

EXTERNAL EXAMINING OF TAUGHT PROGRAMMES HANDBOOK

5. Participating in Programme/Department Assessment Progression and Awarding Committees

- 5.1 The External Examiner **shall** be a core member and attend meetings, whether virtually/online or in person/physically, of the Programme/Department Assessment Progression and Awarding Committee (P/DAPAC) associated with the programme(s) for which they provide external assurance of academic and, where relevant, professional standards. This Chapter should, therefore, be read in conjunction with [Chapter 7](#) of the Assessment, Progression and Awarding: Taught Programmes Handbook.
- 5.2 Where more than one P/DAPAC is held during an academic year, such as for modular, online, or Degree Apprenticeship provision, or where there is more than one cohort of taught students starting at different points during the academic year, the External Examiner **must attend at least one** meeting of the P/DAPAC. This may be virtually or in person, and their reporting on academic and, where relevant, professional standards at this meeting shall be deemed to apply to all instances of the module(s) and programme(s) under consideration during the academic year.
- 5.3 In addition to the main P/DAPAC meeting, the External Examiner **may** attend any preparatory meetings or subsequent meetings that are convened by the Chair of the P/DAPAC to discuss specific parts of the main P/DAPAC agenda, such as the need for scaling to maintain academic standards and the credibility of assessment and module outcomes over time (see [Post-Hoc Scaling Guidelines for APACs](#)). However, they are not required to attend such meetings if they are satisfied that the ancillary business of the P/DAPAC is being conducted in accordance [Chapter 7](#) of the Assessment, Progression and Awarding: Taught Programmes Handbook.
- 5.4 The External Examiner is not usually required to attend P/DAPAC meetings subsequently convened solely for the consideration of the outcomes for referred or deferred students (see [Chapter 11](#) and [Chapter 10](#) respectively of the Assessment, Progression and Awarding: Taught Programmes Handbook). They should, however, be satisfied that the business of those meetings will be conducted in accordance with [Chapter 7](#) of the Assessment, Progression and Awarding: Taught Programmes Handbook and

should already be satisfied of the academic standards and, where relevant, professional standards, of the modules and programme of study to which they are allocated.

- 5.5 When exceptionally, and for good reason, the attendance of the External Examiner at the relevant P/DAPAC is not possible by any means, such as when they have conflicting commitments at their own institution, their absence **must** be approved in advance by the Faculty Associate Pro Vice-Chancellor for Education (APVCE).
- 5.6 In such circumstances the External Examiner **must** provide written comments instead of being in attendance at the relevant P/DAPAC and these must include a record of the External Examiner's confirmation of proposed decisions in relation to scaling of module marks, progression and awarding.
- 5.7 Where the External Examiner's participation in P/DAPAC processes and/or attendance at the relevant P/DAPAC meeting is affected by Exceptional Circumstances, whether their own or those affecting the Institution, the policy set out in Chapter 9 of this Handbook on External Examining in Exceptional Years/Circumstances **may** be adopted, as necessary.