

## QUALITY ASSURANCE HANDBOOK 2018/19

## SECTION G: EXTERNAL EXAMINING

## Contents:

G1	Introduction	p.1
G2-G8	Appointment of External Examiners	p.1
G9-G12	Induction	p.4
G13-G24	External Examiners' Duties	p.5
G25-G31	Use of External Examiners' Reports	p.7
Annex 1	Sampling Guidance for Course Leaders/Programme Leaders	p.9
Annex 2	Timeline for External Examiner Nomination Process	p.10
FORM G1	External Examiner Nomination Approval Form	p.11
FORM G2	External Examiner Report template	p.17
FORM G3	External Examiner Request for Extension to Tenure	p.24

## Introduction:

G1: External Examiners at the University<sup>1</sup> are auditors of the assessment process. Their role is to monitor the academic standards of awards at the University. Specifically to confirm that:

- The standards for the courses/awards are set and maintained at an appropriate level as described by appropriate sector and professional reference points;
- The standards for the courses/awards are comparable with similar courses/ awards within the sector;
- The structure and nature of the assessment permits students to demonstrate their level of achievement;
- The processes for assessment, examination and the determination of awards are sound and fairly conducted; and
- There is consistency between the University regulations and the UK Quality Code.

## Appointment of External Examiners:

Allocation of External Examiners

G2: The University appoints External Examiners according to the following principles:

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<sup>1</sup> The University/UCA in this document includes wholly owned subsidiary OCA (Open College of the Arts)

- Every course must have at least one External Examiner reviewing both practice and theory elements;
- External Examiners must have expertise in the subject areas for the courses to which they are appointed;
- External Examiners may be appointed with academic and/or professional expertise. However all courses must have at least one External Examiner with experience of course delivery and assessment in HE; and
- An External Examiner may be appointed to a cluster of closely related courses within a School and/or subject area.

#### Allocation of External Examiners to Collaborative Partner courses

- G3: The relevant UCA Head/Director of School/Department is responsible for identifying and nominating External Examiners for Collaborative Provision. In addition to the principles listed above, the External Examiner appointed should be the same as the External Examiner appointed on the equivalent UCA course where possible.

#### Criteria for the appointment of External Examiners

- G4: External Examiners will be considered against the following criteria, as stated in the UK Quality Code.

External Examiners must:

- Have competence and experience in the subject area(s);
- Have either relevant academic qualifications to at least the level of the course(s) being externally examined or extensive practitioner experience;
- Have competence and experience relating to designing and operating assessment;
- Have fluency in English;
- Where appropriate, meet criteria set by professional, statutory or regulatory bodies;
- Have awareness of current developments in the design and delivery of relevant curricula; and
- Have competence and experience relating to the enhancement of the student learning experience.

External Examiners must not be:

- A member of a governing body of the University or any of its collaborative partners;
- A current employee of the University or one of its collaborative partners;
- Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the courses unless a period of five years has elapsed;
- Former staff or students of the University unless a period of five years has elapsed;
- Part of a reciprocal arrangement involving cognate programmes at another institution;
- From the same institution as their immediate predecessor;
- From the same department of the same higher education provider as another External Examiner.

Terms of Office

G5: The normal duration of an External Examiner's appointment will be four years. The appointment will be for one year in the first instance and the External Examiner Group will review the contract and confirm extension to employment for a further three years at its annual meeting in June.

Under some very exceptional circumstances, a further extension may be awarded to cover specific arrangements (e.g. as part of an exit strategy for a closed course).

G6: All new External Examiners' contracts will run from 1 October to 30 September for UG courses and from 1 December to 30 November for PG courses.

Table 1 - Appointment Process

Month	Stage in the Appointment Process
September	The Quality Assurance & Enhancement department (QAE) identifies all Examiners whose contracts are due to expire in the next academic year and/or new courses that require an examiner.
November	A paper is taken to the School Board of Study (SBoS)/OCA Curriculum Quality Committee (OCA CQC) with all proposed nominations/extensions to obtain SBoS/OCA CQC agreement.
Dec/Jan	Head of School/OCA Principal & Chief Executive seek nominations from Course/Programme Leaders. Course/Programme Leaders contact proposed External Examiners and ensure completion of nomination form (Form G1) to be accompanied by CV and proof of right to work in the UK (details on form, usually a passport).
Late Feb/early Mar	SBoS/OCA CQC consider nominations/extensions and either recommend them to the External Examiners Group (EEG) for approval or reject them. Where nominations are rejected, alternative nominations must be sought for approval by Chair's Action.
Late June	The EEG approves (or rejects) nominations/extensions.
Jul/Aug	Contracts and appointment letters are issued to all new examiners by QAE. Extensions to contract are issued to current examiners.
Aug/Sep (after resit Boards)	The Chair of the EEG writes to all outgoing External Examiners to advise them that their contract has expired and thank them for their contribution to the University.

