

## STAFF, STUDENTS, FEES AND ASSESSMENT

### 4.3 EXTERNAL EXAMINERS

I. The same processes of:

- Nomination (see 4.3.1 External Examiners Nomination and Approval Form);
- Appointment (see 4.3.2 External Examiners Procedure 2016);
- Reporting (see 4.3.3 External Examiners Report Form);

are used for External Examiners with collaborative responsibilities as for External Examiners at the University. External Examiners for collaborative partnerships must have experience of the UK Higher education system, preferably as a member of academic teaching staff.

- II. Induction of External Examiners must be undertaken by a suitably qualified member of University of Buckingham staff.
- III. External Examiners will be consulted on all draft examination questions and coursework assignments that contribute to more than 25% of the overall assessment. External Examiners may therefore have the opportunity to inform ongoing practice, rather than just offering a retrospective viewpoint.
- IV. Double marking is required for all examination scripts, and any other assessments constituting more than 25% of the final grade. While the questions on all examination scripts are approved by external examiners when they are set, questions on other assessed work are normally only approved by external examiners where the work contributes more than 25% of the final mark.