

UNIVERSITY OF WARWICK

**EXTERNAL EXAMINERS HANDBOOK
(TAUGHT PROVISION)**

ACADEMIC YEAR 2023/24

Table of Contents

1. Introduction	3
2. Appointment of External Examiners	3
3. Provision of Information	5
4. Enhancement of Quality	6
5. Scrutiny of Marking.....	6
6. Board of Examiners' Meetings.....	7
7. Reporting	8
8. Consideration of External Examiners' Reports	9
9. Student Engagement	10
10. Data Protection Act & Freedom of Information Act.....	11
11. Right to work, Fees and Expenses.....	12
Appendix A - University Criteria for Appointment of External Examiners	13

1. Introduction

- 1.1. This Handbook is designed to be consistent with the UK Quality Code, Advice and Guidance: External Expertise which is published at: <http://www.gaa.ac.uk/en/quality-code/advice-and-guidance/external-expertise> (including the HEA External Examiners' Handbook 2012 as a further resource which is published at: https://www.heacademy.ac.uk/system/files/downloads/he_academy_external_examiners_handbook_2012.pdf) and contains procedures and guidelines for the operation of the External Examiners' system at the University of Warwick.
- 1.2. External Examiners are appointed to provide the University with assurance that:
- the academic standards of its awards are appropriate,
 - standards at Warwick are comparable with those of other higher education institutions,
 - assessment processes are fair and appropriate
 - and also to offer carefully considered advice on good practice and opportunities for enhancement.
- 1.3. All University courses leading to an award must have one or more External Examiner(s) appointed to carry out the role of an External Examiner, as laid out in this Handbook.
- 1.4. The information contained in this Handbook also applies to External Examining arrangements relating to collaborative and/or partnership provision. Departments should ensure that, where they have collaborative and/or partnership provision arrangements in place, staff from the relevant organisation are aware of the extent of their responsibilities as set out in this Handbook.
- 1.5. Professional, Statutory and Regulatory Bodies (PSRB) may expect External Examiners to perform additional functions to those expressed in this document providing that they are not inconsistent with the expectations of the UK Quality Code and its advice and guidance on External Expertise.

2. Appointment of External Examiners

- 2.1. The number of External Examiners appointed to each course should be sufficient to ensure that appropriate external expertise is available to cover all areas of the curriculum.
- 2.2. Nominations for External Examiners must be submitted by the Head of Department, or their nominee, in accordance with the guidance provided in this handbook. The External Examiner nomination form is available on the [External Examiner webpages](#) and should be submitted to the Examinations Team at externalexaminers@warwick.ac.uk. (Please note that the nominations process will be moving to an electronic process using an online workflow system, this is anticipated for release in a future academic year).
- 2.3. An e-mail address, contact details, the home institution of the proposed External Examiner, their date of birth (for systems authentication purposes only to enable submission of the External Examiner's report) and a CV, **clearly indicating the nominee's teaching experience** are the minimum information required to complete the nominations process for new External Examiners. Prospective examiners should demonstrate skills and experiences that would enable them to contribute to the assessment and enhancement of

the programme. Evidence might include module and course leadership, wider management of learning and teaching provision, experience of external examining, fellowship of the HEA, membership of review panels etc. (See Appendix A)

- 2.4.** All nominations for External Examiners should meet the criteria for appointment set out in Appendix A of this Handbook.
- 2.5.** As External Examiners are engaged with the assessment process from the beginning of each academic year (see section 3), all nominations should be submitted for approval in the academic year prior to that in which they are commencing with their role. Nominations for External Examiners should be submitted for approval by no later than the **30th June** each year, for External Examiners commencing with their role or taking on further duties, in the next academic year.
- 2.6.** If, exceptionally, a nomination does not meet all the criteria for appointment, the department should provide a detailed statement in support of the nomination in the comments box of the nomination's form.
- 2.7.** Recommendations for the appointment of External Examiners are considered by the Senate Sub-Group (SSG) as follows:
 - (i) For undergraduate External Examiners' appointments: The Pro-Vice Chancellor (Education) and Chair of sub-group, the Chair(s) of the Academic Quality and Standards Committee, the relevant Chair of the Faculty and the Academic Registrar or in all instances their designated nominee;
 - (ii) For postgraduate taught External Examiners' appointments: The Pro-Vice Chancellor (Education) and Chair of sub-group, the Chair(s) of the Academic Quality and Standards Committee, the Academic Director (Postgraduate Taught), the relevant Chair of the Faculty and the Academic Registrar or in all instances their designated nominee.
- 2.8.** Once approval has been given by the sub-group on behalf of Senate, the Head of Department, or their nominee, will be e-mailed to confirm approval. An appointment letter will be sent to the new External Examiner by the Examinations Team, confirming the courses and modules they are appointed to and examining fee information. A flow chart of the process is set out in Appendix B.
- 2.9.** External Examiners are appointed on an annual basis. An External Examiner would normally be appointed for four successive years, with an extension of one year in exceptional circumstances and only when approved by the sub-group of the Senate Steering Committee on behalf of Senate.
- 2.10.** Where a department wishes to extend the duties or responsibilities of an External Examiner during their term, this should be requested via the formal approvals process.
- 2.11.** If an External Examiner wishes to resign from their appointment they should do so in writing by e-mailing: externalexaminers@warwick.ac.uk and the Head of Department giving at least three months' notice.
- 2.12.** The University may decline to reappoint an External Examiner for a second, third or fourth year where there has not been satisfactory fulfilment of responsibilities in one or