G7: The External Examiners Group (EEG) is responsible for the approval of External Examiner nominations. It reports to the Academic Quality Committee (AQC), which oversees the external examining process. The EEG meets once annually. Its Terms of Reference are contained in Annex 3 of the Quality Assurance Handbook.

Termination of the External Examiner contract

G8: If an External Examiner fails to submit a written report or fails to fulfil any of his or her other duties, the appointment will be terminated. Identification of any conflict of interest will also result in termination.

## Induction:

G9: The University provides an annual forum and induction event that new External Examiners are expected to attend. This will be in two parts:-

- Central induction into University organisational procedures, practices, academic regulations and external examining procedures, discussion with current External Examiners regarding implications of most recent changes to regulations and shared best practice across the University; and
- Course level induction into assessment practices within the course(s) to which they are appointed.

G10: New External Examiners will be asked to comment on their induction in their first written report.

G11: At the start of an External Examiner's tenure, QAE will provide External Examiners with the following documents:

- Previous year's External Examiners' report(s)
- Previous year's course Annual Academic Monitoring (AAM) report.

Annually thereafter, Examiners should expect to receive a copy of the course AAM report.

On behalf of the University, QAE will also provide examiners with the link to the University's website holding the most current versions of the following documents:

- Academic Regulations, Policies and Procedures
- Quality Assurance Handbook
- Student Regulations
- External Examiners fees and expenses claim forms
- External Examiners Report template
- Schedule of Boards of Examiners for the current year
- Protocols for Boards of Examiners
- QAA's Chapter B7: External Examining.

G12: At the start of an External Examiner's tenure, the relevant Course/Programme Leader will provide their External Examiner with the following documents:

- Most recent validated programme specification and a copy of its current course documentation.

Annually thereafter, External Examiners should expect to receive any updates to the course structure and documents from the relevant Course/Programme Leader.

## External Examiners' Duties:

Audit of Assessed Work

G13: External Examiners are annually provided with a sample of assessed work from levels 4, 5 and 6 for undergraduate provision and levels 6 and 7 for postgraduate provision. Due to the extent of practical assessment at the University, this will normally be provided at a visit to the University, which must take place before the Board of Examiners meets.

G14: The sample is determined by the Course/Programme Leader using the following guidelines:

- Samples will include work from all levels included within a programme (i.e. levels 4, 5 and 6 in an Honours Degree);
- The number of units included in a sample will be determined by the Course/Programme Leader but with reference to the guidance in Annex 1;
- Samples must include a broad range of marks, including some from each grade band; and
- Sample sizes will be determined as follows:
  - A minimum of 6 students' work must be included within the sample, unless there are fewer than 6 students on a unit in which case the External Examiner will see a sample containing all students' work;
  - If there are up to 36 students on a unit the External Examiner will see a sample of at least 6 students' work (taken from across the grade bands including fails); and
  - If there are more than 36 students on a unit the External Examiner will see a sample containing assessed work from at least the square root of the number of students on the unit.

Guidance for Course/Programme Leaders with respect to the sample of work to be provided to External Examiners can be found in Annex 1.

G15: External Examiners will be asked to comment on the appropriateness of the sample provided, and can request to see additional work in order to discharge their duties fully.

G16: External Examiners will be asked to confirm, from their audit of assessed work that:

- The structure and nature of the assessments permits students to demonstrate their level of achievement;
- The standards of student performance are comparable with similar programmes, or subjects, in other UK institutions;
- The processes for assessment, examination and the determination of awards are sound and fairly conducted;
- The standard of marking is satisfactory;
- There is an appropriate spread of marks which reflects the student work sampled; and
- There is evidence of appropriate internal verification of marks.

G17: It is not a requirement of the external verification process for External Examiners to meet with students, other than where the Professional Statutory Regulatory Body (PSRB) stipulates that this is required. Where an External Examiner and Course/Programme Leader wish to include a student meeting as part of the external examining process, this meeting must focus on the assessment process and not on individual marks.

