



Working with External Examiners

Guidance for University staff

(Revised September 2020)

Introduction

This guidance document is designed to signpost University staff to clauses in the QAA UK Code of Practice in order to provide practical support for working with external examiners. External examining is an important part of the University's quality assurance processes. Developing good working relationships with our external examiners is due to the continued contribution of University staff for which the University is grateful.

If you have any queries about external examining please direct them to Curriculum & Quality Department in the first instance, using the contact details below.

Best Wishes,

Curriculum & Quality Department
Summer Row
Birmingham
B3 1JB
Tel: 0121 232 4227 ext 2427
Email: j.reid@ucb.ac.uk

Using this document

This guidance is designed to supplement the University Code of Practice on External Examining. Where a section refers to a part of the Code of Practice the relevant clause is listed in brackets. The term 'School' is used throughout this document with reference to the various role and responsibilities but it is acknowledged that this might be at Programme, Departmental or University level.

In a number of sections the guidance advises you to contact us should any queries arise. Please use the contact details on p1 for this purpose.

1. External examiner appointments

a) Nominating an external examiner (2.1-2.7)

All nominations for an external examiner must be completed using either University College Birmingham's or The University of Birmingham's template, depending upon the programme to be examined, through Curriculum & Quality Development Staff only. Under no circumstances should staff outside of Curriculum & Quality Development contact potential nominees directly to offer external examiner roles. However, they can suggest that the potential nominee submit their CV to j.reid@ucb.ac.uk for scrutiny by the Executive Dean, being mindful of any potential conflicts of interest detailed in Appendix A. Each nomination form receives two levels of scrutiny to ensure it adheres to the nomination criteria as laid out in Appendix A of the Code of Practice on External Examining:

- i. at School-level where every nomination is selected and signed off by the Executive Dean;
- ii. approval at University level following scrutiny by the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) or their Deputy for University College Birmingham programmes and the Pro-Vice-Chancellor (Education) or their nominee, in conjunction with the University Registry for University of Birmingham programmes.

b) External Examiner right to work checks (2.5, 2.9, 2.11, 3.2)

As an employer, University College Birmingham has an obligation that all people regardless of nationality or immigration status who are employed by the University even for a limited period, and whose main employment may be with another employer, must have their documents viewed, checked and copies kept to demonstrate that they have the right to work in the UK. In order to safeguard the University from possible future civil penalties for employing illegal workers, document checks must be undertaken on all people employed at UCB.

Upon completion of the nomination form the proposed External Examiner will in the first instance be required to send a scanned colour copy of the documentation detailed in Appendix B. During the first visit, normally induction, the External Examiner will be asked to bring with them the original documents which were provided at the time of nomination. The validity of these documents should be checked in the presence of the External Examiner. Once the verifier of the documentation is satisfied that they are valid the photocopy should be signed and dated. All copies will be scanned and stored electronically for the duration of the contract and for one year after the end of the contract, the original photocopy will be confidentially shredded at the time of electronic upload.

Curriculum & Quality Department staff must take reasonable steps to check that the documentation provided by the External Examiner is genuine and is satisfied that the holder is the person named in the document(s) and that these allow them to undertake the duties required by the appointment.

The following checks must be made on the right to work documents:

1. Photographs and dates of birth are consistent across documents and that the checker is satisfied that these match up with the appearance of the person.
2. The expiry dates for permission to be in the UK have not passed.
3. Whether there are any work restrictions to determine that they are allowed to undertake external examining work.

4. Be satisfied that the documents are genuine, have not been tampered with and belong to the holder.
5. If there are two or more documents which have different names, the reason for the name difference is also provided (e.g. original marriage certificate, divorce decree absolute, deed poll), these should also be photocopied, signed and dated and copies retained.

External Examiners with evidence that falls into List B are required to provide evidence of any extensions granted or applied for should the expiry of the evidence occur during their 4-year contract. As with the nomination process, photocopies should be provided in the first instance and the original evidence subsequently brought to UCB for verification and copying at a mutually convenient time.

