



# EXTERNAL EXAMINERS POLICY

1 External Examiners Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with

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ensure that external examiners are provided with the information to make their judgements).

- ◁ competence and experience relating to the enhancement of the student learning experience.

9.2 An External Examiner should have enough recent external examining or comparable experience to indicate an ability to make an effective contribution to the assessment process.

If the proposed External Examiner has no previous external examiner experience at the appropriate level, the application should be supported by either:

- ◁ other similar external examining-type experience;
- ◁ internal examining experience; and/or
- ◁ other relevant and recent experience likely to support the external examiner role.

If an External Examiner is employed in private practice and has not had recent teaching experience, they should instead have extensive practitioner experience in the subjects to be examined.

If an External Examiner is appointed with no previous examining experience, the University will provide them with appropriate forms of support to enable them to fulfil their role effectively. These may include:

- ◁ opportunity to discuss their role with members of the relevant programme team or Registry;
- ◁ mentoring by an experienced External Examiner; and/or
- ◁ peer support from a fellow External Examiner on the same programme (or same subject on a related programme).

9.3 *Conflicts of Interest*

Except under 10.1 below, the University will not appoint as External Examiners anyone in the following categories or circumstances:

- ◁ a member of a governing body or committee of the University or one

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evidence of their continuing involvement in the academic area in question, sufficient to meet the criteria listed above.

### **Duties of the External Examiner**

- 11 The University ensures that External Examiners are fully and clearly briefed and are provided with sufficient evidence in order that they may properly fulfil their role. This is communicated to





### **Consideration of the Reports by the University**

- 18 The reports produced by the University External Examiners are considered by the relevant programme teams and by the Academic Monitoring Sub-Committee.
- 19 External Examiners receive a considered and timely response to comments and recommendations set out in their external examiner reports. External examiners are advised of any actions to be taken to address issues raised in reports or, where relevant, the reasons for not taking actions.

### **Availability of Reports to Students**

- 20 The University makes available to students External Examiner reports which have been prepared by External Examiners to report to the University (other than any confidential report made directly to the programme team or to the Vice Chancellor or Academic Registrar of the University).

### **Contribution of External Examiners to periodic review and programme approval**

- 21 The University supports and values the involvement and feedback of External Examiners in all aspects of programme review and approval in order to enhance the student learning experience.

### **Responsibility for the provision**

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## Version history

Version	Amended by	Revision summary	Date
V1.0	Assistant Academic Registrar	Initial drafting	31/05/13
V1.1	Director of Programmes	QA review	05/07/13
V1.2	External Consultant	Coherence activity amendments	06/09/13
V1.3	Academic Registrar	Review	25/09/13
V1.4	Student Officer	Review	04/11/13
V1.5	Academic Board	Approval	