# CONTENTS

member of staff or student involved with the programme of study;

- (c) anyone required to assess colleagues who are recruited as students to the programme of study;
- (d) anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study;
- (e) 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;
- (f) former staff or students of the University or one of its collaborative partners unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s);
- (g) a reciprocal arrangement involving cognate programmes at another institution

taught programmes);

(h)

(g) a

- E2.8.3 Where a conflict of interest arises during a term of office and cannot be resolved, normal practice would be for the external examiner to resign.
- E 2.8.4 Except in cases of serious illness or resignation, the following procedures for the early termination of an appointment shall be followed:
  - (a) the head of department shall make a recommendation to the relevant faculty committee. In the case of RTP appointments the recommendation shall be endorsed by the relevant college senior manager and made, via the c quality unit, to the Regional Teaching Partnerships Committee (RTPC);
  - (b) following review by the faculty committee (or RTPC) the recommendation shall be forwarded to the body or officer with delegated authority from Senate for approval;
  - (c) the Head of Academic Quality, Standards and Conduct will notify the external examiner of the termination, specifying the reasons;
  - (d) any resignation or termination of appointment will be included in the summary reports of appointments made to Senate by AQSC.
- E 2.8.5 Where necessary the University reserves the right to terminate the appointment immediately, but where appropriate, for example where changes in programme structure apply, it will give the external examiner reasonable notice.
- E 2.8.6 A resignation by an external examiner before completion of their period of office shall be reported by the head of department or senior college manager to the relevant faculty committee or RTPC, as appropriate, and to AQSC in order to include in the summary report to Senate and/ or its appropriate sub-committee(s).
- E3.1.1 Departments will explicitly define the programmes and modules for which a specific external examiner is responsible. External examiners will be informed of these programmes and modules on appointment, and also whenever a department wishes to change these details, for example when a new module is introduced or an existing one discontinued.
- E3.1.2 Every programme will have at least one external examiner. The precise number is at the material and the overall volume of work required.
- E3.1.3 Each module at Level 5 or above should normally be the responsibility of one and only one external examiner, though other examiners may take a legitimate interest in its progress, for example where a module is shared between programmes. However, in some cases it will be appropriate for more than one external examiner to scrutinise work from the same module, for example if the module involves dissertations across a wide range of topics. In such cases the department should make it dear to all examiners concerned which pieces of work are

the responsibility of which examiner.

E 3.1.4 External examiners for the Regional Teaching Partners will be required to scrutinise Level 4 modules for the Foundation Degree as Level 4 will contribute to the classification of the Foundation Degree

## INFORMATION AND DRAFT ASSESSMENT TASKS TO BE PROVIDED ANNUALLY

- E 4.2.5 Departments shall provide the following information and material to the external examiner on an annual basis.
  - (a) Information on

which hav.047wrl

- E 4.2.8 Departments should make their own arrangements with external examiners as to whether samples are selected by the Department or by the Examiner, and as to the way in which the scripts are made available to the examiner.
- E 4.2.9 The work made available to the examiner for a module should be accompanied by a commentary which informs the external examiner of the marks awarded for <u>all itemsof</u> <u>assessment</u> and the bas feedback and comments.
- E 4.2.10 Immediately prior to the examination board, the department should send all examiners a for all modules for which the board is responsible.

#### 臣4.2.11

send to the examiner a copy of which should be made available to all co-external examiners.

, a

- E5.1.1 Reports are submitted annually by external examiners direct to Academic Quality, Standards and Conduct. Examiners are asked to submit these within four weeks of the final examination board meeting. If a report is not submitted within the relevant time period, external examiners will be reminded by Academic Quality, Standards and Conduct to submit a report. Subsequent failure to do so will lead to the University considering terminating an< external examiner appointment prematurely.
- ⊞5.1.2 For

#### ANNUAL PROGRAMME REVIEW (APR)

- E 5.3.3 As part of the APR, programme teams are asked to reflect on feedback received from external examiner(s) and report on whether any issues raised by them have been addressed. Specific actions should be included in the
- E 5.3.4 Faculties give consideration to APR reports in their , following which the is required to make a summative faculty APR report, which both confirms that APR procedures have been followed correctly in the faculty and identifies any issues arising from the process. Issues which the faculty considers should be addressed are summarised in the
- E 5.3.5 Faculty reports of APRs are considered at institutional level by the Academic Standards and Quality Committee, and the University Academic Dean and the Academic Quality, Standards and Conduct Team will ensure that actions arising from the APR process and the institutional summary of external examiner reports (see below) are addressed at the relevant level of the University through the most appropriate means and that follow-up actions are monitored.
- E 5.3.6 External examiner reports are separately analysed annually by and summary reports for undergraduate and postgraduate taught provision on the cross-institutional issues and themes arising from these analyses are provided for institutional consideration.

### COLLABORATIVE PROVISION

- E 5.3.7 External examiner reports for collaborative provision are submitted in the same way as for Lancaster-based provision. A copy of the report is sent as soon as possible to the head of the institution concerned.
- E 5.3.8 Reports for provision follow the same procedures as for Lancaster-based provision via the link department for that provision. In all cases Lancaster departments are required to apply the same criteria and judgements to the consideration of these reports and to act upon them in the same way as they do for their Lancaster-based provision. An ITP external examiner must report on the comparability of the partnership provision with UK national standards, and where the examiner has responsibility for both ITP and Lancaster-based provision the comparison must also be made with the related Lancaster-based provision.
- E 5.3.9 Reports for provision are reviewed by the Associate Colleges as part of their Annual Programme Review (APR). The colleges are required to incorporate the reports, together with their response, into the APR report. In addition, a review of external examiner reports is undertaken by a senior member of the central quality unit at the colleges, and a summary of the resulting issues and actions incorporated into the college Annual Programme Review Overview report presented to the Regional Teaching Partnerships Committee (RTPC). An action plan is included in this report, and the plan is monitored throughout the year through the RTPC. Separate analyses (one for each partner) of RTP external examiner reports are undertaken by AQSC and a briefing on the general issues and themes arising from these reports is submitted to RTPC.