The **original, valid document(s) must be seen**. Clear photocopies must be taken of the relevant page(s) of the document(s) and the copies signed and dated by the verifier.

For passports or other travel documents, the following parts must be photocopied:

- Front cover and any page containing the holder's personal details. In particular, any page that provides details of nationality, their photograph, date of birth, signature, date of expiry or biometric details; and
- Any page containing UK immigration endorsements showing that the holder has permission to be in the UK and has the right to carry out the work required by the appointment.

All other documents must be copied in full, this includes both sides of a Biometric Residence Permit and a Residence Card (biometric format).

The photocopied documentation will be scanned and kept securely in the External Examiner's electronic database in Curriculum & Quality Department for the duration of their contract.

The original photocopies will be confidentially shredded once they have been scanned. All personal details held on an external examiner are securely disposed of 1 year after the end of their contract

If the above evidence checks have established that the individual is not entitled to work in the UK or their permission to stay in the UK does not allow them to undertake the work in question, then any offer of employment should be withdrawn.

Similarly, if the individual is unable or unwilling to provide the necessary paperwork then the offer of employment should be withdrawn.

If the checker is in doubt whether the individual's permissions are valid or genuine please contact Mr J Young University Secretary and Registrar.

c) Length of appointment / extension of appointment (2.9, 2.11)

The University appoints all external examiners for a standard term of 4 years. However, should an external examiner fail to fulfil their roles and responsibilities appropriately (e.g. through non-submission of the annual report) then their appointment can be terminated at any point during the 4 years. If a situation of this nature does arise the School should contact Curriculum & Quality Department to discuss how to proceed. All termination of appointment letters will be sent through the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) or their nominee for Examiners appointed to University College Birmingham programmes and the Pro-Vice-Chancellor (Education) or their Deputy for Examiners appointed to University of Birmingham programmes.

At the end of an external examiner's 4-year term there is the option, in exceptional circumstances, for the School to submit a request for a 1-year extension of appointment. Schools are required to explain in detail the reason for the extension request. The approval process for extensions mirrors that of the nomination process. For Examiners appointed by University College Birmingham this will be through the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) or their nominee. For Examiners appointed by University of Birmingham this is through the Pro-Vice-Chancellor (Education) or their Deputy.

c) Termination of appointment

The University reserves the right to terminate an external examiner's appointment at any point during their term should the external fail to fulfil their roles and responsibilities as laid out in the University Code of Practice. This may include; unexplained absence from Board of Examiners meetings, the non-completion of scrutiny of work samples, failure to complete the annual report in a timely fashion. Termination of appointment is viewed as a 'last resort' and the University does actively work with its external examiners to ensure this action would be in exceptional circumstances. The University also reserves the right to terminate any appointment that is not supported with the original right to work documents check as detailed in Point 1b of this guide.

d) Resignation (2.12)

During an external examiner's 4-year tenure there may come a point where they feel that, because of a change in their circumstances, they are unable to continue their duties as external examiner. If this should occur the University requires the external examiner to notify in writing, giving a three-month notice period. Letters of resignation should be sent to both Curriculum & Quality Department and Pro-Vice-Chancellor (Curriculum, Teaching & Learning) for examiners appointed to University College Birmingham and Curriculum & Quality Department (at UCB) and the Pro-Vice-Chancellor (Education) for Examiners appointed to University of Birmingham. If a School is informed of an external examiner's intention to resign they should contact Curriculum & Quality Department as soon as possible in order to agree plans for the appointment of their replacement.

e) Closure of Programme

The integrity and security of the learning process is a fundamental tenet of the UCB approach to quality. Whenever possible, where programmes are replaced or discontinued UCB will seek to maintain the 'contract' with those students by seeking to give sufficient notice that the last cohort of students are able to complete the final phase of their programme. If for strategic reasons the final cohort of students are unable to complete their current programme due to early closure, UCB will transfer those students onto another suitable and similar programme

with their agreement. In circumstances where programmes are brought to a close it will be necessary to end the contract of the External Examiner for this programme. Should the External Examiner only have this one programme responsibility, their contract will end before their 4-year term is completed.

f) Avoiding reciprocal arrangements (2.10)

It is important to ensure that the University avoids any potential conflicts of interest with its external examiners, such as reciprocal arrangements. Therefore, a central record is required to keep information as to where staff hold external examiner appointments. This information will be scrutinised by Curriculum & Quality Department when a new nomination is being proposed. This information is held in the Human Resources Department and will be updated on an annual basis.

