



EXTERNAL EXAMINER HANDBOOK

Version 4 – December 2016

1. Appointment and re-appointment

External Examiner appointments are made by the Quality and Standards Committee, which is a sub-committee of Arden University's Academic Board.

External Examiners are drawn from such institutions, industry and professions as befit the particular programme content in order to provide for appropriate scrutiny.

External Examiner appointments are made in line with the national criteria for appointment published by the QAA in the UK Quality Code for Higher Education Chapter B7: External Examining and in accordance with Arden University Quality Assurance Document QA 42 – Nomination and Appointment of External Examiners.

Once your nomination has been approved by the Quality and Standards Committee, you will receive an External Examiner appointment pack.

The pack contains a formal contract letter, acceptance/bank details form; expenses claim form, a copy of Arden University's regulatory Framework, and relevant documentation for the programme/programmes of study for which you are responsible.

The contract letter will include:

- Details about the duration and tenure of your appointment.
- Details of briefing and induction.
- Your fee and payment details.
- Access details to Arden University's online systems.

The appointment will initially be for 4 years with the option to be reappointed exceptionally for a further year to provide continuity. Reappointment is conditional on the receipt of the reports from the previous years. External Examiner appointments do not normally exceed five years in total.

It is the responsibility of Programme Leaders to ensure the timely nomination of External Examiners for both new and continuing programmes.

2. Contact details

Please keep us informed of any changes to address by email, so we can keep in contact and pay you.

3. Briefing, Induction and Support

All new External Examiners will be invited to a briefing and induction session normally held at Arden University's offices in Coventry, but may also be conducted online.

Briefing and induction is normally undertaken by the Programme Leader and/or Academic Programme Director and the Quality Manager on a one-to-one basis with each new External Examiner. The induction process is designed to cover topics outlined in the External Examiner Handbook and ensure the Examiner is able to familiarise him/herself with Arden

University's assessment processes, regulations, delivery model, systems and Subject Board practices. Where a number of External Examiners are appointed at the same time, a more formal group induction may be conducted. Additional support is provided to Examiners throughout the period of their appointment by Quality Manager and his/her team.

Prior to, during and /or after the briefing you will be supplied with:

- A copy of approved programme and/or module specifications together with any other relevant documents.
- A copy of Arden University's Learning, Teaching and Assessment Strategy.
- Minutes of previous Subject Board(s).
- Relevant sections of Arden University's Quality Assurance Schedule providing key dates for meeting of the Subject Board(s), approval of assessments, provision of access to student work, etc. for the current calendar year.
- Information about the External Examiner's role in relation to the examining team as a whole.
- Training in the use of isystem.
- Relevant documents from any PSRBs or external validation bodies, if applicable.
- A copy of predecessors' report(s) (if applicable).
- A copy of the annual monitoring report of the relevant programme of study/route, if applicable.
- Sample assessments – pre-agreed samples of student work will be made available to allow sufficient time for scrutiny prior to each meeting of the Subject Board.

Details of the module(s), programme(s) and/or award(s) for which you will be responsible will be agreed with the Quality Manager during the course of your appointment and/or induction and may thereafter be reviewed and/or updated. From time to time, Arden University will provide External Examiners with any updates on assessment policy and procedures.

4. Arden University Regulatory Framework

Once registered as a member of Arden University's online systems you will have access to Arden University's Regulatory Framework and other documentation relevant to your appointment.

5. Expectations of an External Examiner

Consistent with the QAA's UK Quality Code for Higher Education - Chapter B7: External Examining (Dec-2011), the expectations of an External Examiner are to provide informative comment and recommendations on:

- Whether or not Arden 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.

- Whether or not the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with Arden University's policies and regulations.
- Whether or not the academic standards and the achievements of students are comparable with those in other UK higher education institutions of which the external examiners have experience.
- Good practice and innovation relating to learning, teaching and assessment observed by the external examiners.
- Opportunities to enhance the quality of the learning opportunities provided to students.

You will be provided with a report template specifying all items for comment and a schedule for completion of reports.

Related links:

UK Quality Code for Higher Education - Chapter B7: External Examining (Dec-2011)
<http://www.qaa.ac.uk/en/Publications/Documents/quality-code-B7.pdf>

UK Quality Code for Higher Education - Chapter A5: Externality (Dec-2011)
<http://www.qaa.ac.uk/en/Publications/Documents/quality-code-A5.pdf>

UK Quality Code for Higher Education - Chapter B6: Assessment of students and the recognition of prior learning (October 2013):
<http://www.qaa.ac.uk/en/Publications/Documents/quality-code-B6.pdf>

6. Duties of an External Examiner

As part of our emphasis on externality, External Examiners play a critical role in providing impartial and independent advice and providing informative comment on the academic standards made in our name and on student achievement in relation to those standards and, thus, providing meaningful contributing to the ongoing development of our higher educational provision.

To that end, it is the responsibility of External Examiners to review and report on standards and quality at both module and award level.