more preceding years such as attendance at Board of Examiners' meetings or completion of reports. Termination may also be necessary if an unexpected conflict of interest arises.

- 2.13.** The Steering Committee of Senate will receive a termly report setting out all new External Examiners' appointments.

3. Provision of Information

- 3.1.** The University will send all newly-appointed External Examiners:

- a link to this Handbook;
- the University's guidance on moderation as published at: <http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/moderation>;
- log on details for University of Warwick systems once an IT account has been created
- log on details to access eVision to submit their report;
- guidance on claiming fees and expenses;
- links to the information about the Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies published at: <http://www.qaa.ac.uk/en/quality-code/qualifications-and-credit-frameworks>

- 3.2.** Departments will supplement this information with documentation specific to the External Examiner's appointment. Departments are required to send or make available the following information to newly-appointed External Examiners, as a minimum:

- relevant key departmental contacts with clear information on the main contact for different matters;
- course handbooks (to include course specifications);
- module specifications;
- student handbooks;
- marking and assessment criteria;
- examination board conventions;
- tasks and meetings in relation to the examination process, highlighting those requiring specific input from External Examiners;
- relevant QAA subject benchmark statement(s);
- details of Professional, Statutory or Regulatory Body requirements (PSRB) where appropriate.

- 3.3.** Departments are encouraged to invite their External Examiners to meet relevant staff, discuss the department's teaching and learning strategies and to discuss previous examples of students' work prior to the examination process.

- 3.4.** Departments should also provide newly-appointed External Examiners with a copy of the previous External Examiner's final report and any actions resulting from the issues raised therein.

- 3.5.** Departments should ensure that appropriate support mechanisms are in place for External Examiners, particularly in the cases of less experienced External Examiners who may

benefit from mentoring or from being paired with a more experienced External Examiner.

- 3.6. At the earliest opportunity, and normally at the beginning of each academic year, Departments should inform External Examiners of the dates of the meetings of the Board of Examiners' which they are required to attend.
- 3.7. Departments should also provide, in advance of the assessment period, the process and timescale for the moderation and return of students' work, with clearly stated deadlines.
- 3.8. The University of Warwick will provide external examiners with an IT services account and guidance on how to register. External examiners are asked to note that the IT services account will require [two factor authentication](#) and that log on details for the IT services account are different from the Evision account used for reporting.
- 3.9. Departments should provide information about any University of Warwick systems that they will ask the external examiner to access (e.g. Tabula, Moodle, Teams).

4. Enhancement of Quality

- 4.1. External Examiners should have the opportunity to contribute to the enhancement of the student learning experience during their term of appointment. For example, by contributing to curriculum development, providing critical friendship to programme teams, drawing on their experiences outside of Warwick to recommend good practice in enhancing student experiences
- 4.2. Departments are encouraged to make best use of their External Examiners' experience through discussions with academic staff on the structure and content of the courses of study. As part of the course approvals or revision process, External Examiners may also be asked to comment on any proposed changes or to provide advice following changes to PRSB requirements or similar. (Please note, an External Assessor should be engaged to provide a full assessment of course approval paperwork and cannot be an existing external examiner, or an external examiner from within the last 5 years.)
- 4.3. Informal meetings between External Examiners and groups of students are also strongly encouraged. Please see section 9 of this Handbook.
- 4.4. External Examiners are requested, through their annual report, to comment on particular strengths or distinctive or innovative features in relation to standards and assessment, and to provide suggestions for the enhancement of the provision under scrutiny.

