

UNIVERSITY OF WARWICK

**EXTERNAL EXAMINERS HANDBOOK
(TAUGHT PROVISION)**

ACADEMIC YEAR 2024/25

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1 Summary

- 1.1. This document is primarily for External Examiners but may also be of interest to university staff working with external examiners.
- 1.2. This document details your role and responsibilities in relation to undergraduate and postgraduate taught programmes and modules. It does not include Higher Degrees by Research and Publication.
- 1.3. The University views your work as one of our external examiners as central to its quality assurance and enhancement processes, both in the maintenance of the academic standards and quality of its programmes and in the enhancement of provision. In its use of external examiners, the University is guided by the Quality Assurance Agency's [UK Quality Code for Higher Education](#).
- 1.4. The University has various formal ways it checks that the External Examiner process is working effectively and in accordance with published policy and guidance. This includes scrutiny of appointment proposals by senior staff, providing support at departmental and institutional level to External Examiners and the receipt of your annual report. The report includes how well the University enabled you to act in your role.
- 1.5. If you have any questions about this document, please contact quality@warwick.ac.uk.

2 Quality Assurance

- 2.1. This handbook is designed to be consistent with the [QAA's External Examining Principles \(2022\)](#)¹, the [UK Quality Code, Advice and Guidance: External Expertise \(2018\)](#)² and the [Advance HE External Examiners' Handbook \(2019\)](#)³. The document contains procedures and guidelines for the operation of the external examiners' system at the University of Warwick.
- 2.2. As an External Examiner, you are appointed to provide the University with impartial and independent advice incorporating informative comment on the institution's standards and on student achievement in relation to those standards. They provide 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.
- 2.3. You will be asked to provide comment and recommendations on good practice and innovation in relation to learning, teaching and assessment in order to highlight potential to enhance the quality of the learning opportunities provided to students. Departments will consult with you on draft coursework assignments and examination questions, which allows you to inform practice as it occurs.
- 2.4. Professional, Statutory and Regulatory Bodies (PSRBs) may expect you 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.

¹ <https://www.qaa.ac.uk/the-quality-code/external-examining-principles>

² <https://www.qaa.ac.uk/the-quality-code/advice-and-guidance/external-expertise>

³ <https://advance-he.ac.uk/knowledge-hub/external-examining>

- 2.5. The University normally appoints its External Examiners for a period of four academic years. In some cases appointments are extended into a fifth academic year, but this is considered exceptional and a case must be made by the academic department to the MMA team using the extension request process.
- 2.6. 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.

3 Enhancement of Quality

- 3.1. As an External Examiner, you have the opportunity to contribute to the enhancement of the student learning experience during your term of appointment. For example, by contributing to curriculum development, providing critical friendship to programme teams, drawing on your experiences outside of Warwick to recommend good practice in enhancing student experiences.
- 3.2. Academic departments are encouraged to make best use of your experience through discussions with academic staff on the structure and content of the programmes of study. As part of the programme approvals or e:Vision process, you may also be asked to comment on any proposed changes or to provide advice following changes to PSRB requirements or similar.

(Please note, as an existing external examiner, you can't be engaged to provide a full assessment of programme approval paperwork, this needs to be undertaken by an external assessor).

- 3.3. Informal meetings between External Examiners and groups of students are also strongly encouraged. See section 10.
- 3.4. 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. See section 13.
- 3.5. As an External Examiner, you will be asked to consider and provide clear and informative feedback on areas such as:
 - whether an institution is maintaining the threshold academic standards set for its awards in accordance with the Frameworks for higher education qualifications and applicable Subject Benchmark Statements
 - whether the assessment process measures student achievement rigorously and fairly against the intended outcomes of the course(s) and is conducted in line with the institution's policies and regulations
 - whether the academic standards and the achievements of students are comparable with those in other UK higher education institutions of which the external examiner has experience
 - how teaching and learning approaches align with intended course outcomes
 - confirmation that sufficient evidence was received to enable the role to be fulfilled (and give details if the evidence was not sufficient)
 - whether issues raised in any previous report(s) have been, or are being, addressed to their satisfaction

- any issues as specifically required by any relevant professional body
- whether they have received the required support to fulfil the role, including adequate time to consider samples of work and contribute to examination boards
- collaborative provision from a degree-awarding body
- an overview of their term of office (when concluded).

