

# Academic Policies and Procedures



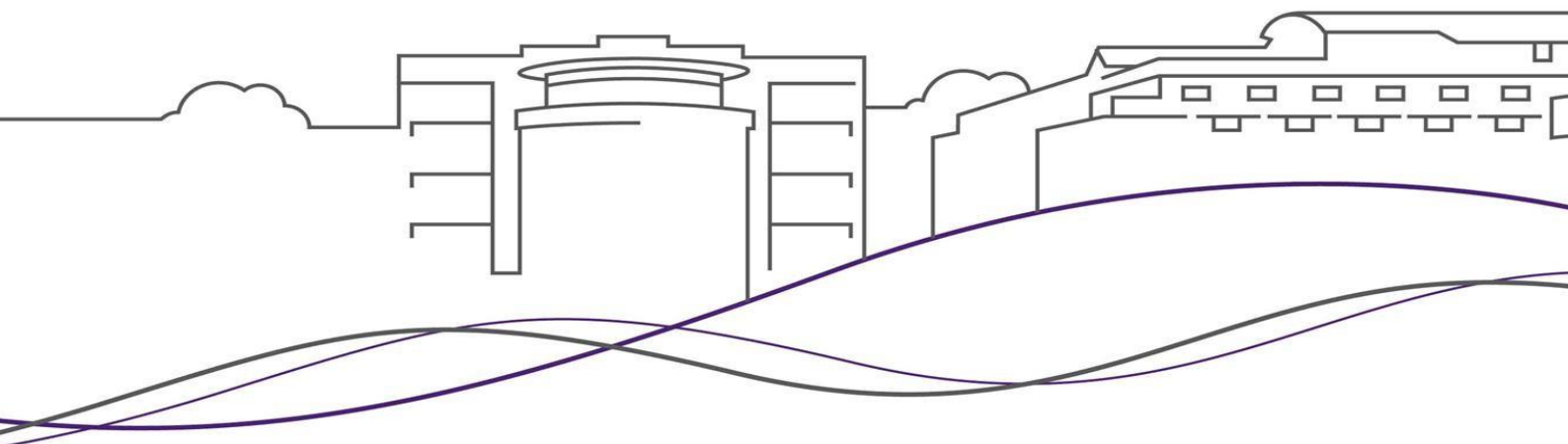
 South Devon College

**HIGHER EDUCATION**

## **EXTERNAL EXAMINERS: SELECTION, APPROVAL AND APPOINTMENT POLICY AND PROCEDURE v7.0**

For SDC Awards

For UoP Awards follow this [link](#)



# Document Control

Document Approved by: HEAB	Date of Approval: June 23
Review by: HETLAG	Review Date: April 24
Date of Implementation: 1 <sup>st</sup> Aug 2023	CPD to support Implementation:
Version: 7.0	Author: A Atkins

REVISION HISTORY			
Ver	Date	Author	Description
1.0	May 17	A Wilson	Conception
2.0	May 18	A Wilson	Updated nomination form and ratification panel
3.0	May 19	A Wilson	Updated on statement of the Quality Code and updated titles
4.0	June 20	A Wilson	No Changes
5.0	June 21	T Jones	Updated to include EE moving
6.0	June 22	A Wilson	No changes
7.0	June 2023	A Atkins	Job titles updated and templated contract updated. Language amended to be gender neutral.

APPROVAL			
Ver	Committee	Date Approved	Comments
1.0	CHEBOS	May 17	Approved
2.0	CHEBOS	May 18	Approved
3.0	CHEBOS	June 19	Approved
4.0	HEAB	June 20	Approved (Chairs)
5.0	HEAB	June 21	Approved
6.0	HEAB	June 22	Approved
7.0	HEAB	June 23	Approved

# External Examiners: Selection, Approval and Appointment Policy and Procedure

## Contents

Nomination of External Examiners .....	3
Criteria for the suitability of External Examiners .....	4
Person Specification .....	4
Conflicts of Interest.....	5
Terms of office .....	6
Exemptions to the criteria .....	6
Approval of nominations.....	6
Induction of External Examiners.....	7
External Examiner Nomination Form .....	9

South Devon College considers its arrangements for external examining to be an integral and important part of its quality assurance system and is committed to ensuring the presence of at least one independent and appropriately qualified external representative examiner on each of its Examination Panels and Boards.

The primary aims of the College's external examining system are to ensure:

- (i) It is maintaining the threshold academic standards set for its awards in accordance with the frameworks for higher education qualifications, applicable subject benchmark statements and, where appropriate, with the requirements of relevant professional, statutory and regulatory bodies.
- (ii) The assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with South Devon College's policies and regulations.
- (iii) The academic standards and the achievements of students are, notwithstanding variations in course content, comparable with those in other UK higher education institutions of which the External Examiners have experience.
- (iv) The quality of the learning opportunities provided to students on its programmes and courses are enhanced.
- (v) Good practice and innovation relating to learning, teaching and assessment is developed.