5. Scrutiny of Marking

- 5.1. External Examiners are appointed to moderate marking standards, to comment on the quality of academic provision and comparability of standards and student performance – not to mark assessed work.
- 5.2. The External Examiner should be provided with all draft first sit and reassessment examination papers and other major elements of summative assessment that contribute to the final award for comment and approval, together with model answers (where appropriate). In particular, External Examiners are asked to scrutinise examination papers for accuracy and to confirm that intended learning outcomes are being appropriately

assessed. Where suggestions for amendments are provided by an External Examiner, departments should reply to the External Examiner to confirm how their advice has been acted upon and in the case of decisions not to act upon the suggested revisions, give reason(s) why these have not been adopted.

- 5.3.** External Examiners should be presented with a complete set of marks and a sample set of assessments after the completion of the internal moderation process. The External Examiner should be provided with an explanation of the marking and moderation process, which should be visible to the External Examiner on the basis of the assessments sent. The External Examiner's role is to audit and validate the marking and moderation process.
- 5.4.** External Examiners should normally see scripts from the full range of performance which will include scripts from the top and bottom of the group as a whole, including those of borderline and failing candidates. Although the University does not stipulate sample sizes quantitatively, it is reasonable to expect that each sample should give the external examiner evidence of the full mark range. The University's guidance on internal moderation does contain information on sampling size, and departments may consider this approach when putting together samples for External Examiners. It is recommended that once you have determined the various sample sizes to be scrutinised this should be communicated to the external examiner accordingly. A sample should contain a random selection of all grades present. Sample size should allow for consideration of all classifications, all elements of the assessment and the contribution of all markers.
- 5.5.** External Examiners shall not amend individual marks when sampling students' assessed work, but may make recommendations on marking standards to departments as part of their role.
- 5.6.** In the event of a disagreement on a mark to be awarded for a particular component of assessment, or on the final classification to be derived from the array of marks of a particular candidate at an examiners' meeting, due regard shall be given to the views of the External Examiner. The final decision is arrived at collectively by all members of the Board of Examiners.
- 5.7.** During the process of classification, the External Examiner shall ensure that special consideration is given to candidates whose performance places them at the top and bottom of the group as a whole, or whose performance falls on the borderline between two classifications or is a fail.
- 5.8.** External Examiners shall participate in any viva voce conducted for postgraduate taught courses, noting that viva voce examinations are not conducted for students on undergraduate courses. Where oral examinations contribute to the final assessment of students, the External Examiner may attend with the agreement of the Department, in accordance with any principles agreed in advance of the oral examination.
- 5.9.** External Examiners shall satisfy themselves that work undertaken outside the University (for example as part of a placement opportunity) and written reports of such work, are of an appropriate standard and content for the awards concerned.

6. Board of Examiners' Meetings

- 6.1.** Board of Examiners are appointed annually by Senate and are constituted in line with Regulation 9:

<http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/examiners/>.

External Examiners are full members of the Board of Examiners. External Examiners have the right to be present at all examiners' meetings at all stages contributing to degree classification and to participate in discussions of the Board. External Examiners are required to be present at Examinations Boards at which University awards are recommended.

- 6.2.** Where an External Examiner is unable to be present at the relevant Board of Examiners meeting, this should be agreed with the Department in advance and mechanisms should be put in place for obtaining the External Examiner's agreement relating to the marks, progression decisions and awards confirmed at the meeting. The Department will facilitate the virtual conduct of meetings where appropriate.
- 6.3.** External Examiners do not make judgements in relation to mitigating circumstances or academic integrity except to ensure that the University's relevant procedures have been followed. In advance of the meeting of the Board of Examiners, External Examiners should be informed of the recommendations made by the Mitigating Circumstances Panels, including relevant supporting information where appropriate (e.g. meeting minutes could be shared, but evidence supplied for mitigation claims should remain confidential).
- 6.4.** External Examiners attend Board of Examiners meetings to confirm the outcomes of the assessment processes for the courses (including constituent modules) to which they have been appointed. Only External Examiners approved and appointed to constituent courses and modules are able to confirm the outcomes for students registered at the Board of Examiners,
- 6.5.** External Examiners confirm that they agree with the Board of Examiners' decisions via their signature on the relevant decision record logs (DRLs). No award of the University shall be made without the participation in the assessment process of at least one External Examiner.
- 6.6.** If an External Examiner does not agree with a decision taken by the Board of Examiners, they have the right to withhold their signature only if they have serious concerns about the assessment process. In the event of an External Examiner withholding their signature, a full report should be made by the Board of Examiners to Senate.

