

## The Department

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The Department, through its Head, is the **NOMINATING** body for new appointments and will be responsible for:

- ensuring that of its academic provision at discipline level is fully covered by an appropriate team of examiners
- making initial contact with the examiner and securing their agreement to work for the University
- completing the nomination form and supplying an examiner's current c.v. forwarding them for approval to the appropriate School committee/officer for consideration
- contributing to/arranging local level induction arrangements
- ensuring that the examiner receives materials for induction relating to the academic discipline, departmental and School procedures
- ensuring that appropriate assessments and samples of student work are sent to the examiner
- drafting and agreeing responses to examiner reports to the University where recommendations are Departmentally focussed or located strictly within the academic discipline(s) of the Department
- proposing extensions to appointments where appropriate to a maximum of one year beyond end of tenure dates
- informing School Quality staff and the LQU of changes to examiner's duties, early completions of tenure and reporting requirements

## The School

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The School is the **APPROVING** body, and approves nominations through its School Board or LQC. This internal process will provide the first independent check within the appointments system. Key School staff (specifically the Head and the Director of Learning and Quality and the Quality Assurance Officer) are responsible for

- ensuring that all nominations are vetted and where necessary recommending additional support or action from the Department prior to approving appointments. The School should refer back the nomination to the Department in cases where it perceives a potential conflict of interest or where it feels the nominee is inappropriate for other reasons for example such as lack of experience or too many examinerships already undertaken.
- approving the nomination of a new external examiner and signing out the nomination form indicating in which forum the approval was agreed.
- approving extensions to periods of tenure of up to one year
- forwarding the completed nomination forms and c.v. to the LQU
- setting the fee level for each examiner
- monitoring the level of response at departmental level and ensuring all examiners across the School receive responses to their reports
- contributing a response to examiner reports to the University where recommendations are focussed at School level
- considering the outcomes of external examining at least once per annum in an appropriate School forum.
- reporting on the outcomes of external examining and overall School actions to the University via the ARPD
- sending PAB /SAP schedules to examiners together with invitations to attend the University at appropriate times of the academic session.

## The Learning and Quality Unit

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In order to provide a final independent view of School approvals, all nomination forms and CVs are forwarded to the LQU, which, on behalf of the University LQC, will be considered the **RATIFYING** authority for *standard* nominations. The LQU is responsible for:

- maintaining a central register of all examiners and their appointments
- maintaining and developing the online examiner reporting system
- reviewing all nominations for compliance with the principles of appointment as outlined in the Academic Regulations.
- **RATIFYING** the appointment in cases where the appointment is fully compliant with the Academic Regulations by completing and sending out the contractual letter to the examiner
- bringing to the attention of the LQC/DVC (Academic Development) proposals which are not fully compliant with the University principles of appointment, where the appointment might lead to conflict of interest or where the appointment would of necessity require clarification or reconsideration of University principles.
- notifying the University's LQC of ALL appointments and provide a commentary on the outcomes of the process in the LQU's annual report on external examining to the University
- copying nomination forms to finance so that a finance record can be established and the examiner appointed to the University's payroll system.
- sending out a central University based induction CD
- providing a central perspective through attendance at Departmental/School based induction events
- coordinating responses to examiner recommendations in the annual report that are aimed specifically at cross School/Institutional issues
- reporting annually to LQC on the outcomes of the appointments process, the outcomes institutional recommendations incorporated into examiner reports and reporting process
- informing Schools when periods of tenure are about the end and requesting confirmation of examiners tenure to be extended
- sending reminders in respect of overdue reports
- Confirming with Schools at the commencement of session the current list of live examiners and whether a report is expected at the end of session

### Higher Education Coordinators in Partner College Network

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- Ensures responses to examiner reports which indicate College actions within the recommendations are posted onto the online system

### The University LQC

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The LQC is the institutional point of confirmation of appointments and where amendments to appointment criteria are approved in principle for incorporation into the Academic Regulations. It will:

- receive **notification** from the LQU of all appointments confirmed as compliant by the LQU as and when they occur
- review the full papers for appointments are identified as potentially not compliant with the Academic Regulations or which in any way may represent a conflict of interest
- Review and confirm the principles of appointment in the Academic Regulations as appropriate
- Retain the right to rescind appointments where the proposal for a new examiner is deemed to indicate a significant lack of conformity to the principles as laid out in the Academic Regulations.
- Receive and consider the LQU annual report on examining at the University

### **Changes to examiner duties and early end of tenure**

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The University LQU maintains the central register of active (current) or inactive (completed tenure) examiners.

All key changes that affect an examiners tenure that are agreed between Department, the School and the examiner should be reported to LQU so that the central register can be kept up to date. This specifically includes:

- Change of contact and other personal details (name, address)
- Change to period of tenure – all extensions must be signed out by the School
- Change of duties in respect of programmes to be examined
- Change of reporting requirements as a result of the above – is the examiner now expected to complete a second (or more) report(s)?
- Early end of tenure e.g. for health reasons or for discontinuation of the programme examined

### Submission of External examiners' reports

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All reports should be submitted via the University's online system

All undergraduate reports are expected to be submitted by 31<sup>st</sup> July

Submission of a report automatically sends out email notifications to key central, School and Departmental based staff, providing them with a link to access the system. These are:

Central:	DVC (Academic Development) Head of Learning and Quality Unit Learning and Quality Unit QA Managers
School	Head of School Director of Learning and Quality Head of Department Quality Assurance Officer
Partner College Network	HE Coordinator Nominated second staff member Administrative Officer

### Drafting Responses

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All responses to reports should be formal written communications; copied into or posted directly onto the online report system and made no later than 30<sup>th</sup> November.

Postgraduate Reports may be submitted in different timescales as the key quality events do not always take place within the same time-frame as standard undergraduate awards – being extended over more than one academic session for a Stage of study.

Any appropriate member of staff may prepare a *draft* responses to external examiner reports – e.g. a programme leader or link tutor – and Departments are encouraged to engage staff in taking ownership for drafting responses. However, on principle all responses should be agreed by the Head of the Department in which the programme/courses are located and in practice, Departments should ensure that they have in place mechanisms whereby the Head can take a view of the appropriateness of responses made before they are posted into the system

Schools are expected to ensure that all Departments respond in accordance with the timescales above

The LQU monitors the extent and quality of responses across the Institution.

The LQU will also review all examiner reports with the aim of identifying institutional issues that require redress at LQC and/or a coordinated response from Offices outside of the host School and coordinate the response to the examiner within the same timescales.