4 Your appointment

- 4.1. On recommendation from the relevant academic department, your appointment will have been considered and approved by Senate Sub-Group.
- 4.2. When your appointment has been confirmed, the University will send you a confirmation of appointment letter from the University, specifying the programme(s) or module(s) to which you are assigned and details of the fee to be paid.
- 4.3. The University will send all newly-appointed External Examiners:
 - log on details for University of Warwick systems once an IT account has been created
 - log on details to access the University's software (e:Vision) where you submit your report.
- 4.4. For all external examiners (new or returning):
 - a link to this Handbook;
 - web links to relevant University legislation, including guidance on moderation.
 - guidance on claiming fees and expenses;
 - links to the relevant national regulatory framework (QAA UK Quality Code for Higher Education).
- 4.5. From this point on the University would expect a designated contact from the academic department to work with you in ensuring you have all the information needed in order to fulfil your role as an external examiner.
- 4.6. The relevant academic departments will supplement the information outlined in 4.3 and/or 4.4 with documentation specific to your appointment. As a minimum you will be sent or have available the following information, whether you are new to external examining or have been reappointed to the role:
 - relevant key departmental contacts with clear information on the main contact for different matters;
 - programme handbooks (to include programme 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 statements including how equality, diversity, and inclusion aspects within the benchmark are incorporated into the curriculum, assessment, and programme material;

- details of Professional, Statutory or Regulatory Body (PSRB) requirements where appropriate.
- 4.7. Departments will 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.
 - 4.8. 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.
 - 4.9. 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.
 - 4.10. 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.
 - 4.11. 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.
 - 4.12. You may be invited by the academic department to attend days when students' work is on display (e.g. poster exhibitions or performances). If you feel you have not received sufficient information from the academic department or have not been made aware of key dates well in advance, please contact us.

5 Right to work

- 5.1. The Home Office requires every employer in the UK to check their employee's entitlement to work in the UK. You will therefore be asked to produce an acceptable document(s) for a right to work check to be performed by the academic department. Like other forms of employee, a right to work check for external examiners must take place before you begin work at the start of an academic year.

6 Term of office

- 6.1. External Examiners are appointed for a period of four academic years. An extension of one year may be approved in exceptional circumstances by [Senate Sub-Group](#) on behalf of the Senate. Appointments are renewed annually through this period.

7 Resignation, Suspension and Termination

- 7.1. If, after you have been appointed, circumstances change leading to a conflict of interest (e.g. a change of job), you should notify the University (externalexaminers@warwick.ac.uk) and the relevant head of Department of this change.
- 7.2. Your appointment may be suspended, for up to one year, by yourself or the University due to illness, maternity leave or other unforeseen circumstances. Please notify the relevant Head of Department and the university (externalexaminers@warwick.ac.uk).
- 7.3. If you wish to resign from your appointment as external examiner, please email the University (externalexaminers@warwick.ac.uk) and the relevant Head of Department giving at least three months' notice.

- 7.4. Should any of the circumstances outlined above (in 7.1, 7.2 or 7.3) occur, the notification will be considered by the Co-Chairs of AQSC and a discussion about continuation of your current appointment as external examiner will commence.
- 7.5. 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.

8 Contact details

It is important that we are able to contact our external examiners throughout the year. Therefore, we ask that you keep us (externalexaminers@warwick.ac.uk) informed of any changes to your contact details (institution address, phone numbers and email address) including changes to your place of employment. Please note we use email as our first and preferred method of communication with external examiners and a prompt response is much appreciated.

9 University IT systems

- 9.1. The University of Warwick will provide you with an IT services account and guidance on how to register.
- 9.2. To access the account, you will need to set-up [two factor authentication](#). This is a security requirement which uses an authenticator app to generate a code to verify your credentials.
- 9.3. Please note that log on details for the IT services account are different from the e:Vision account used for reporting.
- 9.4. Academic departments will provide information about any University of Warwick systems that they will ask you to access (e.g. Tabula, Moodle, Teams) and provide access to specific departmental areas of these systems.
- 9.5. Once e:Vision is set-up for the first time, you will receive a password which is valid for 12 months. You must update the password before the 12 months have expired to avoid getting locked out of the system.

10 Student Engagement

10.1. Programme information

In line with the QAA's guidance, the University is required to include your name, home institution and post held in programme information, which is made available to students (e.g. student handbooks and/or information on Moodle or Tabula).

Departments will explain the 'do's and don'ts' of their interactions with external examiners, including an explicit instruction not to try and contact you directly under any circumstance. If any such contact is attempted during your appointment either by a student or by a third party, please report the details immediately to the University, through the Head of Department.

