

# External Examining – an overview

## About External Examining

External examiners confirm that:

- DMU's awards are comparable in standard to awards granted by other institutions
- They comply with national threshold standards
- The assessment of students is fair.

They are provided with appropriate evidence to make their judgements and are explicitly asked to confirm standards and the fairness of assessment in the annual reports they submit each academic session. In addition, external examiners provide advice on curriculum development.

### Who are they?

External examiners are subject experts appointed from other institutions or from industry and are normally in post for 4 years.

## Appointment Process

### Timescales

Examiners who are due to complete their appointments in the summer and autumn terms must be replaced by the **31<sup>st</sup> March** of the previous session. Those appointments completing in November and after must submit nomination forms no later than the **31<sup>st</sup> May**. Newly validated programmes must nominate an external examiner nomination form soon after the validation.

### How to appointment an external examiner

Allow sufficient time (at least 12 months) before an external examiner is due to start their term of office to identify a suitable external examiner of the appropriate calibre, appraise them of their role and then follow the correct university appointment procedures:

- Approach possible nominees
- Review appointment criteria
- Complete nomination, extension, reallocation of duties form and obtain internal endorsements from head of school/department and associate professor (quality)
- Associate professor (quality) emails form and internal endorsements to the Quality Officer (External Examiners) in DAQ and await decision from the External Examiner and External Roles Appointments Panel (EEERAP)
- Confirmation of approval will be sent by DAQ. The examiner is not formally in post until the examiner has accepted the appointment. Further confirmation of acceptance will also be sent by DAQ

## After appointment approval

### Information sent from DAQ

- Appointment letter
- Web link to the current [academic regulations](#)
- Web link to the current [General Regulations and Procedures Affecting Students](#)
- Web link to the guide to external examining at DMU
- University administrative arrangements for the operation of the external examining system
- A full checklist can be found on the [website](#)

### Information sent by the faculty/validation service partner

- Full programme and module specifications (templates)
- Programme information
- Professional body requirements (if applicable)
- Student handbooks
- Summary of review and evaluation reports
- Dates of assessment board meetings and timeline of expected work

## Role and Responsibilities

External examiners are specifically required to scrutinise and advise on curriculum development and design, standards and assessment.

### Role in assessment

Examiners are expected to:

- Be consulted on all draft assessments
- Sample work (see the [Assessment and Feedback Policy](#) for more information)
- Engage with the assessment boards

Whilst it is not a DMU requirement to meet students to assist in the evaluation of the appropriateness of assessment methodologies, examiners are advised to do so.

## Reporting

External examiners are required to submit written reports on an annual basis to the university using the standard [report proforma](#) within one month after the main assessment board and before payment of fees is authorised. Such reports should cover the full range of activities with which the examiner has been involved.

### How reports are processed

- Received centrally and shared with faculties and relevant collaborative partners by DAQ within 5 working days of receipt
- Detailed response sent from the board chair/programme leader after discussion at the management board. The response should be sent within 2 weeks of that meeting.
- An overview report will be written by DAQ and presented to the Quality Sub-Committee (QSC).

## Fees

Each faculty office has responsibility for paying all fees and expenses of its external examiners.

The annual fee is paid on receipt of an external examiners report and also on submission of the [claim form](#).

### Annual fee

£540.00

### In-person visit fee

one per year max

£90.00 per visit

## Useful resources

Publication	Website
A Guide to External examining at DMU	<a href="http://dmu.ac.uk/external-examiners">dmu.ac.uk/external-examiners</a>
Assessment & Feedback Policy	<a href="http://dmu.ac.uk/teaching-learning-assessment">dmu.ac.uk/teaching-learning-assessment</a>
Louise Newell, Quality Officer (External Examiners)	<a href="mailto:lnewell@dmu.ac.uk">lnewell@dmu.ac.uk</a>   x6076
QAA Quality Code	<a href="https://www.qaa.ac.uk/quality-code/advice-and-guidance/external-expertise">https://www.qaa.ac.uk/quality-code/advice-and-guidance/external-expertise</a>
Advance HE External Examiners Handbook	<a href="http://External-examining-Advance-HE-advance-he.ac.uk">External-examining-Advance-HE-advance-he.ac.uk</a>