2. Induction and Training

a. University Information (3.1-3.3)

On appointment, all external examiners receive a copy of the University's Code of Practice on External Examining and an accompanying guidance document. University College Birmingham Examiners are informed of their external examiner homepage (<https://www.ucb.ac.uk/about-us/external-examiners/>). University of Birmingham Examiners are informed of their external examiner homepage (www.birmingham.ac.uk/external). Both contain additional information pertinent to their appointment, e.g. annual report form, claim form for fees and expenses. The University does not re-issue the Code of Practice or guidance document to continuing external examiners year-on-year but does inform all external examiners of any changes to legislation or procedure.

b. School Information (3.4, 3.5)

Schools, in conjunction with Curriculum & Quality Department, should ensure they supply their external examiners with sufficient information to enable them to carry out their role

effectively. Clause 3.4 of the Code of Practice lists key information which should be shared with the external examiner at the earliest opportunity following their appointment. Schools may hold some of this information on the Portal or in electronic format and access to the appropriate sections will be provided by Curriculum & Quality Department. This has the advantage of giving the external examiner first-hand experience of how students access the School's information (e.g. handbooks or programme/module guides). It is also important to give a new external examiner some context as to the programme(s) to which they have been appointed. One key piece of information in this respect is access to the previous external examiner's report and the School's response and/or actions arising from the report. It is suggested that that School teams check with the external examiner early in their appointment to see if they are satisfied with the level of information that they received.

c. Timescales (3.7, 3.8)

Perhaps the most important information external examiners need is the timetable of their duties. These should be set and communicated to the external well in advance (e.g. 4-7 months ahead for dates they are expected on campus). A significant proportion of their duties, particularly at undergraduate level, is during the busy time of February and June and external examiners need to be aware of the expected turnaround times in this period (e.g. for scrutiny of work samples), and how this fits in with the overall schedule for the confirmation of marks and awards at Board of Examiners meetings.

Dates and deadlines will be clearly communicated by Curriculum & Quality Department for:

- Scrutiny and return of draft assessments/examination papers;
- Scrutiny and return of student work samples;
- Board of Examiners meetings;
- Any additional visits to campus (e.g. to meet with students).

These timescales are arranged via Curriculum & Quality Department.

d. Support/mentoring (3.6)

External examiners are appointed to Programmes within their subject specialism. In response to the QAA's revisions to the UK Quality Code for Higher Education, Chapter B7: External Examining (2011) UCB has identified a need to provide first time external examiners with mentoring guidance available from an experienced neutral third party. In the event that a first time external examiner is appointed within this role Curriculum & Quality Department will appoint an experienced current External Examiner to act as mentor for the first year of their appointment. The mentor will be able to offer valuable independent guidance and advice through emails and telephone conversations and will be required to sign off their mentee at the end of the term as being competent in their new role. It is also suggested that you monitor which year of appointment your external examiners are in so there is not a high turnover of experienced externals in any one year.

e. Induction Event (3.2)

All newly-appointed external examiners are invited to the University's annual Induction event. The event, usually held in April, is split into two parts. In the morning University of Birmingham Examiners attend induction at the University of Birmingham Campus. Here presentations from the Pro-Vice-Chancellor (Education) and their Deputy on the role of external examiners at Birmingham and the relevant pieces of assessment legislation will be made.

