

## **Guidance IG(i)**

# **Responsibilities of faculties and central University departments in the external examining process**

	<b>School/Department</b>	<b>QAE (Quality Assurance and Enhancement)</b>	<b>Faculty</b>
Appointment of Subject external examiner	Nominates subject external examiners having checked against the appointment criteria.	QAE scrutinises nomination against criteria and approves or rejects nomination.	Associate Dean recommends nomination for approval by QAE.
Appointment of Programme Assessment Board/ Higher & Degree Apprenticeship external examiner		Nominates PAB/ HDA external examiners having checked against the appointment criteria. QAE scrutinises nomination against criteria and approves or rejects nomination.	
Induction of Subject EE (External Examiner)	<ul style="list-style-type: none"> <li>• Arranges local induction.</li> <li>• Discusses and agrees an annual schedule of work with the external examiner.</li> <li>• Signposts external examiner to programme/module documentation.</li> <li>• Liaises with external re: actual input to assessment process/dates of meetings/course /module level information.</li> </ul>	<ul style="list-style-type: none"> <li>• QAE arranges University level induction event for new Subject External Examiners.</li> <li>• QAE sends predecessor's annual report to newly appointed EEs (External Examiners).</li> <li>• QAE sets up the EE on EERS (External Examiners Reporting System), issues their contract and appointment letter, carries out the right to work check and sets up their access to systems.</li> </ul>	

	<b>School/Department</b>	<b>QAE (Quality Assurance and Enhancement)</b>	<b>Faculty</b>
Induction of PAB/ HDA EE		<ul style="list-style-type: none"> <li>• QAE arranges University level induction events for new PAB/ HDA External Examiners.</li> <li>• QAE sets up the EE on EERS, issues their contract and appointment letter, carries out the right to work check and sets up their access to systems.</li> </ul>	
Subject External Examiner report	<ul style="list-style-type: none"> <li>• Receives external examiners' reports and responds to any feedback at the annual schedule of work meeting or during other contact points.</li> <li>• Reflect on EE report as part of KCEP.</li> <li>• If applicable, ULO (University Liaison Officer) sends EE report to collaborative partner and liaises with PLO (Partner Liaison Officers) regarding any responses.</li> </ul>	<ul style="list-style-type: none"> <li>• QAE checks (e.g. for staff/ student names) and circulates reports to all relevant members of the faculty.</li> <li>• QAE refers serious concerns to Head of QAE and Pro Vice-Chancellor (Education).</li> <li>• Assistant Registrar QAE prepares annual report highlighting any generic issues/areas of good practice that are raised.</li> <li>• QAE authorises fees and expenses of external examiners.</li> </ul>	Associate Dean receives all reports.
PAB/ HDA External Examiner report		<ul style="list-style-type: none"> <li>• Receives PAB/ HDA external examiners' reports.</li> <li>• QAE highlights any issues raised in the report and discusses with the Regulations, Assessment and Student Casework team (RASC).</li> <li>• QAE refers serious concerns to Head of QAE, Academic Registrar</li> </ul>	

	School/Department	QAE (Quality Assurance and Enhancement)	Faculty
		<ul style="list-style-type: none"> <li>and Pro Vice-Chancellor (Education).</li> <li>Assistant Registrar QAE reads all reports and prepares annual report highlighting any generic issues/areas of good practice that are raised.</li> <li>QAE authorises fees and expenses.</li> </ul>	
Response to Subject External Examiner's report (where required for PSRB)	<ul style="list-style-type: none"> <li>Course Leader(s) writes formal response and sends to Head of Department for approval.</li> <li>Head of Department and Head of School formally approve the response.</li> <li>Head of Department (or their nominee) sends the response to the external examiner and copied in QAE.</li> <li>If applicable, ULO sends EE response to collaborative partner.</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>Stores response in PSRB repository</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Response to PAB/ HDA External Examiner's report		<ul style="list-style-type: none"> <li>Provides written response to external examiner on points raised, in liaison with RASC team.</li> <li>If an external examiner's annual report highlights any issues of serious concern, QAE alert the Pro Vice-Chancellor (Education) and will draft a response (in liaison with RASC for PAB EEs) for approval by the Pro Vice-Chancellor (Education). The PVC (Education) may also recommend an</li> </ul>	

	School/Department	QAE (Quality Assurance and Enhancement)	Faculty
		Internal Quality Audit (see section E) if comments suggest that there are other related matters to investigate.	
Payment of all External Examiners		<ul style="list-style-type: none"> <li>• QAE authorises annual fee on receipt of report.</li> <li>• QAE authorises expenses submitted by examiner (together with receipts).</li> </ul>	
Confidential letter to the VC (Vice Chancellor)		An acknowledgement letter is sent to the examiner from the VC within one week of receipt of the letter submitted by the external examiner. The VC will respond to the external examiner within four weeks of receipt of the letter.	The Associate Dean (or QAE for PAB/HDA EEs) to provide all necessary information to the PVC (Education) and the Head of QAE within two weeks of the request.