## **Nomination of External Examiners**

- 1 Nominations for the appointment of External Examiners are the responsibility of the relevant Academic Sections
- 2 Nominations for the appointment of External Examiners must be submitted to the HE Quality Office for approval 12 months prior to commencement of role
- 3 Nominations should be submitted on the standard form provided by the HE Quality Office (see below).

## Criteria for the suitability of External Examiners

- Panels and Boards must include at least one External Examiner from outside the College.
- South Devon College will continue to apply the national criteria for the appointment of External Examiners set out in the QAA UK Quality Code for Higher Education (Chapter B7 External Examining). Whilst we acknowledge this QAA Chapter has been replaced, there is not other indicator to reference  
<http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-b>

## Person Specification

External Examiners should be able to show appropriate evidence of

- i. knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
- ii. competence and experience in the fields covered by the programme of study, or parts thereof;
- iii. relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
- iv. competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
- v. sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
- vi. familiarity with the standard to be expected of students to achieve the award that is to be assessed;
- vii. fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgements);
- viii. meeting applicable criteria set by professional, statutory and regulatory bodies;

- ix. awareness of current developments in the design and delivery of relevant curricula;
  - x. competence and experience relating to the enhancement of the student learning experience.
- Where the nominee has no previous experience as an External Examiner for any institution, the appointment should, wherever possible, and with agreement that a more experienced External Examiner will act as a mentor.

### **Conflicts of Interest**

- To avoid any conflict of interest, anyone in the following categories or circumstances should not be appointed as an External Examiner:
  - i. a member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners;
  - ii. anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
  - iii. anyone required to assess colleagues who are recruited as students to the programme of study;
  - iv. anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study;
  - v. anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question;
  - vi. former staff or students of the South Devon College unless a period of five years has elapsed and all students taught by or with the External Examiner have completed their programme(s);
  - vii. a reciprocal arrangement involving cognate programmes at another institution;
  - viii. the succession of an External Examiner by a colleague from the examiner's home department and institution;
  - ix. the appointment of more than one External Examiner from the same department of the same institution.

- Nominees who have been employed as an external reader in the approval of a programme are not automatically debarred from immediate appointment as an External Examiner to that programme. However, Sections should balance the benefits of engaging someone who is familiar with the programme and its rationale with any risk to their ability to provide a fully independent perspective.
- External Examiners are required to inform South Devon College as soon as possible should any conflict of interest arise during their term of office.
- Exceptionally, an External Examiner could be considered where they are currently undertaking EE duties for a programme that is migrating to UCSD approval

### **Terms of office**

- The duration of an External Examiner's appointment will be for four years, extensions will not be granted other than in exceptional circumstances, and then for no longer than one year to ensure continuity where a programme is being brought to an end.
- An External Examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.
- External Examiners may normally hold no more than two External Examiner appointments for taught programmes/modules at any point in time, (thereby not exceeding 480 credits).
- The Appointment shall continue until either party terminates the contract by giving to the other not less than three months' notice in writing.

### **Exemptions to the criteria**

- Exemptions from the criteria will only be approved where exceptional circumstances can be demonstrated. In these instances, a fully argued case should be made by the Assistant Principal on the nomination form.

### **Approval of nominations**

Nominations should be submitted to the HE Quality Office, who will refer them to the Ratification Panel for approval and subsequent reporting to EE Sub Group. While a Head of Section or nominee should seek the nominee's agreement in order to put their name forward, under no circumstances should a commitment to an

appointment be made in advance of the decision of the Ratification Panel or of its Chair on its behalf.

The Ratification Panel is made up of:

- a) The Dean of Higher Education Quality and Academic Registrar or their representative (chair)
- b) Vice Principal People and Resources
- c) Deputy Head of Higher Education Academic Standards

## **Induction of External Examiners**

On confirmation of their appointment, all External Examiners will receive a letter of appointment stating:

- i. The award bearing programme(s) for which they have been appointed;
- ii. The period of appointment and starting date;
- iii. If more than one External Examiner is appointed to the programme, an explanation of the roles assigned to each appointee;
- iv. The fee they should receive and an explanation of South Devon College position with regard to the deduction of tax at source, etc;
- v. A request for their NI number;
- vi. A specification that attendance at Panels and Boards (as appropriate) and the submission of an annual written report be a condition of appointment and payment;
- vii. The ways in which the College will make use of their personal data, including any comments they make about the performance of students, either individually or generally in their reports and, in particular, that their name, position and institution will be included within student handbooks;
- viii. An explanation that, if they so wish, they may, in the case of serious concerns make a separate, confidential report to the Vice Principal



The following information will also be included with the letter of appointment:

- i. A copy of the previous External Examiner's report (where applicable)
- ii. An extract from the Assessment Regulations setting out the role and duties of the Subject Assessment Panel or Award Assessment Board.
- iii. A link to South Devon College web pages setting out details of its external examination processes
- iv. South Devon College's guidance on the appointment, roles and responsibilities of External Examiners.
- v. Student regulations.
- vi. A copy of the programme specification.
- vii. A copy of the student handbook.
- viii. Travel expenses claim form

# External Examiner Nomination Form

Please do not change the formatting for this form.