The afternoon session is spent with University College Birmingham where Curriculum & Quality Department will co-ordinate this part of the day. All External Examiners are encouraged to attend and bring with them the original right to work documents for validating and copying if this has not already been completed. Failure to provide these documents at this event may result in a delay to the commencement of your duties. The content of the afternoon session, following the initial briefing sessions, is left entirely up to Schools but it is suggested that it may revolve around the information in clauses 3.4 and 3.5 of the Code of Practice and generally becoming familiar with the programme and staff the external will be working with.

University College Birmingham Examiners attend the afternoon session alongside University of Birmingham Examiners. In addition to the suggested content inductees are briefed on the role of external examiners at University College Birmingham and the relevant pieces of assessment legislation. The Induction Event was initiated in 2008 and has been widely praised by the external examiners who have attended, and Schools have played a significant part in the success of the event to date. Should the induction event take place after the commencement of the External Examiners' contract then an online induction will be given and any queries followed up on the first visit to UCB.

3. Sending work to external examiners

a) Draft Assessments (5.3)

External examiners will be provided with the draft examination papers and other summative pieces of assessment for the modules to which they have been assigned by Curriculum & Quality Department, all forms of assessment will be available via Canvas. It should be ensured that this information is sent in good time to allow for comments or suggested corrections to be considered and acted upon. With respect to examinations, Schools should factor this stage into their schedules for the submission of papers to the University Examinations Department.

b) Samples of student work (5.2)

There are three mechanisms by which work samples are normally scrutinised by external examiners:

- i. The sample of work is sent through the post to the external examiner;
- ii. The external examiner is invited on to campus to view the sample of work;
- iii. For electronically submitted assessments an individual username and password will be provided with full instructions for accessing the sample from Canvas.

Curriculum & Quality Department will check with the external examiner to agree the preferred mechanism for either points i or ii. Whichever method is used there are some key points to remember:

- i. If work is sent off site please ensure that the external examiner is aware of the timeframe for the receipt and return of work samples well in advance, and make sure a copy of the work is retained at the University;
- ii. If work is sent through the post please ensure it is able to be tracked (e.g. Royal Mail services or equivalent) and confirm where the work is to be sent (i.e. external examiner's work address or home address);
- iii. If the external is viewing work on campus make sure an appropriate space is set aside with work samples clearly laid out.
- iv. If the external is viewing work on campus make sure a contact person (e.g. module lead or equivalent) is available for any queries which may arise.
- v. For all methods, ensure the external examiner is aware of their role in scrutinising the work sample, has received all relevant documentation (marking criteria etc) and that provision can be made to access the full set of student work if deemed necessary.

c) Sample size (5.6-5.7)

The University sample sizes are as follows:

Cohort size	Minimum moderation sample
100 or more	Square root of total rounded up
10 – 99	10 pieces of work
Below 10	All pieces of work

Each sample should give the external examiner evidence of the full mark range.

4. Role in Marking/Moderation procedures

a) Approach (5.1, 5.4)

One of the main roles of the external examiner is to scrutinise the marking and moderation procedures of the University, in order to ensure high academic standards, which are comparable with other universities in the sector. We do not ask our external examiners to determine marks for individual students but to consider, and provide feedback on, the consistency and accuracy of marking across a cohort. This is achieved through reviewing the marking within each module, and between modules of the same level. As a general rule, external examiners are required to focus their attention on the following areas:

- i. The work sample should be from across the full mark range;
- ii. There should be a clear indication of how a mark has been arrived at;
- iii. There should be evidence of the moderation process (e.g. markers' comments);
- iv. Markers' comments should map on to the relevant marking criteria and reflect the mark awarded.

We ask our external examiners to prioritise work which contributes to the final degree classification where appropriate. Work from Level 4 of a programme will no longer be made available to External Examiners unless they are for a programme taught at a Collaborative Partnership.

b) Resolving Disagreements (5.8, 5.9)

There may be occasions where an external examiner disagrees with the marks awarded by the internal markers within a mark sample. If this occurs then they can request that the School undertakes an additional level of moderation or re-marking. However, this must apply to all students who have completed the assessment in question, not just those within the work sample.