G18: External Examiners are not markers but auditors of the assessment process. However, occasionally, in their audit of the process, an External Examiner may raise concerns about a specific mark, or the general level of marking. Accordingly, discussion will take place with the Course/Programme Leader and Chair of the Board of Examiners to ascertain whether the External Examiner's concerns are justified.

Where the Chair of the Board of Examiners deems that this lack of confidence is justified, they will consult the University's Head of QAE to agree the nature of the actions to be taken. This must include:

- a. A review of the assessment for the entire cohort (i.e. those assessments subject to the marker or process being contested); and
- b. An oral report from the Chair to the Board of Examiners to enable them to confirm the marks.

Additionally, dependent on the issues raised, to confirm any or all of the following:

- a. A review of the internal verification processes for the School/OCA;
- b. Retraining for the academic staff involved over assessment processes; and
- c. Mechanisms for follow-up to ensure that future confidence can be assured.

G19: Where courses are professionally accredited there may be additional requirements relating to the External Examiner duties. For example, courses accredited by the Architects Registration Board (ARB) require two External Examiners and must review all students work rather than the sample outlined in G15 above.

#### Attendance at Boards of Examiners

G20: External Examiners are not required to attend the Board of Examiners but are welcome to if they wish.

#### Written report

G21: External Examiners are required to submit an annual written report using the University's report template (Form G2). This report must be submitted to QAE within three weeks of the main exam board of the year (June for undergraduate courses and September for postgraduate courses)<sup>2</sup>. A report would normally be written per course unless otherwise agreed by the Head of QAE.

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<sup>2</sup> For OCA courses the report should be submitted within three weeks of the March Exam Board for undergraduate courses and within three weeks of the June Exam Board for postgraduate courses

Fees

G22: External Examiners are paid their annual fee for their main visit (and attendance at the Board of Examiners if relevant) on receipt of their written report. Expenses will normally also be paid at this time<sup>3</sup>. Expenses and claims for fees must be submitted on the correct University forms, located on the website at: <http://www.uca.ac.uk/quality-assurance-enhancement/external-examiners/>

G23: Fees are paid at the rates below:

Table 2 – External Examiner Fees

Responsibility	Fee
Visit to audit work before the main exam board	£150 per day
Attendance at the main Board of Examiners meeting	£75
Completion of annual External Examiner report (& any additional reports)	£75 per report
Attendance at an additional Board of Examiners meeting (including resit board)	£75
Attendance at University training and induction events	£150 per day
Additional day(s) for travel to visit overseas collaborative institutions	£150 (for each additional day)
Pre-approved additional day(s) for preparation and reading applicable to 'essay heavy' subjects only where work is sent to examiners to audit (e.g. dissertation units)	£150 (for each additional day)

The fees above are based on an assumption of approximately £150 per full day of work.

G24: The above duties will not normally exceed the amount of £450 per annum<sup>4</sup>. However where various courses within a subject area are supported by one External Examiner tenure, it is understood that the amount may exceed this limit due to the number of reports required and workload entailed. This must be agreed in advance with the Head of QAE.

### Use of External Examiners' Reports

#### Responses to External Examiners' Reports

G25: Those Examiners whose remit covers several subject areas need to complete a report for each course within their remit.

<sup>3</sup> For OCA courses External Examiners may submit expense and fee claims after each Board of Examiners (OCA undergraduate courses have 3 assessment periods per annum and consequently 3 BoE per annum)

<sup>4</sup> For External Examiners appointed to OCA courses the amount paid per annum will ordinarily exceed £450 as there are three assessment points and Boards of Examiners for Undergraduate OCA courses

- G26: On receipt, External Examiners' Reports are circulated to the Vice-Chancellor, the Deputy Vice-Chancellor (Academic), the relevant Campus Registrar, the Head(s) of the relevant School(s)/OCA Principal & Chief Executive and the Head of QAE. This will trigger a response where significant concerns are identified (see Table 3 below). The Head of School/OCA Principal & Chief Executive will circulate onwards to the Course Team.
- G27: The reports are uploaded onto the University intranet so that staff and students have access to them. Reports for OCA are uploaded onto the OCA Student Site.
- G28: The reports are initially considered by the Course/Programme Leader, who will respond directly to any particular concerns/recommendations within their course AAM report. This will include where an External Examiner has answered 'no' to any of the questions about standards and conduct of assessment in Section B of the report (as required in the AAM report - Section F of the QAH). QAE will provide each External Examiner with the course AAM report in January of each year.

