

5. This policy incorporates:
- criteria for the appointment of External Examiners
 - the rights and responsibilities of External Examiners
 - arrangements and procedures for the appointment of External Examiners.

Criteria for Appointment

6. The External Examiner is perceived as a key individual in the maintenance of academic standards and the University therefore seeks evidence of 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 in those whom it nominates to undertake the role.

The External Examiner has the right:

- to be briefed by the Course Leader on their tasks as soon as possible either in person or virtually. In cases of Practice Assessment, the External Examiner has the right to visit one or more practice locations. (The Course Leader should normally make contact with the External Examiner within two weeks of notification to the School or partner institution that an appointment has been made);
- to be informed of dates of Assessment Boards, and any subsequent changes in dates, in a timely manner;
- to continued updating by the Course Leader regarding changes in content or practice within the course in question;
- to be consulted about any proposed changes to assessment regulations directly affecting students currently on the course. The University of Suffolk retains the authority to consider and approve all changes to regulations;
- to be consulted about any proposed changes associated with re-approval or modification processes for the course in question, and be provided with revised course documentation following the completion of these processes.
- of access to all draft assessment materials which they have to verify and the right to suggest appropriate revisions in accordance with the *Assessment Moderation Policy*;
- of access to all assessed student work which contributes summatively to the award classification/grading;
- of access to course materials including definitive course records and module specifications;
- to meet with internal examiners (either virtually or in person) prior to the Assessment Board;
- to conduct or attend a viva voce examination of any candidate where, in exceptional cases, the assessment regulations allow. It is not standard University of Suffolk practice to conduct viva voce examinations;
- to meet with students if this is a requirement of the relevant PSRB; where such meetings are not a requirement, course teams are expected to make best efforts to facilitate opportunities for External Examiners to meet with students.
- to participate in decisions relating to cases of proven cheating/assessment offences in accordance with the *Academic Misconduct Policy*;

- to be informed by the Course Leader of the arrangements for Recognition of Prior Learning (RPL)

21. The subsequent Course Leader response and action plan, once approved by the Deputy Academic Registrar (or their nominee), will be

28. Where necessary, overnight accommodation for External Examiners will be booked and paid for by the relevant School or partner institution.

Fees

29. Fees will normally be paid for each completed annual report. Exceptionally, where courses have multiple cohorts in each year (three or more) with large student numbers, alternative payment arrangements may be employed. Administration of fees is carried out by Registry Services.

30. The level of fees will be determined by agreement with the Deputy Academic Registrar and the School or partner institution. A record of agreed fee levels will be maintained by Registry Services. Changes to the standard fee rate will be made in consultation with the Quality Committee.

31. No External Examiners shall receive any payments other than those approved by the Deputy Academic Registrar.

Appointment of External Examiners

32. All External Examiner appointments must be agreed by the Deputy Academic Registrar and the School or partner on behalf of the Quality Committee and Senate. Where necessary the approval of external validating bodies and/or PSRBs will also be required before an External Examiner commences their duties.

33. The External Examiner's term of office will normally be one which allows the External Examiner to assess four annual intakes of students up to a maximum of four years. Appointments will usually commence on 1 September and terminate on 30 September, although alternative start and end dates are sometimes agreed where the course is offered under a non-standard academic calendar.

34. Where two or more External Examiners are employed on a course:

- a) explicit note should be made of the modules and awards to which each is appointed and any specific overarching course level responsibilities;
- b) where possible their appointments should be staggered for the sake of continuity.

Procedure

35. The Quality Team will advertise for vacancies, in line with the requirements identified in 4-15, and on the following timescale:

- for existing courses the External Examiner should be nominated during the final year of office of their predecessor to provide continuity of External Examiner activity;
- for new courses External Examiners should be nominated as soon as possible following the completion of the validation process.

Candidates will be required to submit an expression of interest and a CV. A short-list of potential nominees will be provided to the Course Leader for consideration and selection, if none are deemed appropriate then the Course Leader may request

- a copy of the rights and responsibilities of External Examiners
- information on how to access relevant University of Suffolk regulations, policies and procedures
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- its syllabuses and teaching methods;
- the methods of assessment and marking scheme;
- the regulations for the course including those concerned with opportunities for reassessment;
- the extent of Examiners' discretion;
- the institution's internal monitoring and evaluation procedures;
- external validating bodies' requirements and conditions of award;
- emphasis of the crucial role played by External Examiners as part of the broader WJEC system of quality assurance and enhancement

49. The information pack should include:

- information on the University of Suffolk and, where relevant, the partner institution, including travel information, accommodation, contact names and addresses;
- the course handbook(s) depicting the definitive course scheme, including course aims, philosophy, structure, regulations and syllabuses;
- published national subject benchmarks, where available;
- assessment materials from the previous year to include examples of:
 - examinations
 - major theoretical and practical assignments
 - project work;
- signposting to school or partner webpages providing contextual information and staff profiles.