The University does not permit external examiners to alter the mark of an individual student's work from the sample, as this would be inequitable for those whose work has not received

this additional level of scrutiny. The University would expect disagreements between internal markers to have been resolved before the work is seen by an external examiner (e.g. through the use of additional internal markers).

5. Board of Examiners

a) Attendance (6.1-6.5)

The University considers all external examiners to be full members of the relevant Board of Examiners (BoE). On appointment, Curriculum & Quality Department should inform the external examiner of the dates of the BoE meetings. The University expects all external examiners to attend BoE meetings as part of their duties. Curriculum & Quality Department will confirm the attendance requirements of external examiners as early as possible in each academic session. If an external examiner is unable to attend a BoE meeting this should be agreed well in advance with Curriculum & Quality Department, so that an alternative mechanism can be put in place to obtain their agreement on the results and decisions made. In such cases technology is being increasingly utilised (e.g. Skype, GoToMeeting or video conferencing).

b) Endorsement of Results/Awards (6.6, 6.7)

A key role for the external examiner at the BoE meeting is their endorsement of the results and awards made and they should sign a mark/award list or similar to evidence their endorsement. If an external examiner does not endorse a decision taken at the BoE meeting this should be recorded and referred back to the BoE. In such cases the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) will subsequently inform the external examiner of the final decision of the BoE meeting.

6. Reporting procedures

a) Reporting template (7.1-7.7)

The University requires all external examiners to submit an annual report using the template provided. This is in line with the QAA's guidance and the University's report template has been developed to map to QAA requirements. The UCB template can be found on the external examiner homepage. We ask that all report forms are completed electronically and sent via e-mail to j.reid@ucb.ac.uk for University College Birmingham Examiners. For University of Birmingham external examiners the reports are completed online and links to these will be sent to external examiners directly from The University of Birmingham.

Where programmes have a non-standard start date the deadline for the report should be agreed between Curriculum & Quality Department and the external examiner on appointment. If an external examiner wishes to submit any further comments (e.g. following the supplementary examination period for UG programmes) they are free to do so, again using the appropriate report template.

If an external examiner's report is not received by the specified deadline, Curriculum & Quality Department (UCB), or University Registry (UoB) will contact the external to request submission of the report. Schools can assist in this respect by notifying UCB Curriculum & Quality Department of any problems or circumstances which may have prevented the external from submitting their report by the deadlines stated. If an external examiner has been appointed to programmes at both undergraduate and postgraduate level we require them to complete separate report forms for the academic session.

All external examiner reports are reviewed by either the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) or their nominee for University College Birmingham Examiners and the Pro-Vice-Chancellor (Education) or their Deputy for University of Birmingham Examiners. The University reserves the right to request additional information from an external examiner if it is felt there is insufficient detail in the original report.

b) Responding to an external examiner's report (8.1-8.8)

Upon receipt of an external examiner's report, the University Registry/ Curriculum & Quality Department sends an acknowledgement letter to the external. It is important to note that where the external examiner has raised issues the report is acknowledged and a further letter is sent setting out the School's response.

After the report has been reviewed by the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) or their nominee for University College Birmingham Examiners or the Pro-Vice-Chancellor (Education) or their Deputy for University of Birmingham Examiners, the issues raised in the report are then summarised on a formal sheet. The report is then forwarded to the School with the summary sheet. Schools must respond to the external examiner within 6 weeks of receipt of the report in the School. All responses should take the form of a letter to the external examiner and all the issues raised in the report should be considered and addressed. Copies of this letter and the completed summary sheets must be sent to Curriculum & Quality Department for central collection and storage.