Table 3 – Concerns raised in External Examiner Reports

Issue	Respondent	Examiner receives	University Committee to receive copy of response
University level (e.g. concern about regulations)	Deputy Vice Chancellor (Academic)	Written response →	Academic Quality Committee
School level (e.g. operation of the Board of Examiners)	HoS/OCA PCE	Written response →	SBoS/OCA CQC
Course level (e.g. concern about grade distribution)	Course/Programme Leader	Written response →	Course Board/OCA CQC

- G29: External Examiners will be asked to confirm in each External Examiner's report, whether the issues raised in the previous year's External Examiner's report have been responded to.

Use of External Examiners' reports in Internal Quality Mechanisms

- G30: Course/Programme Leaders are required to consider their External Examiners' report(s) in AAM. This includes referencing any responses made to specific concerns raised by External Examiners. QAE will ensure that their External Examiners receives a full copy of the AAM report for the course(s) to which they are appointed (See Section F of the QAH).
- G31: All External Examiners' reports are considered as part of the University's overarching annual Quality Report to the Academic Board.

## Annex 1: Sampling Guidance for Course/Programme Leaders

Number of units to be seen by the External Examiner

It is the Course/Programme Leader's responsibility to present the appropriate units for the External Examiner to review (the External Examiner is entitled to see further work from other units if so desired). The Course/Programme Leader should ensure that the External Examiner is provided with all validated unit descriptors for the course and then must ensure that the examiner sees a sample of work from levels 4, 5 and 6 (work from all levels must be externally audited).

The following is a minimum requirement:

## Undergraduate

- Level 4 = 25% work (i.e. 1 x 30 credit unit, which should be rotated on an annual basis)
- Level 5 = 50% work (i.e. 1 x 60 credit or 2 x 30 credit units or equivalent, which should be rotated on an annual basis)
- Level 6 = 100% work (i.e. 120 Credits)

## Postgraduate

- Level 6 & 7 = 100% work (i.e. 180 credits)

To reiterate – this is the minimum requirement - Course/Programme Leaders should use their own judgement and it may be appropriate for courses with smaller cohorts or fewer units to provide more units to the External Examiner.

The units seen by the External Examiner should be rotated. A sample of work from units assessed early in the academic year may need to be retained by the Course Team in order to facilitate this.

Amount of work to be sampled per unit<sup>5</sup>

Number of students on unit	Number of pieces of students' work to be included in the sample
0 – 6	All
7 – 36	6
37 – 49	7
50 – 64	8
65 – 81	9
82 – 100	10
101 – 121	11
122 +	12

<sup>5</sup> For the purposes of OCA the number of pieces of students' work to be included in the sample will be calculated across the three assessment points.

## Annex 2: Timeline for External Examiner Nomination Process

Month	Stage in the Nomination Process
September	QAE meet with the Head of School/OCA Principal & Chief Executive to agree where new nominations are needed, where possible rationalisation could take place and as a result, current examiners could be asked to extend their tenure or remit.
November	<p>SBoS/OCA CQC receive:</p> <ul style="list-style-type: none"> <li>• A current list of External Examiners for each School/OCA</li> <li>• Details of the tenures up for renewal at the end of the academic year.</li> </ul> <p>The SBoS/OCA CQC Clerk provides guidance for each SBoS/the OCA CQC:</p> <ul style="list-style-type: none"> <li>• Deadlines for the nomination process</li> <li>• How and who to nominate (referencing this section of the QAH).</li> </ul>
Dec/Jan	Course/Programme Leaders contact proposed External Examiners and ensure completion of nomination form (Form G1) to be accompanied by CV and proof of right to work in the UK (details on form, usually a passport).
Early Jan	SBoS/CQC Clerk sends reminders to relevant Course/Programme Leaders to complete nominations in time for relevant SBoS.
Two weeks prior to Feb/Mar SBoS/OCA CQC	<p>Two weeks prior to SBoS/OCA CQC, Course/Programme Leaders to send the following documentation to relevant SBoS/OCA CQC Clerk for review at SBoS/OCA CQC:</p> <ul style="list-style-type: none"> <li>• Completed nomination form (signed by nominee)</li> <li>• Nominee's up-to-date CV</li> <li>• Copy of nominee's passport (inside double page)/appropriate ID.</li> </ul>
Late Feb/early Mar	<p>SBoS/OCA CQC to process EE nominations/extensions, either recommending them for External Examiners Group EEG approval or rejecting them.</p> <p>Any amendments to/missing nominations will need to be submitted to the relevant Head of School/OCA Principal &amp; Chief Executive and Clerk in the first instance for SBoS/OCA CQC approval (by Chair's Action) before sending on to QAE.</p>
Before Easter break	<p>Deadline for all completed nominations &amp; accompanying paperwork to be with QAE.</p> <p>QAE to send acknowledgement of receipt of completed nomination form and accompanying paperwork to nominees (cc'ing in Course/Programme Leaders).</p>
Late June	The EEG will consider all nominations/extensions and either approve or reject the proposals. The Head of School/OCA Principal & Chief Executive feedback on the current year's new External Examiners and confirm employment for a further three years.
Early July	QAE to send out email confirmation to nominees confirming approval of the post/extension (cc'ing in Course/Programme Leaders).
Jul/Aug	QAE to send out contracts and letters of tenure to new examiners, end of tenure letters and extensions to tenure/remit to current examiners (cc'ing in Course/Programme Leader).