SECTION 1 – PROPOSED EXAMINER					Essential Notes
<b>Title:</b>					<p>Externals may not be drawn from individuals with an association with the College, subsidiary companies, or their staff or students; nor anyone who has fallen into this category within the last five years.</p> <p><b>A rationale</b> is required to demonstrate on-going involvement in HE, if the nominee is retired or no longer works in a HE context.</p>
<b>First Name:</b>					
<b>Preferred Name (if applicable):</b>					
<b>Surname:</b>					
<b>Nationality:</b>					
<b>Present Post (or most recent, if retired):</b>					
<b>Organisation:</b>					
SECTION 2 – APPOINTMENT					Essential Notes
<b>2.1 As Subject External Examiner – YES/NO (please select)</b>  <b>Full Programme/Subject Title (for inclusion on contract, if approved):</b>  <b>Subject(s) Pathways/Modules to be Examined:</b>					<p>Please give details of the number of modules/credits to be covered to provide reassurance on the question of workload.</p> <p>Note that the College's <a href="#">appointment criteria</a> state that the number of credits an examiner is to be appointed for should not normally exceed 360 credits in any one academic year. If it is proposed that the number of credits is between 361-480, a <b>rationale will be required</b>, which should include the details of the <b>cohort size</b>, and a <b>confirmation email</b> from the nominee that they are confident of being able to cover the workload.</p>
<b>Module Code</b>	<b>Module Title</b>	<b>Level</b>	<b>Cohort Size*</b>	<b>Credits</b>	
<b>Total number of credits</b>					
<p>*Please complete if number of credits proposed exceeds 360.</p> <p><b>Programme/Subject/Pathway Co-ordinator:</b>                      Telephone Number:                      Email Address:</p>					
<b>2.2 As Award External Examiner – YES/NO (please select)</b>  <b>Full Award Board Title (for inclusion on contract, if approved):</b>					<p>The College's criteria for selection and appointment state that an Award examiner must be fully conversant with the College's regulations and standard regulatory policies and practices across the sector. <b>A rationale</b> will be required if the examiner has no / less than one academic year's experience of external examining experience at another UK Institution.</p>
<b>2.3. PROPOSED HONORARIUM</b>  <b>Subject External Examiner's Honorarium: £</b>					<p>Guidance on the payment of <a href="#">honorarium is available</a>.</p>

<b>Award External Examiner's Honorarium (if applicable): £</b>																						
<b>2.4 PROPOSED PERIOD OF APPOINTMENT</b> (Please specify if period of appointment as Award External is different) <b>From:</b>  <b>To:</b>		Appointments normally run from 1 August to 31 October (UG) and cover no more than four academic years: if non-standard dates are proposed, please attach a <b>rationale</b> .																				
<b>2.5 EXAMINER TO BE REPLACED</b>  <b>Name:</b>  <b>Place of Work:</b>  <b>Date of expiry/resignation from appointment:</b>		An examiner may not normally be drawn from the same institution/organisation as the examiner to be replaced. A proposal for an exception to this rule must be accompanied by a <b>rationale</b> .																				
<b>2.6 OTHER EXTERNAL EXAMINERS IN THE SAME SUBJECT AREA</b> Please list the name and home institution of any additional externals in the same or a closely related subject area. Please also confirm these details for the relevant Award External  Applicable/ Not Applicable – please select.		An examiner may not be drawn from an institution in which the subject area concerned has been the source of examiners in the past five years.																				
<table border="1"> <thead> <tr> <th>Name</th> <th>Programme/Award Board</th> <th>Home Institution</th> <th>End date of contract</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Name	Programme/Award Board	Home Institution	End date of contract																	
Name	Programme/Award Board	Home Institution	End date of contract																			
<b>SECTION 3 – DETAILS AND EXPERIENCE</b>		<b>Essential Notes</b>																				
<b>3.1 NOMINEE'S CONTACT DETAILS</b>  <b>Preferred contact address: Work / Home Address (please delete, as appropriate)</b>		Please provide postal address for contract. Examiners are not obliged to give us home contact details but they are very useful over the Summer period when academic staff are not necessarily in their offices.																				
<table border="1"> <tr> <td><b>Address for Correspondence:</b></td> <td> </td> </tr> <tr> <td><b>Telephone (Work):</b></td> <td> </td> </tr> <tr> <td><b>Telephone (Home):</b></td> <td> </td> </tr> <tr> <td><b>Mobile:</b></td> <td> </td> </tr> <tr> <td><b>Email:</b></td> <td> </td> </tr> </table>			<b>Address for Correspondence:</b>		<b>Telephone (Work):</b>		<b>Telephone (Home):</b>		<b>Mobile:</b>		<b>Email:</b>											
<b>Address for Correspondence:</b>																						
<b>Telephone (Work):</b>																						
<b>Telephone (Home):</b>																						
<b>Mobile:</b>																						
<b>Email:</b>																						
<b>3.2 QUALIFICATIONS</b>																						