There may be instances where an issue requires discussion, for example at committee level, or in-depth work by the School (e.g. if a change in curriculum content was suggested). In these cases the School should, periodically, keep the external examiner updated on the progress made against their recommendation. In some cases the School may disagree with a suggestion made by an external examiner. If so, it is perfectly acceptable to respond to the external clearly stating why their suggestions are not to be implemented. There may also be instances where an external examiner makes an incorrect statement in their report, which may be due to a misunderstanding between the School and the external. In such cases the School should ensure that their response is clear in correcting any inaccuracies made by the external. Once the response has been completed it should be signed off by the Executive Dean. Please ensure that a copy of the School response is sent to Curriculum & Quality Department as these are scrutinised to ensure Schools are responding appropriately to the issues raised by external examiners.

If a report raises issues regarding University regulations or procedures Curriculum & Quality Department will, in conjunction with the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) or their nominee or the Pro-Vice-Chancellor (Education) or their Deputy for University of Birmingham programmes will respond to you directly. The time it will take to respond will depend on the complexity of the issue raised but again, as with School responses, we aim to reply to external examiners within 6 weeks. Schools will be copied in to any University response. In isolated cases an external examiner may raise a serious concern about an aspect of a programme.

If such a case occurs the School will be required to respond to the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) for University College Birmingham Examiners or the Pro-Vice-Chancellor (Education) for University of Birmingham Examiners in the first instance, so the response can be agreed / sanctioned before it is sent. The relevant Pro-Vice-Chancellor may also instruct their nominee, to further investigate the comments made if this is felt appropriate.

Feedback from external examiner reports is considered by Quality Assurance committees. Should any concerns be noted in relation to a particular School these will be investigated by the Executive Dean, or their nominee. The comments made in external examiner reports are also considered as part of the University's Annual Review process and in our mechanism of periodic review, the Academic Board.

If any common issues or themes arise across the University an explanation will be sent to all external examiners and Schools, detailing the University's response to the issue and any subsequent changes to legislation or processes.

7. Working with Students

a) Programme Information (9.1, 9.4 - 9.5)

In line with the QAA's guidance on external examining (Chapter B7 of the UK Quality Code for HE) the University is required to include the name, position and home institution of all external examiners in the programme information which is made available to students. In most cases this will be the programme handbook, but in some instances Schools may put this information on the University Student Portal which is password protected.

All students registered on taught programmes will receive a guidance document to explain the role of external examiners. In this document the University will explain the 'do's and don'ts' of their interactions with external examiners, including an explicit instruction not to contact external examiners directly under any circumstances. External examiners have been instructed to inform the University if they are approached at any point during their appointment either by a student or by a third party on behalf of a student. The University's Code of Practice states that a student may be subject to disciplinary procedures if they are found to have contacted an external examiner.

b) Meeting with Students (9.2-9.3)

The University does encourage external examiners to meet with representative groups of students in order to discuss their experiences of the programme of study, which in turn can provide useful feedback to the School. The School should offer its external examiners this opportunity and externals have been informed they can request such a meeting if one is not offered.

Schools should ensure students are aware of the purpose of these meetings, and the limitations (e.g. not being able to discuss individual assessment outcomes). Where it proves difficult to provide a representative group of students after the examination period (e.g. mid-June for most UG programmes) Schools are encouraged to consult with the external examiner to offer a meeting with students at a more convenient time (e.g. during the teaching year).

c) Student Access to Reports (9.6-9.9)

External examiners' reports, and subsequent action taken by the School in response to any issues raised, should be made available in full to Student Representatives as part of the regular business of Staff Student Committee meetings. However, any student may request to see an external examiner's report (and actions resulting) and Schools are required to have a mechanism in place to allow for this to occur. This should be communicated to students (e.g. through a statement in the student handbook or equivalent).

It is suggested that, if a request is made, a designated staff member would meet with the student in order to talk through the report (and actions) in order to provide additional context and commentary to the documents. The University Registry (UoB) or Curriculum & Quality Department (UCB) will also have a mechanism for making reports available. In addition to accessing reports, Guild Officers are present at Quality Assurance committee meetings where discussion of the issues raised by external examiners takes place.