## QUALITY ASSURANCE HANDBOOK: FORM G1

## EXTERNAL EXAMINER NOMINATION APPROVAL FORM



Application for approval of an External Examiner for:

Course(s):			
School/OCA:			
Campus:		Pathway:	

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**PART 1 SUMMARY INFORMATION** *(for completion by Course/Programme Leader)*


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**1.1 Details of Nominee**

Surname:  Forename:  Title:

Current (last) place of work (department, name and address):

Department:

Name:

Address:

*Note: If none, please write 'none'. If the nominee is in part-time employment with several different employers, this should be the major employer. If the examiner is retired, please note in this section.*

Position held:

Telephone number of place of work:

e-mail address at place of work:

1.2 Details of New Contract\*

Date examiner contract to start:

Date examiner contract to finish:

*\*Contract for 1 year in the first instance to be reviewed by the External Examiners Group (EEG) in June annually.*

Name of Examiner being replaced:

Name of institution that the exiting Examiner worked at:

Name of institution that the proposed Examiner works for:

Date of end of contract of exiting Examiner:

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**PART 2 ACADEMIC INFORMATION ABOUT NOMINEE** *(for completion by nominee)*


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**2.1 Details of Higher Education**

Institution(s) attended	Dates (from/to)	Qualifications gained	Classification

**2.2 Professional qualifications and membership of professional bodies**

Professional body	Qualifications/membership status	Date of start of membership

**2.3 Research and related scholarly activity/consultancy**

*Note: This should be a brief statement of the main activities within the last five years. Please list major publications (books, articles in referred academic or professional journals with dates) which support the nomination. Please do not append a full list of publications.*

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**PART 3 PROFESSIONAL INFORMATION ABOUT NOMINEE** *(for completion by nominee)*


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**3.1 Employment over the last five years**

Employer	Position	Dates (from/to)

### 3.2 Teaching experience

Give a brief account of the main areas of teaching responsibilities (if any) over the last five years:

### 3.3 Experience as an internal examiner over the last five years

### 3.4 Experience as an External Examiner over the last five years

*Note: If the proposal will lead to a total of more than two substantial undergraduate appointments, the proposing faculty should give reasons in support of the proposal in a covering memo.*

### 3.5 Potential conflicts of interest

New examiners must not be:

- Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the courses unless a period of 5 years has elapsed;
- Former staff or student of UCA unless a period of 5 years has elapsed;
- Part of a reciprocal arrangement involving cognate programmes at another institution;
- From the same institution as their immediate predecessor.

*Please tick the appropriate box below to indicate whether there are any potential conflicts of interest:*

Yes [ ]\*      No [ ]

*\*If you have ticked yes please give details of current or any previous association with the University, or its partner colleges; and any association with individual members of staff or students which might be considered to represent a conflict of interest.*

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**PART 4 RATIONALE FOR PROPOSAL** *(for completion by Course/Programme Leader)*

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- 4.1 Please explain why this particular nominee is suitable for the position. You may wish to make reference to the collective experience and subject balance of the examining team (if appropriate).

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**PART 5 PERSONAL DETAILS, PRIVACY NOTICES AND NOMINEE'S AGREEMENT** *(for completion by Nominee and submission direct to [jhumphreys@uca.ac.uk](mailto:jhumphreys@uca.ac.uk))*

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- 5.1 Personal contact details. Please tick if preferred correspondence address:

Address:

Telephone number:

Mobile number:

e-mail address:

- 5.2 You are required to forward a copy of your most recent CV to the Quality Assurance & Enhancement Department (QAE). The nomination cannot be processed until the CV has been received.

