER DETAILS AND REPORTS WITH STUDENTS



SHARING EXTERNAL EXAMINER DETAILS AND REPORTS WITH STUDENTS

- Module Handbooks list the name, position and institution of Module External Examiners.
- Course Handbooks list the name, position and institution of Award External Examiners.
- Reports are made available to students.

FEES AND EXPENSES



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- Fee and Expense Claim Forms are submitted to the Quality Enhancement Service (QES).
- Fees are paid on receipt of the completed annual reports. Form is available from the QES website.
- Expenses can be submitted at any time. Form is available from the QES website.
- Payslips – hardcopy sent in post and available via MyView system (On-Line).



WEB LINKS

External Examiner Webpage:

<http://www.staffs.ac.uk/externalexaminers/>

MyView:

<https://myview.staffs.ac.uk/>