10.2. Meeting with students

The University strongly encourages you to meet with representative groups of students to discuss the students' experiences of the programme of study and feed this back to the department. Where a meeting is arranged, departments provide clear guidance to the

students about the purpose of that meeting and its limitations, particularly with regard to not influencing individual assessment outcomes.

The department should offer you this opportunity. If you believe the opportunity has not been offered, please let the department know.

Only external examiner(s) and students are to be present at the meeting to discuss student views. These meetings:

- are usually held in relatively informal circumstances, such as over lunch.
- may be incorporated into another visit (e.g., may be combined with a lab visit or project day visit).
- can be held virtually or in-person to suit the circumstances and arrangements of the programmes, students, and external examiner. Meetings via Teams, for example, are permitted.
- can take place at any point in the academic year.

10.3. Student access to reports

External Examiners' reports and the departmental responses are discussed with student representatives in the relevant Student Staff Liaison Committees (SSLCs). These discussions and the reports should be made available for all students on the programme to access.

Sabbatical Officers from the University of Warwick Union of Students will be present at the Academic Quality and Standards Committee (AQSC) meetings where summary reports of issues raised by external examiners are discussed.

11 Assessment Procedures (Scrutiny of Marking)

- 11.1. 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.
- 11.2. 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 (the expectation is that this will include level 5, 6 and 7 assessments where marks 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 and are appropriate to the level of study. 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.
- 11.3. 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, highlighting any areas for improvement or good practice.
- 11.4. External Examiners should normally see scripts from the full range of performance which will include scripts from the top and bottom of the group, 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 (borderline and fail marks), all elements of the assessment and the contribution of all markers.

- 11.5. 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.
- 11.6. 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.
- 11.7. 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, or whose performance falls on the borderline between two classifications or is a fail.
- 11.8. External Examiners shall participate in any viva voce conducted for postgraduate taught programmes, noting that viva voce examinations are not conducted for students on undergraduate programmes. 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.
- 11.9. 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.

12 Board of Examiners' Meetings

- 12.1. Board of Examiners are appointed annually by Senate and are constituted in line with [Regulation 9](#)⁴.
- 12.2. 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.
- 12.3. 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 may facilitate the conduct of meetings via Teams, where appropriate.

⁴ <http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/examiners/>

- 12.4. 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).
- 12.5. External Examiners attend Board of Examiners meetings to confirm the outcomes of the assessment processes for the programmes (including constituent modules) to which they have been appointed. Only External Examiners approved and appointed to constituent programmes and modules are able to confirm the outcomes for students registered at the Board of Examiners,
- 12.6. Decisions are recorded on the relevant decision record log (DRL). The Chair of the Board of Examiners includes their name and the date and confirms the following in the DRL:
- I [Forename] [Surname] confirm that this Decision Record Log has received express approval from myself and the relevant External Examiner via email confirmation.*
- No award of the University shall be made without the participation in the assessment process of at least one External Examiner.
- 12.7. If you do not agree with a decision taken by the Board of Examiners, you have the right to withhold their approval only if you have serious concerns about the assessment process. In the event that you withhold your signature, a full report will be made by the Board of Examiners to Senate.

13 Reporting and Feedback

- 13.1. All External Examiners are required to submit an annual report on a standard web based pro-forma. The University will only accept responses via e:Vision (unless specified otherwise) and cannot accept responses submitted via any other means.
- 13.2. Guidance on how to submit a report can be found on the [University website](#)⁵.
- 13.3. In your report, you are expected to provide comment on the topics listed below:
- the programme information available
 - the programme content and design (including collaborative arrangements)
 - the rigor of the assessment process, which measures student achievement against the intended learning outcomes of the programme and in line with the University's policies and regulations
 - the academic standards demonstrated by students
 - comments made in meetings with students (if applicable)
 - any instances of good practice observed and opportunities to enhance the learning opportunities of the students
 - any issues specifically required by the relevant Professional, Statutory and Regulatory Body (PSRB)
 - issues requiring immediate essential actions or long-term advisable actions
 - any further comments which the external examiner may wish to make

⁵ https://warwick.ac.uk/services/academicoffice/examinations/externalexaminers/report_guidance

