

The Chief External Examiner at Heriot-Watt University is vital in ensuring the quality and academic standards of the University's programmes across all modes and locations. Each School appoints at least one Chief External Examiner to provide robust oversight and ensure alignment with the University's academic expectations. The role carries a level of responsibility and complexity that surpasses that of standard External Examiners, reflecting its seniority and importance.

APPOINTMENT CRITERIA



- At least one Chief External Examiner is required per School; more may be appointed for large programmes or those with multiple locations/modes.
- Open to new appointees or current Heriot-Watt External Examiners for UK programmes.
- Minimum of 3 years as an External Examiner.
- Must be a recognised authority in the relevant academic or professional field.
- Experience with multi-location/mode provision or UK HEI overseas activity is beneficial but not essential.
- Broad subject expertise across all School disciplines is not required.

REMIT



Key responsibilities include:

- Provide feedback on curriculum, structure, assessments, and quality across programme versions.
- Evaluate moderation procedures and provide feedback to the Board of Examiners.
- Review minutes and relevant documents from all Award Boards.
- Assess the overall effectiveness of the External Examiner team.
- Review a sample of student work to ensure consistency in standards across all modes/locations.
- Identify discrepancies, concerns, or good practices across programme versions.
- Conduct an annual review and report findings to the University.
- Attend the Board of Examiners (first year) and briefing sessions.

NOMINATION AND APPROVAL



Chief External Examiners are appointed for a term of **up to four years** following a formal nomination and approval process.

Nomination: The School identifies and agrees on the Chief External Examiner(s) and completes online Nomination Form and uploads CV (for new appointees) or supporting statement (for current External Examiners).

Approval: Following approval by the Dean, and successful HR checks, the appointment is confirmed.

Briefing: The Chief External Examiner attends University and School briefings (at least in the first year).

Resources



EMAIL

externalexaminerstaught@hw.ac.uk



VISIT

[External Examiner SharePoint Hub](#)