8. Causes for concern (7.7, 11.1-11.3)

If at any time during their appointment external examiners feel the need to raise confidential concerns, for example where it is necessary to identify an individual within the University, they may submit a separate confidential report (either by letter or email) to the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) e.penn@ucb.ac.uk for University College Birmingham Examiners and the Pro-Vice-Chancellor (Education) pvceducation@contacts.bham.ac.uk for University of Birmingham Examiners. Section 11 of the Code of Practice details the steps to take as external examiner if they feel a concern has not been fully addressed by the University.

Curriculum & Quality Department

University College Birmingham (September 2020)

Appendix A – University Criteria for Appointment of External Examiners

Person specification

- i. Institutions appoint External Examiners who can show appropriate evidence of the following:
- ii. Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality
- iii. Competence and experience in the fields covered by the programme of study, or parts thereof
- iv. Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate
- v. Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures
- vi. Sufficient standing (normally holding a position of Senior Lecturer or higher), credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers
- vii. Familiarity with the standard to be expected of students to achieve the award that is to be assessed
- viii. Fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgements)

- ix. Meeting applicable criteria set by professional, statutory or regulatory bodies
- x. Awareness of current developments in the design and delivery of relevant curricula
- xi. Competence and experience relating to the enhancement of the student learning experience.

Conflicts of interest

- i. Institutions do not appoint as External Examiners anyone in the following categories or circumstances:
- ii. A member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners
- iii. Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study
- iv. Anyone required to assess colleagues who are recruited as students to the programme of study
- v. Anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study
- vi. Anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question
- vii. Former staff or students of the institution unless a period of five years has elapsed and all students taught by or with the External Examiner have completed their programme(s)

- viii. A reciprocal arrangement involving cognate programmes at another institution
- ix. The succession of an External Examiner by a colleague from the examiner's home department and institution
- x. The appointment of more than one External Examiner from the same department of the same institution.

Terms of office

- i. The duration of an External Examiner's appointment will normally be for four years, with an exceptional extension of one year to ensure continuity.
- ii. An External Examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.
- iii. External Examiners normally hold no more than two External Examiner appointments for taught programmes/modules at any point in time.

Appendix B - Eligibility to Work in the UK

Nationality	Right to work in the UK
United Kingdom*, Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland.	If you are a national of one of these countries, you can live and work in the UK without restriction subject to you providing evidence of your nationality.
All other countries including Croatia	<p>You must provide the appropriate evidence from List A or List B below to confirm that you have the right to live and work in the UK.</p> <p>If you require sponsorship to carry out the work in question, as assessment will be made by the University to establish whether sponsorship can be offered for the role. If the University is able to offer sponsorship, your offer of employment is made on the condition that the University is granted permission by UKVI to employ you, that you are granted entry clearance/leave to remain in the UK on this basis and that you provide us with the appropriate evidence as set out in List B below prior to the commencement of work.</p>

* A British citizen or a citizen of the UK and Colonies having the right of abode in the UK has the automatic right to work in the UK. The following categories of persons do not have the automatic right to work in the UK: British Overseas Citizens; British National (Overseas); British Dependent Territories Citizen; British Overseas Territories Citizen; British subject and British protected person. Individuals falling into these categories must produce other documents as set out in List A or B to evidence their right to work in the UK.

Acceptable documents

The documents you may accept from a person to establish their right to work are set out in regulations. There are two lists – List A and List B which are detailed below. You must obtain an original document, or combination of documents, specified in one of these lists in order to comply.

List A contains the range of documents which you may accept for a person who has a permanent right to work in the UK. If you conduct the right to work checks correctly before employment begins, you will establish a continuous statutory excuse for the duration of that person’s employment with you. You do not have to conduct any further checks.

List B contains a range of documents which may be accepted for a person who has a temporary right to work in the UK. If you conduct the right to work checks correctly, you will establish a time-limited statutory excuse. You will be required to conduct a follow-up check in order to retain your statutory excuse. This will generally be when the permission to be in the UK comes to an end.

List A	
Acceptable documents to establish a continuous statutory excuse	
1	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
8	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B	
Documents where a time-limited statutory excuse lasts until the expiry date of leave	
1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.