*Note: This can be electronically forwarded to [jhumphreys@uca.ac.uk](mailto:jhumphreys@uca.ac.uk)*

- 5.3 Under the latest UK Visas & Immigration requirements, the nominee MUST provide appropriate ID documentation to prove that they have a right to work in the UK. At this point, the nominee is therefore required to email a scanned copy of such documentation to [jhumphreys@uca.ac.uk](mailto:jhumphreys@uca.ac.uk)

Please refer to the enclosed Right to Work Checklist and indicate which of the forms of ID you are providing by email:

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*The University is also required to see the original documentation during the first visit of the examiner to the University BEFORE the commencement of any work. The original document will be checked for the examiner's right to work and a copy made and signed by a member of UCA staff to*

*confirm its authenticity. This copy will be kept on file during the period of employment and for five years after in order for the University to comply with the current UKVI policy guidance regarding Right to Work Checks.*

*The University regrets that it CANNOT proceed with the application if these requirements are not complied with.*

#### 5.4 Privacy Notices

UCA will securely retain and process information sent by you in connection with your appointment during the period of employment and for five years after. For these purposes, this information includes:

Pre-appointment - the information provided in this form, the copy of your ID and your CV. This is used by UCA to determine whether you have:

- a. Sufficient external expertise to cover the subject area(s) detailed at the top of this form
- b. The right to work in the UK, and
- c. A potential conflict of interest if appointed.

Appointment - the personal, identification and financial information you provide following appointment. This is used by UCA to: communicate with you in order to permit you to fulfil your duties as an External Examiner; comply with legal requirements; and process your payment.

In addition, your personal details including your passport details, may be shared securely with our Corporate Travel Management company at your request in order to book accommodation and travel whilst undertaking your duties as External Examiner. Your full name and email address may be disclosed to other UCA users when we book travel online for you. Please tick here *if you consent* to sharing your details for this purpose: [  ]

#### 5.5 You are required to sign this form, and by doing so agree: -

- That the information shared with UCA is accurate;
- That the information shared with UCA in connection with your appointment as an examiner will be shared with relevant members of staff for the purposes of complying with its quality, legal and financial processes;
- To include your CV with this form;
- To provide the appropriate right to work documentation to QAE by email and in person as stated in 5.3 BEFORE the commencement of any work; and
- If appointed, to become an External Examiner at the UCA in the capacity outlined above; and to comply with University Regulations relating to External Examiners.

Signature of nominee: \_\_\_\_\_

Date: \_\_\_\_\_

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**PART 6 AUTHORISATION**

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**6.1 School Board of Studies (SBoS)/OCA Curriculum Quality Committee (OCA CQC) Approval**

Date of meeting at which nomination was approved:


Minute no:

*Note: The nomination cannot be processed unless/until the date of the meeting and minute number are provided.*

Signature of Chair of SBoS/OCA CQC approving nomination:

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**6.2 External Examiners Group (EEG) Approval**

Signature of Chair of EEG:

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Date:

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QUALITY ASSURANCE HANDBOOK: FORM G2

EXTERNAL EXAMINER REPORT  
ACADEMIC YEAR 2018/19



Please complete this cover sheet and ensure that it is attached to your annual report.

This report should be returned, electronically if possible, to the Senior Quality Officer, within **THREE WEEKS** of the main exam board.

Tick the appropriate box to indicate the campus(es) where you are an External Examiner.

Canterbury  Epsom  Collaborative Provision

Rochester  Farnham

Name:

Home Institution:

Course/Subject Area examined:

Date of Board of Examiners:

Please confirm whether the standards for the course(s) are set and maintained at an appropriate level, comparable with your experience of other courses within the sector:

Yes  No

The department of Quality Assurance and Enhancement (QAE) will be responsible for ensuring that copies of the report are sent to the appropriate staff within the University.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return your completed annual report

Electronically to: [jhumphreys@uca.ac.uk](mailto:jhumphreys@uca.ac.uk)

By post to:

QAE Department  
University for the Creative Arts  
Falkner Road  
Farnham  
Surrey  
GU9 7DS

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**SECTION A: EXPLANATORY NOTES**