7. Reporting

- 7.1.** All External Examiners are required to submit an annual report on a standard web based pro-forma. The University will only accept responses via Evision and cannot accept responses submitted via any other means. Log on details are issued annually by the Examinations Team once an External Examiner has been appointed or reappointed. Guidance on how to submit a report can be found at:
https://warwick.ac.uk/services/academicoffice/examinations/externalexaminers/report_guidance.
- 7.2.** The report will seek explicit responses to the topics listed below:
 - (i) the course information available;
 - (ii) the course content and design (including collaborative arrangements);
 - (iii) the assessment process;
 - (iv) the academic standards demonstrated by students;

- (v) comments made in meetings with students (if applicable);
- (vi) the enhancement of provision including the identification of good practice;
- (vii) issues requiring immediate essential actions or long-term advisable actions;
- (viii) any further comments which the external examiner may wish to make;
- (ix) final summary comments at the end of the external examiners' period of appointment.

- 7.3.** External Examiners are required to submit their annual report by **31 July** for **undergraduate courses** and by **31 December for postgraduate taught courses** or within one month of the meeting of the relevant Board of examiners for courses delivered outside standard University term times. If External Examiners' reports are not received by the stated deadline, the External Examiner will be contacted by the University. If External Examiners encounter problems preventing them from submitting their reports by the stated deadline, the University should be notified of any delays by e-mailing: externalexaminers@warwick.ac.uk.
- 7.4.** If an External Examiner is appointed to courses both at the undergraduate and postgraduate taught level, then separate reports are expected to be submitted by the respective deadlines. If an External Examiner is appointed to a suite of courses at the same level (undergraduate or postgraduate taught), only one report needs to be submitted.
- 7.5.** External Examiners in their final year of their appointment are requested to give an overview of their term of appointment at the end of the report form.
- 7.6.** External examiners may, at any point during their appointment, submit a separate confidential report to the Vice-Chancellor. This may be to raise confidential concerns such as instances where the External Examiner considers it necessary to identify an individual member of the University. In such cases the Pro-Vice-Chancellor (Education) or the Chair(s) of the Academic Quality and Standards Committee will respond to the External Examiner on actions resulting from their report.
- 7.7.** If an External Examiner still has concerns about academic standards and quality of provision, and has exhausted all internal procedures, including writing to the Vice-Chancellor, they can invoke the Quality Assurance Agency's Concern scheme or, where relevant, inform the relevant Professional, Statutory or Regulatory Body.
- 7.8.** The University reserves the right to request additional information from an External Examiner if the report submitted is considered to be of insufficient detail to assess their opinion of the academic standards of the course(s) or module(s) concerned.
- 7.9.** Payment of the annual fee to External Examiners is conditional upon the timely receipt of a satisfactory annual report.

8. Consideration of External Examiners' Reports

- 8.1.** Upon receipt, External Examiners' reports will be made available to the Pro-Vice-Chancellor (Education) and the Chair(s) of the Academic Quality and Standards Committee, Heads of Departments and other designated departmental staff as nominated by the Head of Department and members of staff in the Examinations Office and Education Policy and

Quality Office in the Academic Registrar's department.

- 8.2.** Departments are expected to consider the External Examiners' reports and any issues arising in the reports in an appropriate forum and to construct a response. This response should be submitted via Evision by the nominated member of staff responsible for consideration of External Examiners' reports in the Department by the **30 September for undergraduate courses and the 28 February for postgraduate taught courses** and will also be made available to the same staff who have permission to view External Examiners' reports. Guidance for departments on how to submit responses to External Examiners' reports via EVision can be found at:
<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/externalexaminers/staffinformation>.
- 8.3.** Once the departmental response has been submitted, External Examiners can view the department's response on Evision.
- 8.4.** Where an External Examiner raises an issue relevant at the University level, it will be the responsibility of the Education Policy and Quality Office, in conjunction with the Pro-Vice-Chancellor (Education) or their deputy, to provide a response. In these cases, a copy of the response will be forwarded to the department for information.
- 8.5.** The University's Academic Quality and Standards Committee (AQSC) will consider separate summary reports of External Examiners' comments in order to identify, and where necessary, act upon, any common themes emerging at the department, faculty or university level.
- 8.6.** External Examiners' reports and departmental responses will inform the University's course review processes via the periodic review process of the five yearly Institutional Teaching and Learning Review (ITLR).
- 8.7.** Reports and departmental responses will be made available to such other bodies and persons within the University as is deemed appropriate. Copies may also be provided to external bodies which request them and which have a legitimate concern (e.g. professional, regulatory and statutory bodies (PRSBs), unless the External Examiner explicitly indicates that they do not wish for this to be done.

