

# Information for External Examiners involved in Academic Collaborative Provision

- 14 May 2014

# Introduction

The information in this presentation provides supplementary guidance for External Examiners who have responsibility for academic collaborative provision within their remit. This guidance should be read in conjunction with:

- (i) the Procedures and Processes linked to the University's Academic Regulations, (Appendices 4a to 4f) found [here](#), and
- (i) the University's External Examiner Handbook found [here](#)

External Examiners responsible for academic collaborative provision are nominated by the host Department and are subject to the same University procedures as set out in (i) above.

Normal appointment criteria apply and the External Examiner must be entirely independent to all sites and staff involved.

# External Examiner Induction

Induction workshops are repeated twice yearly for External Examiners.

The induction process is in two parts:

- (i) The **University** induction session, lead by Academic Quality & Development
- and
- (ii) The **Programme-level** induction, facilitated by the University Programme Leader (UPL) and Partner Programme Leader (PPL)

As part of the programme level induction, the UPL should ensure that you have a clear understanding of your responsibilities and interactions with the Partner and the University in terms of procedures and processes such as sampling of student work and moderation, timings of assessment boards etc.

# General requirements of the External Examiner (1)

- To ensure that academic standards are comparable with those across the UK Higher Education sector
- To ensure that module assessment requirements meet aims and outcomes
- To ensure that standards across modules are comparable
- To ensure that the achievement of programme aims and outcomes contributes to the commercial, industrial and professional environment (as appropriate)
- To ensure that assessment strategies and methods are in line with current best practice
- To ensure that student work is assessed carefully, accurately and fairly by internal examiners
- To ensure that Assessment Boards give full and fair consideration to each student

# General Requirements of the External Examiner (2)

- To scrutinise a representative sample of each grade or class of degree, cases of failure and cases identified by staff
- To approve exam questions and rubric
- To attend Module Assessment Boards (\*) to:
  - Confirm that they operate according to University regulations and with consistency and fairness
  - Provide advice on decisions where necessary
  - Agree marks, recommendations and decisions
- To provide an annual report on the modules to which they have been appointed
- To provide advice to course teams on, and approve, proposed minor changes to the courses/modules

(\*) Representatives from the Partner site(s) should also be present at the MAB

# Specific requirements for Collaborative Provision

If you have any collaborative provision in your remit, this should be made clear through the appointment process and confirmed in the appointment letter. Always appointed as a University of Cumbria External Examiner and expected to follow UoC procedures and processes throughout tenure.

There will be a key contact at UoC - University Programme Leader (UPL) and at the partner – Partner Programme Leader (PPL). Each partnership is slightly different, so no fixed system for communication.

There is an expectation that you will visit the Partner at least once during your tenure, and meet with students where appropriate.

## Specific requirements – cont'd

When completing the annual report, in addition to the standard expectations, External Examiners involved with collaborative provision are asked to take specific account of:

- The comparison of standards and quality of student learning experience between the University and Partner delivery (for franchised provision), and/or between Associate Partners (for validated provision).
- The operation and management of the partnership between the University and its Partner(s).

Specific actions should clearly state which Partner is being referred to or if the action relates to the Partner or the University (or both).

You should receive a joint response to your report from the University Programme Leader (UPL) and Partner Programme Leader (PPL).

# External Examiner's Annual Report

- Reports should be **submitted by 31 July** (or within 6 weeks of the assessment board)
- Please do not name students or staff
- Standard template must be used (available from the website [here](#) )
- Please send reports to AQD at: [externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk)
- Report goes to programme team and other relevant departments, where necessary



# Consideration of Annual Reports

- You should receive a formal response to your report, addressing the issues raised by you within 6-8 weeks
- Reports feed into the Faculty annual monitoring (AER) process:
  - Annual monitoring process (AERs) report, through Faculties, to the central Academic Quality & Standards Committee (AQSC)
  - A summary of issues arising from External Examiner Reports is provided to AQSC annually, and updated action plans are monitored through Faculties and via AQSC at the mid year point
  - A summary of issues requiring action at University-level is provided to Academic Board and monitored through AQSC
- External Examiner reports are shared with students via the programme Blackboard site (or equivalent at Partner sites)

# Contact Details

**Generic e-mail for queries and to submit reports:**

[externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk)

**Accommodation:**

Your CIP administrator

or

[grp@cumbria.ac.uk](mailto:grp@cumbria.ac.uk)

**Website:**

<http://www.cumbria.ac.uk/externalexaminers>