

## EXTERNAL EXAMINER NEWSLETTER - FEBRUARY 2026

### WELCOME TO OUR FIRST EXTERNAL EXAMINER NEWSLETTER

Welcome to our new External Examiners for 2025/26 and welcome back to our continuing External Examiners. We are looking forward to working with you all. This newsletter should serve as an update providing you with useful information. We are aiming to circulate newsletters on a quarterly basis. If you have any feedback on this Newsletter or if there is anything you would like us to include in the future, please do contact us: [externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk)

This issue includes the following updates:

- Team introduction
- Inductions
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- Chief External Examiner vacancies
- Mentor opportunities
- IT Updates
- Areas of good practice
- Updates to report templates
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- Reminders/links to useful documents

#### External Examiner Team

##### **Shona Rogan – Quality Assurance Officer**

I have worked for the University and its legacy Institution, Cumbria Institute of the Arts, for 22 years. My first position was a Registry Administrative Assistant, I then went on to become a School Administrator, then a Statutory Returns Officer and since May 2025 – my current role as a Quality Assurance Officer. I very much enjoy working at the University and I am enjoying learning a lot in my current role.



##### **Steph Birkett – Quality Assurance Administration Assistant**

I joined the University in May 2022 as part of the Quality & Standards Team within the Academic Registry. I particularly enjoy working with External Examiners, I find it incredibly rewarding to facilitate and witness the positive, professional engagement between our External Examiners and the various programmes across the University.



#### Inductions

We are **delighted** to be welcoming over 38 new External Examiners to the University for 2025/26. We recently held inductions for newly appointed External Examiners via an online teams meeting, which continues to be a valuable resource for our incoming colleagues. A recording of the

session has been uploaded to our External Examiner section of our website. Whether you are new or a returning member of the team, please contact us if you require further information or would like a refresher session.

[External Examiners Induction](#)

### **What to expect**

In the coming weeks you should expect to hear from your respective programme team (if you haven't already) with information on upcoming assessment and moderation that will be needed.

Our newly appointed External Examiners – you should have heard from your programme team introducing themselves and providing an induction for you.

Please could we ask you to inform us if you have not had any contact from your programme team, we will endeavour to chase this up

### **Chief External Examiner vacancies**

We currently have opportunities available for Chief External Examiners. This will run alongside your Subject External Examiner role. You will be required to attend the University Progression and Award Board and provide an additional Chief Examiner report. There is an additional £300 fee paid for undertaking this role.

To apply, you must have been in your current post for at least 1 year and have more than 1 year remaining on your subject external examiner term. Please e-mail us at [externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk) to request an expression of interest form..

### **Mentor opportunities**

In the coming months, we will be reaching out to our experienced External Examiners regarding mentoring opportunities. These mentors will help guide new EEs through their first year of the role. As a token of our appreciation, we offer an additional £50 for those who take on this important mentorship position.

### **Areas of good practice**

Thank you to our existing External Examiners for submitting your annual reports. From these reports we have highlighted some good practice that we would like to share below:

External Examiners, in 2024/2025, identified good practice in the following areas:

- The diverse and authentic range of assessment strategies
- The communication with the programme team and External Examiner
- The constructive, supportive and detailed feedback given to students, including the feedback feed forward approach
- The quality and consistency of marking across modules
- The levels of support for student, the programme teams were commended for being responsive and supportive

### Updates to report templates

Following valuable feedback from our External Examiners and staff, we are currently reviewing our Annual Report templates to ensure they better meet your needs. Our goal is to streamline the process with refreshed templates in time for this academic year's Annual Report submissions.

We would appreciate any reflexions or feedback you may have for us, please e-mail us:

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

### IT Updates

Following the recent updates to our University IT security last academic year, we have been working with IT Service Team and have implemented the following changes; by identifying Examiners from institutions with the required security certificate, this has enabled many to connect to Remote Desktop Services (RDS) via a simple e-form, bypassing some of the new cyber-essential controls. The External Examiner's affected by this change have been notified via email. We are continuously collaborating with the IT service team to improve the External Examiner experience, while upholding vital security standards.

### Regulation changes

We had a number of changes to our Academic Regulations at the beginning of this academic year. Access to the 2025/26 Academic Regulations, along with a document summarising all of the detailed changes can be accessed [here](#).

The new regulations apply to all modules starting on or after 1 August 2025 i.e. students going through reassessment over the summer will continue to be governed by the 2024/25 regulations.

### Reminders/Useful links

[External Examiners Handbook](#)

[External Examiners section on our website](#)

Our e-mail address: [externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk)

We always appreciate hearing from you and would be happy to help with any queries or feedback at any time.