9. Student Engagement

- 9.1.** Departments should include information such the name, home institution and post held by the External Examiner(s) appointed to the course of study in course documentation made available to students (e.g. student handbooks and/or information on Moodle or Tabula).
- 9.2.** Although not mandatory, it is advised that departments should provide External Examiners with the opportunity, normally once per academic year, to informally meet representative groups of students to gather their views of the course. In the case of students registered on a Distance-Learning course or studying at an overseas campus, such meetings may be conducted remotely.
- 9.3.** Where a meeting is arranged with an External Examiner, departments should provide clear guidance to the students about the purpose of that meeting and its limitations, particularly

with regard to not influencing individual assessment outcomes. Meetings should be held in relatively informal circumstances.

- 9.4.** Departments should make it clear in information provided to students that under no circumstances should students attempt to contact an External Examiner directly and that External Examiners are not permitted to respond to contacts made by third parties, including students and their representatives. If any such contact is attempted, the External Examiner should report the details immediately to the University, through the Head of Department.
- 9.5.** External Examiners' reports and the departmental responses must be discussed with student representatives in the relevant Staff Student Liaison Committees (SSLCs). These discussions should be minuted, published and made available for all students on the course to access.
- 9.6.** Sabbatical Officers from the University of Warwick Union of Students will be present at the Academic Quality and Standards Committee meetings where summary reports of issues raised by External Examiners are discussed.

10. Data Protection Act & Freedom of Information Act

- 10.1.** The University requires all staff and agents to abide by and be aware of their responsibilities under the Freedom of Information Act (FOI) 2000, and the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). Further information regarding these legislations can be found on the University's Legal Services webpages: <https://www2.warwick.ac.uk/services/vco/exec/registrar/legalservices/>
- 10.2.** All personal information supplied by the External Examiner for the purposes of their appointment will be held securely and for no longer than necessary, and in accordance with the Data Protection legislation. As stated in 9.1, the name, home institution and post will be included in course information made available to students (e.g. student handbooks or information on Tabula or Moodle).
- 10.3.** Under current data protection legislation, individuals are able to make requests to organisations to see any personal information which is held about them, this is called a "subject access request". Although information recorded by students during examinations (i.e. on their examination scripts) is exempt from disclosure, students do have the right to request a copy or transcribe of any examiners' comments on their examined work in an intelligible form within a prescribed timescale.
- 10.4.** External Examiners should also be aware that their External Examiners' reports will be disclosable upon receipt of an Freedom of Information or subject data access request and the University would therefore not expect any identifiable reference to individual staff or students (by name or ID number) in their reports.
- 10.5.** The University of Warwick has been designated a Public Authority for the purposes of the Freedom of Information Act 2000. Upon receipt of a request for copies of External Examiners' reports, the University has a statutory obligation to consider their release subject to any applicable exemption under the provision of the Act.

