

EXTERNAL EXAMINING OF TAUGHT PROGRAMMES HANDBOOK

7. The Roles and Responsibilities of the University

7.1 Academic Departments

- 7.1.1 The Departmental Director of Education and Student Experience (DESE) **shall** ensure that every External Examiner has a named academic contact for the taught programme(s) for which they are to be nominated or have been appointed. This would usually be the Programme Director or the DESE themselves but may be another nominated member of academic staff closely associated with the programme.
- 7.1.2 The DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme, **shall** be responsible for nominating External Examiners, following the process set out by Education Policy, Quality and Standards (EPQS). Nominations, whether for new taught programme, or to replace External Examiners who are near the end of their period of appointment, shall be made in a timely manner to ensure continuity of the provision of external academic and/professional standards assurance.
- 7.1.3 In making nominations, the DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme **shall** assure themselves that their nominee meets the criteria for appointment as set out in Chapter 2 of this Handbook. In addition:
- i. Where the taught programme under consideration is accredited by a Professional, Statutory or Regulatory Body (PSRB) they should assure themselves that any additional criteria, or specific requirements for the role set by the relevant PSRB, can be met.
 - ii. Where the programme under consideration is a Degree Apprenticeship, they should consider any additional requirements for external examining of integrated or non-integrated apprenticeship assessments, such as up-to-date industry experience. If an External Examiner is also required for End Point Assessments (EPA) they should further consider whether the same External Examiner can fulfil this role or an additional External Examiner should be appointed.

- 7.1.4 Prior to nomination, the DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme, **shall** provide the prospective External Examiner with information on the roles and responsibilities, as set out in Chapter 3 of this Handbook and as summarised in the Role Descriptor and Candidate Brief. This is to enable the prospective External Examiner to make an informed decision as to whether or not to agree to the nomination and subsequently whether or not to accept the appointment.
- 7.1.5 On appointment, the DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme **shall** arrange and deliver an appropriate Department and programme-specific induction process for the External Examiner, whether online or in person. This should include access to, and navigation of programme-specific areas of the Exeter Learning Environment (ELE2) and any other systems to be used review a representative body of student assessed work and associated marking and moderation documentation.
- 7.1.6 During their period of appointment, the DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme **shall** provide a least one opportunity for the External Examiner to visit the relevant campus and the facilities and resources available to support teaching, learning and assessment on the programme(s) to which they are allocated.
- 7.1.7 Throughout their period of appointment, the DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme **shall** offer at least one opportunity per academic year, prior to the first Programme/Department Assessment, Progression and Awarding Committee (P/DAPAC), for the External Examiner to meet with staff and student representatives, where possible, whether online or in person, to gather feedback on their experiences of teaching, learning and assessment.
- 7.1.8 Throughout their period of appointment, the DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme, **shall** liaise with the External Examiner in relation to the provision of examination papers for prior review. They shall also provide direction, as and when required, to Education Support Services (ESS) on the provision of a representative body of assessed and moderated student work, including examination scripts, for review.

7.1.9 Throughout their period of appointment, the DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme **shall** keep the External Examiner fully informed of any significant curriculum or other developments on the programme(s), especially where these may affect programme or module level assessment activity.

7.1.10 Throughout their period of appointment, the DESE, Programme Director or other nominated member of academic staff closely associated with the taught programme, **shall** act as the named academic contact to review and respond to the Annual Report and any other reports, submitted by the External Examiner and shall notify EPQS at externalexamining-qs@exeter.ac.uk in a timely manner of who has been designated and any subsequent changes.

7.1.11 The named academic contact designated under 7.1.10 above **shall** complete the response to the External Examiner's Annual Report and any other reports within four weeks of being notified that the report is available for review. They will also ensure that the report is shared with the Programme Director (if different) and Programme Team, or other relevant staff (such as in the case of integrated Degree Apprenticeships), so that any recommendations are taken into account in the review and development of programmes and modules.

7.2 Education Policy, Quality and Standards (EPQS)

7.2.1 EPQS **shall** manage, in consultation with designated Departmental contacts and PS Connect, the required procedures for the nomination and appointment of all External Examiners for taught programmes. This shall include the provision of information, advice and guidance to all parties, as required, including on the systems to be used and information required.

