

External Examiners Procedure

Nomination, Appointment and Induction

The QA Office provides guidance and support around Finding an External Examiner. Please refer to the QA Handbook for more details.

Nominations for External Examiners must normally be made at least six months in advance of the first diet of examinations that the examiner is due to moderate. Nominations must be made using the Nomination and Approval Form, which includes the criteria that candidates must meet to be appointed, and signed (electronically if possible) by the Head of Collaborations.

Departments are asked to ensure the form is completed as fully as possible, with reference to the candidate's Curriculum Vitae if necessary, to prevent further information needing to be requested on submission.

Approval for the appointment is sought from the Chairman of the Academic Advisory Council on behalf of the AAC and from the Pro Vice-Chancellor on behalf of Senate. This approval is recorded on the Nomination and Approval Form and the external examiner tracking spreadsheet held in the Collaborations Department.

Once approved, External Examiners are then sent their contract, payroll forms, FHEQ, and External Examiner's Handbook by the Collaborations Department.

On receipt of their signed contract, the new external examiner is invited to visit the University for their induction with the Head of Collaborations, the content of which is shown in the External Examiner Central Induction Programme.

Induction should take place in advance of the first session of external examining. At the induction, the external examiner is provided with additional documentation, including – the governance and academic structures of the University and the HEA Handbook on External Examining.

Examination Papers, Marking, Scripts, Exam Boards

Collaborative Partners must advise external examiners of dates of Examinations Boards at least six months in advance to ensure their attendance. They also need to advise external examiners of the dates when they will be required to approve draft examination papers well in advance.

Collaborative Partners should provide to their external examiners:

- Programme booklet
- Details of courses being examined
- Programme and Course Specifications
- School and Department Regulations
- Assessment Guidelines
- Sample Exam papers
- Marking and classification criteria
- Any other relevant information specific to the programme(s)

The Collaborations Department should ensure their new External Examiners have an electronic version of the current External Examiners' Report template as well as an electronic copy of an Expense Claim Form.

Moderation Form (EE Tracker) should be completed by the Collaborations Department for each External Examiner, so fees can be calculated and authorised.

Reports and Responses

External Examiners must submit their reports no later than one month after the meeting of the Board of Examiners. If their report is not received by the deadline, the Collaborations Department will write a reminder letter to the External Examiner. If there continues to be no response, the Deputy Vice-Chancellor will write to the External Examiner reminding him/her to submit their report.

External Examiners should email their reports to collaborations-external-examiners@buckingham.ac.uk. The Collaborations Department then reads and acknowledges and records the arrival of the report, referring any serious issues to the Deputy Vice-Chancellor. The receipt date of the report is entered into the External Examiner tracking system, and fees are paid.

The Collaborations Department sends the report to the relevant Link Tutor for consideration.

Annually the Collaborations Manager prepares an Overview Report for Senate (Unreserved Business), of principal issues arising from External Examiner reports, and recording good practice.

In accordance with new national guidance to enhance transparency to students Overview Reports will be published on the Intranet for all students to view. The criteria for appointment of External Examiners, and a list of institutions that our External Examiners are drawn from will also be published.

Fees and Expenses

Fees and Expenses are authorised and administered by the Collaborations Department, on receipt of completed Expense Claim Forms, (from the External Examiner). Expense Claim Forms should be returned to the Collaborations Department, University of Buckingham, Hunter Street, Buckingham, MK18 1EG, or scanned in and emailed to collaborations-external-examiners@buckingham.ac.uk

External Examiners are paid a fee for attending the Examination Board, plus a one off appointment fee, as shown on the Payment for Taught Course External Examiners fee schedule.

The External Examiners' budget is monitored centrally by the Collaborations Department.

Terms of Office, Resignations, Extensions

The Collaborations Department reminds Collaborative Partners when the terms of office of External Examiners fall due for renewal. Queries regarding the Terms of Office for External Examiners should be directed to the Collaborations Department. If External Examiners wish to resign their post, they must (if possible) give at least six months notice, in writing, to the Collaborations Department. Extensions to External Examiner contracts will only be considered in exceptional circumstances, and not normally be for more than one year.

Supporting Documentation

- *Nomination and Approval Form for External Examiners*
- *Contract Template*
- *QAA Framework for Higher Education Qualifications*
- *External Examiner's Handbook: External Examiner's Code of Practice*

- *Academic Misconduct Policy, General Regulations (First Degrees)*
- *General Regulations (Higher Degrees)*
- *Academic Misconduct Policy*
- *Examination Rules for Candidates*
- *External Examiner Central Induction Programme*
- *External Examiners Report Template*
- *P46 and Payroll Details Form*
- *Expense Claim Form*
- *Payment for Taught Course External Examiners fee schedule*