

# CHIEF EXTERNAL EXAMINER

## Chief External Examiner

There must be **at least one** Chief External Examiner who has responsibility for overseeing programmes in all locations and for all versions.

## Criteria for Appointment\*

The criteria for appointment of the Chief External Examiner include:

- At least one Chief External Examiner. Two or more if multi-location/mode provision is large or wide range of disciplines
- May be new appointee or existing HWU External Examiner responsible for UK programmes
- Minimum of 3 years' experience as External Examiner
- Authoritative figure in academic/professional field
- Experience of multi-location/mode provision or UK HEI overseas activity is desirable, but not essential
- Subject-based expertise in all of School's disciplines is not required

### Management/Operational Issues

- Appointment for up to four years
- Fee higher than External Examiners due to complexity, seniority and level of responsibility

## Remit\*

The core functions of the Chief External Examiner:

- Comment on different versions of a programme, including: curriculum, structure, assessment processes, marking/classification, quality of provision
- Oversight of effectiveness of School's moderation procedure, with comments to the Board of Examiners

- Review minutes (and related documents) of all Award Boards within the programme(s)
- Comment on the effectiveness of the team of External Examiners
- Review a sample of student work from all locations/modes to ensure consistent standards
- Identify versions of a programme where there are disparities, areas of concern or good practice
- Conduct an end-of-year paper-based review, and report on such to the University
- Attend Board of Examiners, at least in first year
- Attend University/School briefing, at least in first year

\* see "Remit and Criteria for Appointment" paper for full details

## Appointment Process

The appointment process is as follows:

### School Process

- School identifies, and agrees, Chief External Examiner(s)
- School completes Nomination Form and sends to Academic Registry with CV (new appointee) or supporting statement (existing HWU External Examiner)

### Approval

- Academic Registry sends paperwork to the Dean of the University
- Once approved by the Dean, appointment letter is sent out by Academic Registry and UG/PG Studies Committee is notified

### Briefing

- Chief External Examiner attends University and School briefing sessions

### Implementation

The Chief External Examiner process was introduced in 2012/13.

## References and Further Information

Contact: [quality@hw.ac.uk](mailto:quality@hw.ac.uk) Chief External Examiner: Remit and Criteria; Nomination Form; Fees: <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm> Quality Assurance: <https://www.hw.ac.uk/services/academic-registry/quality/quality-assurance.htm> Learning and Teaching Policies and Procedures: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm>

## Quality Assurance Briefing Papers

This briefing paper has been produced by the Academic Registry and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.