Please provide the details of all relevant qualifications and memberships.

**Academic/Professional Qualifications:**

Qualification Title	Awarding Body	Date Awarded

**Professional Body Membership**

Membership	Awarding Body	Date Awarded

**3.3 ACADEMIC/EMPLOYMENT EXPERIENCE**

**Academic:**

Title/Role	Institution	Dates

**Non-Academic:**

Title/Role	Company/ Professional Body	Dates

Normally, the nominee should have a minimum of three years' experience of internal examining experience at the appropriate level.

**3.4 EXTERNAL EXAMINING EXPERIENCE**

Please note that this is for taught programmes only and **does not** include External Examining for PhD/research programmes or External Advisor experience. Details of these should be included in section 3.6.

**Previous Experience:**

Institution	Award Title	Dates of Appointment

**Current Experience:**

Please list all appointments held, indicating current appointments.

- A rationale** of appointment, with details of how the nominee will be inducted and supported, will be required if the nominee:
- Has no external examining experience at a UK Institution.
  - Has less than one academic year's external examining experience.
  - Has no external examining experience within the last five years.
  - Has no external examining experience at the required level in the subject area concerned.
  - Has two current and substantial external examining appointments.

Institution	Award Title	Dates of Appointment	The nomination will not normally be accepted unless the rationale confirms that the nominee has relevant internal examining experience or will be working with an experienced team.
<p><b>3.5 GENERAL EXPERIENCE</b> Please complete this box or attach / link to an up-to-date CV.</p> <p><b>Link to CV:</b></p> <p><b>Experience of Quality Procedures (including External Advisor, PhD Viva/Research External Examining, or Internal Examining experience):</b></p> <p><b>Experience of Programme Management/Subject Leadership:</b> (Please specify whether HND/FD/Degree Apprenticeship/Degree/PG level)</p> <p><b>Other (e.g. employer groups, QAA audit/review)</b></p>			
<b>SECTION 4 - RATIONALE</b>			
<p><b>4.1 If a rationale is required to support this nomination, please include it here or attach a copy as a separate document.</b></p> <p><b>Not Applicable/ Attached (please delete)</b></p>			
<b>SECTION 5 – RIGHT TO WORK</b>			<b>Essential Notes</b>
<p><b>5.1 Does the nominee require permission to work in the United Kingdom?</b></p> <p><b>Yes/No</b> (delete as appropriate)</p> <p>The nominee is required to provide a scan or photocopy of their passport (personal details page) and visa/residence permit (both sides, if appropriate) with this nomination form.</p> <p>Upon their first visit to the University, the nominee will be required to present their passport and visa/ residence permit (if appropriate) for a visual check. The nominee must provide original documents on this occasion.</p>			<p>In order to meet Home Office requirements the University is required to obtain written confirmation of the nominee's right to work in the UK and scans of their original documents.</p> <p>Further details of the procedure can be found on <a href="#">here</a> and on <a href="#">gov.uk's webpage</a>.</p>
<b>SECTION 6 - DECLARATION</b>			<b>Essential Notes</b>
<p><b>6.1 Has the nominee had any association with the College or its partners in the last 5 years?</b></p> <p><b>Yes/No</b> (please delete, as appropriate)</p> <p>If yes, please provide details here:</p>			<p>The College's criteria for the <a href="#">selection and appointment of external examiners</a> provides guidance on associations that could potentially compromise the impartiality of judgement and are therefore not acceptable. This includes involvement in the delivery of an agreed progression</p>

	route for students from the programme.
<p><b>6.2 I confirm that the above information is correct.</b></p> <p><b>Signed (Nominee):</b> If you do not have an electronic signature, please provide an email with this nomination with the following statement: 'I confirm the details of the attached form are correct'.</p> <p><b>Date:</b></p>	Please note that the University cannot accept a typed signature.