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- i. The report is designed to assist External Examiners at award or subject level, in the coverage of key issues relating to academic standards and the quality of learning opportunities for students. All External Examiner reports are posted on the University intranet, where they are accessible to all staff and students. In addition, the following personnel are informed when the report has been uploaded: -
  - Vice Chancellor (Chair of Academic Board)
  - Deputy Vice Chancellor (Chair of Academic Quality Committee)
  - Relevant Head of School
  - Academic Registrar
  - Head of Quality Assurance and Enhancement
  - Relevant Campus Registrar.
- ii. On completion, the report form should be returned, electronically, if possible, to the QAE department, within THREE WEEKS of the date of the Board of Examiners.
- iii. Please note that External Examiners have authority to report directly to the Vice Chancellor of the University, in confidence, if they are concerned about standards of assessment and performance of students. This is particularly so if they consider that assessments are being conducted in a way that jeopardises either the fair treatment for students or the standard of University awards.
- iv. Section D of the report should only be completed by External Examiners for Architecture courses in line with professional and statutory body requirements.
- v. Please note that names of students and staff should NOT be used anywhere in the report.

Further advice on the completion of the report may be obtained from the QAE Department at:

University for the Creative Arts  
Falkner Road  
Farnham  
Surrey  
GU9 7DS  
Telephone: 01252 892848

e-mail: [jhumphreys@uca.ac.uk](mailto:jhumphreys@uca.ac.uk)

## SECTION B: SUMMARY FEEDBACK FROM EXTERNAL EXAMINERS

*If you answer NO to any of the questions below, please ensure that the issue is addressed in detail within the body of your report.*

1.	Did the structure and nature of the assessments permit students to demonstrate their level of achievement?	Yes	No	N/A
2.	Are the standards of student performance comparable with similar programmes, or subjects, in other UK institutions with which you are familiar?	Yes	No	N/A
3.	Are the processes for assessment, examination and the determination of awards sound and fairly conducted?	Yes	No	N/A
4.	Did you find the general standard of marking satisfactory?	Yes	No	N/A
5.	Was there an appropriate spread of marks?	Yes	No	N/A
6.	Was there appropriate evidence of internal verification of marks?	Yes	No	N/A
7.	Did you receive the internal marking schemes or guidelines used by the team?	Yes	No	N/A
8.	Were you satisfied with the sample of assessment that you were asked to moderate?	Yes	No	N/A
9.	Had points of concern raised in the previous year's report been responded to?	Yes	No	N/A

For new examiners in their first year of appointment only: -

1.	Did you receive an appropriate induction into the course and your duties?	Yes	No	N/A
2.	Were the assessment regulations adequately explained to you?	Yes	No	N/A
3.	Did you have access to any reports from previous External Examiners?	Yes	No	N/A

**SECTION C: INTERNAL QUALITY MONITORING**

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*Please answer all questions.*

**Section C1 – Implementation and Impact of Actions from the previous External Examiner Report**

- C1.1 In the box below, comment on whether or not the actions suggested in the External Examiner report from the previous year have been responded to.

**Section C2 – The Standard of Student Work**

- C2.1 Please comment on the standards set for awards and if they conform to the published national subject benchmarks and the Framework for Higher Education Qualifications (FHEQ).

- C2.2 Please comment on the standard of student work in relation to the course outcomes.

- C2.3 Please comment on the standard of student work in the subject/award(s) examined in relation to comparable courses at other HEIs.

## Section C3 – The Assessment Process

C3.1 Please comment on: -

- a) The size and range of assessment sample made available to you.
- b) Your access to all the material needed to make a judgement, and the opportunities to discuss the assessment process with staff.

C3.2 Please comment on:

- a) The conduct of assessment for the subject/award(s), and in particular if it had been conducted in accordance the assessment regulations (CCF).
- b) The design, structure and organisation of the assessment scheme in relation to the learning outcomes in the programme specification.

C3.3 Please comment on the range of assessment methods used – including the assessment of practical work.

## Section C4 – Additional Comments

C4.1 Please comment on the strengths and weaknesses of the cohort of students.

C4.2 Please list a summary of the strengths of this particular unit/course, as revealed through the assessment process.

C4.3 Please list a bullet point summary of recommended action points regarding assessment that the course team should address prior to your next visit.

### Section C5 – Final Exit Report

*Please answer if this is the final report of your term of office.*

C5.1 Please use the space below to comment on any significant changes in standards of student achievement during your term of office, or to highlight any other assessment issues – including strengths – that you wish to bring to the attention of the University.

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### SECTION D: ARCHITECTURE

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*Please answer if this report relates to an Architecture course.*

Please confirm that for all students, the ARB criteria have been met with respect to the Part I and Part II qualification award.

Please tick the appropriate box

Yes

No

Please use the space below to provide an explanation if you wish to:

- Qualify your answer, or
- Have answered 'no'.