7.2.2 Following appointment, EPQS **shall** provide institutional-level induction, development and guidance for all External Examiners which may be delivered synchronously and/or asynchronously. This shall include the following:

- i. The University's policies and procedures governing assessment, progression and awarding on taught programmes, as set out in the [Assessment, Progression and Awarding: Taught Programmes Handbook](#);

- ii. The University's policies and procedures governing the external examining of taught programmes, as set out in this Handbook;
- iii. The University's procedures for the completion and submission of Annual Reports, including access to, and navigation of, designated reporting formats and systems; and
- iv. The University's procedures for the receipt and/or claiming of fees and expenses for the undertaking of external examining roles and responsibilities, including access to, and navigation of, claims systems.

7.2.3 Throughout the period of appointment, and in consultation with designated Departmental contacts, EPQS **shall** manage the procedures for the completion of Annual Reports by all External Examiners. This shall include advising External Examiners that reports are available for completion and the timelines for their completion. EPQS shall also support the timely completion of Departmental responses to External Examiners' Annual Reports and ensure External Examiners are notified when this process has been completed.

7.2.4 EPQS **shall** make past External Examiner reports available on request, or via the designated system, for newly appointed External Examiners, Programme/Department Assessment, Progression and Awarding Committees (P/DAPAC), Professional, Statutory and Regulatory Body (PSRB) accreditation activity, Office for Standards in Education, Children's Services and Skills (Ofsted) inspections of Degree Apprenticeship provision, Office for Students (OfS) monitoring of End Point Assessment (EPA) of integrated Degree Apprenticeship programmes and other recognised purposes. Requests for Annual Reports, or access to Annual Reports within designated systems, should be submitted to externalexamining-qs@exeter.ac.uk.

7.2.5 EPQS, in consultation designated Departmental contacts and PS Connect, **shall** manage the procedures for the payment of annual fees to External Examiners on completion of their work for a given academic year and submission of their Annual Report and other reports. Fees will be payable in accordance with the University's agreed schedule of External Examiner fees.

7.3 Education Support Services (ESS)

7.3.1 ESS **shall** provide support to Departments and External Examiners by providing them with a dedicated Departmental administration team within each Hub/Info Point to ensure that they are able fulfil their roles and responsibilities as set out above and in Chapter 3 respectively, with a specific focus on the review of academic standards and/pr professional standards and participation in P/DAPACs.

7.3.2 On appointment, ESS shall signpost the External Examiner to, or provide them with, the following programme information to enable them to fulfil their roles and responsibilities:

- i. Programme Handbook(s) (or equivalent);
- ii. Programme Specification(s);
- iii. Module Descriptors;
- iv. Departmental assessment policies, practices and schedules
- v. Previous External Examiner's final report and the Departmental response;
- vi. Any other essential information relating to the type of the programme such as for Degree Apprenticeships or Online programmes; and
- vii. A list of Department/Programme contacts and their roles.

7.3.3 Under the direction of designated Departmental contact, ESS **shall** provide External Examiners with access to assessed and moderated student work, including coursework and examination scripts. Access to student work will be provided electronically via the Exeter Learning Environment (ELE2) or as scanned documents. Where an in-person meeting involving an External Examiner is taking place, examination scripts will be provided in hard copy if required. In providing access to student work, student anonymity will be maintained, as far as practicable, in line with the University's policies for anonymous marking set out in [Chapter 5](#) of the Assessment, Progression and Awarding: Taught Programmes Handbook.

7.3.4 ESS **shall** provide External Examiners with the dates and times of P/DAPACs and other meetings that they are required to attend, whether these are to be held online, hybrid or in person, as soon as they are agreed, to enable External Examiners to plan their attendance, taking account of teaching, learning and assessment commitments at their own Higher Education institution.

7.3.5 Where External Examiners attend P/DAPACs in person and/or when they are visiting campus in person for the purposes of reviewing facilities and resources or meeting staff and students, ESS **shall** support them in claiming reasonable expenses incurred in line with the University's [Expenses Policy](#) or other agreed schedule for External Examiner expenses.