11. Right to work, Fees and Expenses

- 11.1.** The Home Office requires every employer in the UK to check their employee's entitlement to work in the UK. Therefore External Examiners are required to produce their acceptable documents¹ and proof of National Insurance number on their first visit to prove entitlement to work in the UK. The right to work check is overseen by the Secretary to the Board of Examiners and will take place once at the first meeting of the Board of Examiners which the new External Examiner is expected to attend after appointment.
- 11.2.** Information on how the fees for External Examiners' duties are calculated, is set out in the annual appointment letter; fees will be paid at the earliest opportunity once the External Examiner's report has been received by the University.
- 11.3.** In addition to fees for duties, External Examiners are also entitled to claim reasonable travel and subsistence expenses as applicable to all University of Warwick staff and set out at <https://warwick.ac.uk/services/academicoffice/examinations/externalexaminers/payments/>.
- 11.4.** In order to claim reasonable expenses, an expenses claim form for taught courses is sent to the External Examiner in advance of the Board of Examiners meeting. Expenses claim forms can also be downloaded here:
- [Undergraduate and PGCE Expenses Form](#) to be submitted online.
 - [PGT Expenses and Fees Form](#) to be submitted via email to externalexaminers@warwick.ac.uk.
- External Examiners should note that receipts are required for all expenses with the exception of mileage. If an External Examiner is acting for both undergraduate and postgraduate taught courses, expenses can be claimed either on the same or on individual forms, whichever is the more convenient. Please note that an expenses must be claimed within 3 months of them being incurred.
- 11.5.** Payment of External Examiners' fees for undergraduate and PGCE examiners are automatically authorised following submission of their annual report. For postgraduate examiners, the PGT Expenses and Fees form to be completed and returned to externalexaminers@warwick.ac.uk (see point 11.4). Postgraduate examiners must provide their bank details on the Fees and Expenses form. If they have a non-UK bank account, they must complete the Foreign Bank Details form.
- 11.6.** Under Inland Revenue instructions tax will be deducted at source for undergraduate examining fees, but not for postgraduate taught fees. Expenses are exempt from tax.

¹ A list of the documents accepted by the UK Government for right to work purposes is available here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf

Appendix A - University Criteria for Appointment of External Examiners

With effect from 2016/17, the Senate has approved the following guidelines for the appointment of new External Examiners for taught courses (these are in accord with the UK Quality Code on External Expertise and the HEA Handbook for External Examiners 2012):

A. PERSON SPECIFICATION:

- 1) Relevant experience in Teaching and Learning such as being an External Examiner elsewhere, a member of a Departmental or University Teaching and Learning Committee, a module leader or a member of a Departmental Examining Board.
- 2) For professional and work-based learning courses, relevant professional experience.
- 3) Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.
- 4) Competence and experience in the field covered by the course of study, or parts there of (retirees can be considered provided they have sufficient evidence of continuing involvement in the academic subject area).
- 5) Relevant academic qualifications and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate.
- 6) Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures (either externally or internally).
- 7) Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of colleagues. (Appointees should normally have experience in a university or department that is comparable in reputation to that of Warwick; in identifying suitable appointees departments should pay special attention to the appointee's expertise in relation to suitable pedagogic approaches, assessment strategies, programme design and student engagement).
- 8) Familiarity with the standard to be expected of students in the course to be assessed.
- 9) Fluency in English.
- 10) Meeting applicable criteria set out by professional, statutory and regulatory bodies.
- 11) Awareness of current developments in the design and delivery of relevant curricula.
- 12) Competence and expertise relating to the enhancement of the student learning experience.

B. CONFLICTS OF INTERESTS:

The UK Quality Code Advice and Guidance on External Expertise makes it clear that external examiners must be impartial in their judgements and wholly independent of the University and its staff and any relevant partners. . Please can you therefore ensure that nominees do not fall into any of the following categories or circumstances:

- 1) Council member.
- 2) Near relative of a member of staff or student involved with the course of study.
- 3) An examiner on a cognate course at the University of Warwick.
- 4) Anyone closely associated with the sponsorship of students on the course.
- 5) Anyone closely associated with placements or training.
- 6) Anyone required to assess colleagues who are recruited as students to the course of study, e.g. for professional or CPD programmes.
- 7) Anyone in a position to influence significantly the future of students on the course of study.
- 8) 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 course (s) or modules in question (noting that external examiners may

be appointed from within fields in which large-scale collaborative research projects are common and integral to the field).

- 9) Anyone who has been directly involved as an external reviewer in the approval process for the course.
- 10) Former staff and students of the University and a former external examiner, unless a period of not less than five years has passed since they left the University or the expiry of their term of office.
- 11) Anyone involved in a reciprocal arrangement involving cognate courses at another higher education provider. In particular circumstances, the Sub-Committee of Senate may approve variations in approach to accommodate disciplinary requirements. *
- 12) The replacement of an external examiner by a colleague from the same department in the same institution.
- 13) More than one external examiner from the same department of the same higher education provider.*

C) TERMS OF OFFICE:

- 1) The duration of an external examiner's appointment shall be four years.
- 2) External examiners should hold no more than two external examiners' appointments at any point in time.

**If the department is in doubt about points 11 or 13 when nominating a new external examiner, please note these queries on the nomination form for the sub-group to consider under: "Any special considerations which the Head of Department wants the sub-group to take into account in relation to this proposed external examiner's appointment."*

Appendix B - External Examiners Nomination and Approval Process