## QUALITY ASSURANCE HANDBOOK: FORM G3

## EXTERNAL EXAMINER EXTENSION TO TENURE/REMIT



Application for approval of an extension of tenure, or extension of remit/reallocation of duties, for an already appointed External Examiner for a taught course.

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**PART 1 DETAILS OF PROPOSAL** *(for completion by Course/Programme Leader)*


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## 1.1 External Examiner name

Surname:  Forename:  Title:

## 1.2 Details of current External Examiner duties

Name of current course(s) covered:  
*Note: This should be the official name of the course(s) as listed in the current UCA prospectus.*

Campus(es) where the External Examiner carries out the majority of their examining:

If the External Examiner just examines a specified pathway or particular units, please specify here (if not, please write 'all units and pathways').

Date of original appointment:

Date original contract ends:

1.3 Details of proposed extension *(complete relevant section as applicable)*

If extension to remit:

List additional courses to be covered:

If extension to period of tenure:

Extension of contract from:

Extension of contract to:

If the External Examiner is having a reallocation of duties, please list in this section:

*Note: This could include reallocation of units for which the examiner is responsible, or whether the examiner is being asked to cover a course accredited by the University being offered through a collaborative partnership.*

1. Changes to course

4

Have there been any changes to the course(s) since the External Examiner was appointed?

*Note: This should include and material or non-material course changes, or changes in mode of attendance etc. – that make the course different from the one that the Examiner was appointed to examine. If none, please write 'none'.*

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**PART 2 RATIONALE FOR PROPOSAL** *(for completion by Course/Programme Leader; please continue on a separate sheet where necessary)*

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**PART 3 CHANGES IN EXTERNAL EXAMINER'S PROFESSIONAL INFORMATION** (*for completion by External Examiner*)

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- 3.1 If your CV has changed since your original appointment, please forward a copy to the Quality Assurance & Enhancement (QAE) department.

*Note: This can be electronically forwarded to [jhumphreys@uca.ac.uk](mailto:jhumphreys@uca.ac.uk)*

- 3.2 Details of any changes to your place of employment and job role since original appointment.

*Note: If none, please write 'none'. If the you have retired since the original appointment, please note in this section.*

- 3.3 Details of any changes to your qualifications since original appointment.

*Note: If none, please write 'none'.*

- 3.4 Details of any changes to external examinerships held by you since the original appointment.

*Note: If none, please write 'none'.*

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**PART 4 PRIVACY NOTICES AND EXTERNAL EXAMINER'S AGREEMENT** *(for completion by External Examiner)*

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- 4.1 Under the latest UK Visas & Immigration requirements, the nominee MUST provide appropriate ID documentation to prove that they have a right to work in the UK. If the ID documents that you provided at the beginning of your appointment are no longer valid e.g. your passport has expired, please email a scanned copy of the current version to [jhumphreys@uca.ac.uk](mailto:jhumphreys@uca.ac.uk)

*The University regrets that it cannot proceed with the extension if these requirements are not complied with.*

- 4.2 UCA will securely retain and process information\* sent by you in connection with your appointment during the period of appointment and for five years after.

*\*For these purposes, this is information: details contained in this form, your CV, identification documentation to comply with the right to work checks and financial documentation submitted for payment.*

In addition, your personal details including your passport details, may be shared securely with our Corporate Travel Management company in order to book accommodation and travel whilst undertaking your duties as External Examiner. Please tick here *if you do not consent* to sharing your details for this purpose: [ ]

- 4.3 You are required to sign this form, and by doing so agree: -

- That the information shared with UCA is accurate;
- That the information shared with UCA in connection with your appointment as an examiner will be shared by its relevant members of staff for the purposes of complying with its quality, legal and financial processes;
- To provide the appropriate right to work documentation to QAE as stated in 3.2; and
- If appointed, to become an External Examiner at the University for the Creative Arts in the capacity outlined above; and to comply with University Regulations relating to External Examiners.

Signature of nominee: \_\_\_\_\_

Date: \_\_\_\_\_

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**PART 5 AUTHORISATION**

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**5.1 School Board of Studies (SBoS)/OCA Curriculum Quality Committee (OCA CQC) Approval**

Date of meeting at which nomination was approved:

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Minute no:

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*Note: The nomination cannot be processed unless/until the date of the meeting and minute number are provided.*

Signature of Chair of SBoS/OCA CQC approving nomination:

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**5.2 External Examiners Group (EEG) Approval**

Signature of Chair of EEG:

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Date:

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