

External Examiners

Nomination	<p>Head of School/Head of Partnerships (competence, experience in HE & subject area, number of other EE appointments, no reciprocal agreement. Flag any conflict of interest.</p>	DVC	<p>AQSC (review nomination, paying particular attention to any conflicts of interest. Recommend (or not) approval to Academic Board.</p>	<p>Academic Board Approve/Reject. SIGNED OFF BY V-C; Nomination form filed</p>
Appointment	<p>Academic Registry. Check right to work in UK. Letter of appointment (t&c; University Regs and policy, induction, dates of exam board, handbook</p>		<p>Programme Team/School Provide EE with details of the aims and objectives of programme, details of programme curriculum and assessment methods</p>	
Approving Exam Papers & Moderating Marks	<p>Academic Registry Internally Scrutinised examination papers will be submitted for Comments. Examination Paper Comment Sheet to be completed and returned to Registry.</p>		<p>Programme Team/School Module Leader will respond to comments/queries re examination papers. Following internal moderation of assessments Programme Team will ensure that all work that contributes to final assessment is available on Gateway for review.</p>	
Examination Boards	<p>Academic Registry Invitation to examination board. If unable to attend, agree procedure with Registry. Provide sheet for signature. Produce and circulate minutes, including noting initial thoughts. Arrange for expenses to be paid?</p>		<p>Programme Team/School Book accommodation; follow up on attendance arrangements; greet External on arrival for Board.</p>	
External Examiners Report	<p>Academic Registry Receive and log report. Send to HoS and Programme Manager for response. Receive and log response. Pass to AQSC for consideration and University response if required. Send final response to External Examiner. Upload report and response to VLE. Produce summary report of EE comments for AQSC.</p>		<p>Programme Team/School Initial response to External Examiners report sent to AQSC via Registry. Follow up with External Examiner to ensure that response is adequate. Provide more detailed response in APMR.</p>	
Fees	<p>Academic Registry Arrange for payment of fees upon receipt of Report.</p>			