External Examiners are appointed to either:

- a) A Subject Board, as required by Arden University's Regulatory Framework

OR;

- b) A Subject Board and the Arden University Award Board, as required by Arden University's Regulatory Framework. The Quality Manager is responsible for ensuring that sufficient External Examiners are nominated for appointment to the Awards Board. A minimum of one External Examiner from each Subject Board is appointed to the Awards Board.

Your role will require you to undertake the following duties:

- Review and approve the module assessments compiled by the Internal Examiners, in line with pre-agreed quarterly timeframes set out annually in Arden University's Quality Assurance Schedule (QAS). Your endorsement of these will be sought in advance of the release of those assessments to students.
- Review samples of assessed student work, the size and composition of which will be agreed in advance with the Quality Manager. Student work along with comments from markers and internal moderators will be made available to you via isystem normally at least one week prior to the meeting of the Subject Board. You will also have access to full mark sheets and may request additional (or all) student work, if you wish.
- Review the assessed work according to a scope agreed at the briefing meeting.
- Report to the Quality Manager or nominated Programme Co-ordinator any issues that require resolution in advance of a meeting of the Subject Board, including, for example, in cases where you feel unable to endorse assessment decisions.
- Be a member of the Subject Board and attend a minimum of three scheduled meetings in line with the Quality Assurance Schedule.
- Endorse assessment outcomes and formally report such endorsement to the boards for formal minuting. In the case of an External Examiner being unable to endorse such decisions then they reserve the right to make independent representation to the Chief Executive Officer of Arden University (head of the institution).
- Contribute to enhancement and development of the programme through discussion with and feedback to the programme team.
- Report on the level and standard of the award, the standard of student performance and the soundness and fairness of processes for the assessment, and other items as specified in the reporting template(s). Initial comments to be considered at meetings of Subject Board(s).
- Submit a formal annual report to the Head of Academic Affairs at Arden University within two weeks of the meeting of the relevant Subject Board in accordance with the Quality Assurance Schedule. Please note that reports will be published to students and it is therefore advised not to make reference to individual students or staff members in the report. Where such reference is made, Arden University reserves the right to edit such detail prior to publication.
- By arrangement, attend any oral and practical assessment or interview in addition to those at which their attendance is agreed.
- Perform such other special duties as may be agreed.
- In the event of any serious concern, you have a right to raise such matters directly with Dr Philip Hallam, Vice-Chancellor of Arden University, if necessary by means of a separate confidential written report. In the event of a serious concern relating to systemic failings with the academic standards of a programme or programmes and has exhausted all published applicable internal procedures, including the submission of a confidential report to the head of the institution, you may invoke QAA's concerns scheme or inform the relevant professional, statutory or regulatory body.

Where appointed to the Awards Board, in addition to the above you will also undertake the following duties:

- Be a member of the Awards Board and attend scheduled meetings in line with the Quality Assurance Schedule.
- Endorse award outcomes and student achievement decisions of the Awards Board(s) and formally report such endorsement to the boards for formal minuting.

Report annually on the effectiveness of the processes of the Awards Board

7. External Examiner's Reports

After each assessment period, following the completion of your sampling, , you are required to complete a report using the online template provided. Your report will be available for discussion at the Subject Board.

You are also required to complete a formal annual report in accordance with the Quality Assurance Schedule.

Your report will be available for discussion at the Subject Board/Awards Board and by the Course Committee, Quality and Standards Committee, staff, students and may be requested by certain external organisations, including the Quality Assurance Agency, and professional and statutory bodies. It may also be supplied to an incoming External Examiner.

8. Conflict of Interest

During the appointment process, every effort will be made to identify and resolve any potential conflict of interest. If External Examiners have any concerns in this regard, they should raise them with the Head of Academic Affairs at the earliest opportunity. Where a conflict of interest arises during a term of office which cannot be resolved, normal practice would be for the External Examiner to resign. However, as a last resort an institution may terminate an appointment to protect the independence of its external examining arrangements in line with termination procedures described below.

9. Termination, interruption of appointment, and premature termination

If you wish to interrupt your appointment for a defined period of time or are unable to fulfill your duties as an External Examiner, we ask that you put this in writing to the appropriate programme contact and the Head of Academic Affairs at Arden University.

In line with the terms of your appointment, Arden University may terminate appointments at any time on any of the following grounds:

- Discontinuation of the provision for which the External Examiner was appointed.
- Irretrievable breakdown in the relationship between the External Examiner and Arden University.
- Persistent unavailability/inability to perform duties (e.g. non-submission of reports within a reasonable timescale, provision of incomplete reports, and/or failure to attend an Subject Board without good reason).
- New conflict of interest following a change of circumstance of the Examiner.

- Other grounds, as applicable, put forward by the Academic Programme Director.

Termination decisions require the approval of the Quality and Standards Committee.

Neither the raising of well-founded concerns about academic standards, nor the submission of a confidential report to the CEO (whether or not followed by the submission of a concern to QAA or a relevant professional body), is a valid ground for termination.