

## **External Examiner Process**

### **1. External Examiners Nomination/ Extension/ Reallocation of Duties Process**

- 1.1. The University makes the Subject Standards Board (SSB) External Examiner (EE) appointments based on the criteria stipulated in the External Examiner Nomination Form. The nominating School should submit an EE nomination form (EEA1 for SSB EE or EEA2 for Award EE) and the curriculum vitae of the proposed EE. For Awards Examiners, submit an External Awards Examiner form with the CV of the proposed Examiner. The Dean of School, Head of the Subject or Chair of School Learning, Teaching and Quality (SLTQC) signs the nomination form before forwarding it to Academic Quality and Development (AQD). Forms submitted without full School authorisation will be returned.
- 1.2. Appointments are considered and approved by Academic Quality and Development on behalf of the University's Academic Board and the Vice Chancellor.
- 1.3. Appointments for Subject Standards Examiners are for four years in the first instance. At the request of the Dean of School (or their nominee), a four-year tenure can be exceptionally extended for an additional year however; there must be a clear rationale and justification for the extension request.
- 1.4. A Right to Work in the UK verification is essential, after a successful Right to Work check, a Contract for Services and Payroll form will be issued to the External Examiner along with links to the External Examiner handbook which details their role and responsibilities and other core information.
- 1.5. Appointments may be terminated early, at the request of either party or by agreement as per the Contract for Service.
- 1.6. Fees will not be payable where contractual responsibilities have not been carried out.
- 1.7. For EE extensions or re-allocation of duties, Course/Module Leaders should complete the extension/reallocation form (EER1) which must detail the specifics of the request and be signed by the EE before being submitted to AQD, who consider the request on behalf of the Academic Board and Vice Chancellor.

### **2. External Examiner Induction and Training**

- 2.1. External Examiner inductions are held remotely in Semester one each year, by Academic Quality Development. The induction outlines the External Examiner quality processes, the main functions of the External Examiner role, key reporting mechanisms and the process for claiming fees and expenses. Academic School colleagues will also provide each new External Examiner with an appropriate induction at a School level.
- 2.2. External Examiners will be updated on key University plans throughout the year, such as the Education for Justice Framework (ESJF), and the Academic Regulations.

2.3. Inspired by the success of the Inclusive Curriculum Framework, the Education for Social Justice Framework (ESJF) was launched in July 2020. The ESJF is a values-led framework, drawing on best practice in the sector and combining principles of inclusive pedagogy. The ESJF will be embedded in our External Examiner processes, including the nomination forms and annual reports.

### **3. Subject Standards Board (SSB)**

3.1. SSB meetings are to confirm academic standards at course level, confirming that students have been fairly assessed, that assessment has been fairly marked and moderated and that London Met's regulations have been followed. Subject Standards Examiners are required to attend relevant SSB which are held online using MS Teams. If an External Examiner is unable to attend the meeting, they are requested to confirm academic standards by submitting an *in-absentia* form to the Chair of the SSB before the meeting takes place.

### **4. External Examiners' Annual Report**

4.1. External Examiners are required to produce an annual report. Annual Reports are completed online using an MS Form, the link to the MS Form will be sent to all External Examiners by Academic Quality and Development.

4.2. External Examiners are requested to complete and submit their annual report within three weeks of the SSB.

4.3. The Course team will then be required to promptly complete an EE report response using the template from AQD (Form AQD028), responding to all of the comments raised by the External Examiner. This template must then be approved by the Dean of School and Head of Subject and sent to the External Examiner and AQD by the end of October.

4.4. If any urgent matters are identified, the Head of Subject will correspond with the External Examiner to resolve the issue. We ensure a thorough analysis on each External Examiner report by both our Course/Module Leaders and the Academic Quality and Development team. Comments from our External Examiners are taken on board by Course teams to enhance the learning experience for our students and the courses run by the University. This process is invaluable to both our Students and the University.

4.5. The Course Leader, and where relevant, our collaborative partners, uses SSE reports to assist the completion of the University's Course Enhancement process (CEP) and Continuous Monitoring processes with our collaborative partners. Full details of the monitoring processes are specified in the Quality Manual. Academic Quality and Development uses the data and comments from these reports and creates a final overall EE Annual Report that is considered by the Learning, Teaching and Quality Committee (LTQC) and subsequently the Academic Board.

4.6. The above mechanisms are in place to close the 'feedback loop' on matters raised by

External Examiners in their annual reports. However, it is recognised that an External Examiner might identify an issue which requires more urgent attention. In such cases, the External Examiner may address his/her concern directly to the Dean of School, Academic Registrar or Quality Manager with responsibility for External Examiners.