

# External Examiners.

## Overview of the External Examiner (EE) role

- Integral to monitoring and maintaining academic threshold standards
- Principal external means for assuring the quality, standards and comparability of the Higher Education sector
- Term of office 4 years
- University appoints two types of EEs:
  1. Module External Examiner subject experts who review specific modules
  2. Progression and award board External Examiners
- Fees for module EEs calculated on three tiers depending on the total credit value of examinable modules
- Flat fee rate for each Progression and Award Board an EE is appointed to

## Nominating an External Examiner

- Consult the Assessment Procedures section of the University's Regulation and Credit Framework web pages
- Course Director completes the appropriate nomination form (either module examiner or PAB examiner)
- Request the nominee's CV
- Nomination form is signed off by Head of School, Faculty Director of Quality and submitted to Faculty Quality Office
- FQO send the signed form and nominee's CV to [external-examiners@canterbury.ac.uk](mailto:external-examiners@canterbury.ac.uk)
- Give ample time for nomination to go through approval mechanisms: External Examiner Appointments Panel and Education and Student Experience Committee
- Course Directors will need to respond to External Examiners report/s. Guidance is available on the External Examiners section of the QSO website
- The approved response must be published alongside the relevant External Examiner report for students to view on the relevant course Blackboard page

## What happens before attending first exam board?

- Receive letter of appointment confirming period of office, modules to be examined and fees
- Attend induction event outlining role, process, use of the University virtual learning environment (VLE). Currently this takes place online
- Right to work check with the Quality and Standards Office before carrying out EE work; this is required to enable payment
- Meet with your Primary Contact (a course director, module lead or academic link tutor)
- Visit the Quality and Standards Information for External Examiner web site to view the External Examiner Handbook and Procedures For Operations of Boards of Examiners

## Key Responsibilities: Module External Examiner

View the external examiner handbook on the QSO pages for a full list of responsibilities. Details about moderation responsibilities is detailed in the Marking Procedures.

- Review samples of assessed work for all examinable modules to which they are appointed
- Review and approve draft exam papers
- Review module marking and marking procedures
- Attend module exam boards
- Judge overall standards of student performance
- Report annually whether assessment process is rigorous and fair and whether academic quality and standards are maintained

## Key Responsibilities: Progression and Award Board External Examiner

View the external examiner handbook on the QSO pages for a full list of responsibilities.

- Consider overall student mark profiles, recommending awards or a course of action in the case of failure
- Make recommendations about students, not in their final year, with regard to progression
- Ensure that course level assessment process is operated in a fair and reliable manner, in line with University Regulations and assessment procedures
- Assure the appropriate standards for the awards
- Consider issues reported from Module Boards relating to delivery of modules in the context of the course(s)

## Submitting External Examiner Reports

- Annual Report templates available from QSO website
- Send completed reports to the appropriate Faculty Quality Office (details will be supplied)
- Submission within one month of Board of Examiners
- Individual students or staff should not be identified in the report
- Separate reports for Module examiner role and PAB examiner role
- Submission of reports enables payment