Role Description: External Examiner

An external examiner is appointed to oversee each programme or area of study by the University (normally for a period of four years) and to provide independent assurance of the efficacy and fairness of the assessment procedures and maintenance of academic standards.

The principal duties of the external examiner are to:

- Ensure the comparability of the University's standards with those in peer institutions and national benchmarks;
- Provide assurance for the University that its assessment system is fair and operated equitably;
- Provide assurance that the assessment process measures student achievement against the intended learning outcomes for the programme/modules;
- Provide advice on the content, balance and structure of programmes/modules.

Specifically, the duties of the external examiner include:

- Read, comment on as necessary, and approve draft examination papers;
- Read scripts, coursework and project dissertations for a range of candidates as appropriate;
- Consider students in the discretionary band and with mitigating circumstances and provide recommendations on degree classification to the Board of Examiners;
- Attend and participate in the Board of Examiners meeting to finalise degree classifications for students;
- Meet and talk to students wherever possible, in order to allow them to comment on the quality of their learning experience;
- Ratify all module marks and sign mark sheets to this effect;
- Approve and sign class lists for degree programmes;
- Provide appropriate feedback on programme structure, teaching methods and quality, assessment procedures and standards;
- Submit formal external examiner reports to the University's Academic Quality and Standards Team in the format and at the time specified by the University.

July 2011