- 13.4. External Examiners are also expected to confirm whether:
- Sufficient evidence and information was available to them in order to fulfil their role;
 - Issues raised in previous reports have been addressed satisfactorily.
- 13.5. If you are in the final year of your External Examiner appointment, you are requested to give an overview of your term of appointment at the end of the report form.
- 13.6. Unless specified otherwise, you are required to submit your annual report by **31 July for undergraduate programmes** and by **31 December for postgraduate taught programmes** or within one month of the meeting of the relevant Board of examiners for programmes delivered outside standard University term times.
- 13.7. If your annual report is not received by the stated deadline, you will be contacted by the MMA team. If you encounter problems preventing you from submitting your report by the stated deadline, the University should be notified of any delays by e-mailing: externalexaminers@warwick.ac.uk.
- 13.8. If you are appointed as External Examiner to programmes both at the undergraduate and postgraduate taught level, then separate reports are expected to be submitted by the respective deadlines. If you are appointed to a suite of programmes at the same level (undergraduate or postgraduate taught), only one report needs to be submitted.
- 13.9. You may, at any point during your 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.
- 13.10. If you still have concerns about academic standards and quality of provision, and you have exhausted all internal procedures, including writing to the Vice-Chancellor, you can invoke the Quality Assurance Agency's Concern scheme or, where relevant, inform the relevant Professional, Statutory or Regulatory Body.
- 13.11. The University reserves the right to request additional information if the report submitted is considered to be of insufficient detail to assess your opinion of the academic standards of the programme(s) or module(s) concerned.
- 13.12. Payment of the annual fee is conditional upon the timely receipt of a satisfactory annual report.

14 Consideration of External Examiners' Reports

- 14.1. Upon receipt, your annual report(s) will be made available to the Pro-Vice-Chancellor (Education) and the Chair(s) of the Academic Quality and Standards Committee (AQSC), Heads of Departments and other designated departmental staff as nominated by the Head of Department. Members of staff in the MMA team and Quality Office in the Academic Registrar's department will also have access to the report(s).
- 14.2. Academic departments will consider your report and provide a response. This response should be submitted via e:Vision by the nominated member of staff responsible for consideration of External Examiners' reports in the Department by the 30 September for undergraduate

programmes and the 28 February for postgraduate taught programmes and will also be made available to the same staff who have permission to view External Examiners' reports.

- 14.3. For programmes that don't follow the standard deadlines mentioned in 14.2, academic departments have 40 working days (c. 8.5 weeks) after your report is received, in which to submit their response.
- 14.4. Once the departmental response has been submitted, you can view the department's response on e:Vision.
- 14.5. If you raise an issue relevant at the University level, it will be the responsibility of the Education Policy and Quality team, 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 academic department for information.
- 14.6. 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.
- 14.7. External Examiners' reports and departmental responses will inform the University's programme review processes via the periodic review.
- 14.8. 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, statutory and regulatory bodies (PSRBs)). See section 15 regarding Freedom of Information and Subject Access Requests.

15 Data Protection and Freedom of Information

- 15.1. The University of Warwick is committed to protecting the privacy rights of individuals who entrust the University with their personal data. The [Data Protection Policy](#) outlines the University's commitment to transparency, accountability, promoting good information governance and compliance with both the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018. Further information regarding these legislations can be found on the [University's Legal and Compliance Services webpage](#).⁶
- 15.2. 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 10.1, your name, home institution and post will be included in programme information made available to students (e.g. student handbooks or information on Tabula or Moodle).
- 15.3. 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.

⁶ <https://warwick.ac.uk/services/legalandcomplianceservices/dataprotection>

- 15.4. External Examiners should also be aware that their External Examiners' reports will be disclosable upon receipt of a 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.
- 15.5. The University of Warwick has been designated a Public Authority for the purposes of the Freedom of Information Act ([FOIA](#)). 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.

16 Fees and Expenses

- 16.1. 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.
- 16.2. 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/>.
- 16.3. In order to claim reasonable expenses, an expenses claim form is available to download from the [MMA website](#)⁷ and completion advice is also provided.
- 16.4. Please note that receipts are required for all expenses except for vehicle mileage. If you are acting for both undergraduate and postgraduate taught programmes, 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.
- 16.5. Payment of External Examiners' fees for undergraduate and PGCE examiners are automatically authorised following submission of your annual report.
- 16.6. For postgraduate examiners, the PGT Expenses and Fees form to be completed and returned to externalexaminers@warwick.ac.uk. You must provide your bank details on the Fees and Expenses form and, if you have a non-UK bank account, you will need to complete the Foreign Bank Details form.
- 16.7. If you are an external examiner at UG and PG level, only one claim form is required to activate the payment of fees (for PGT duties). However, you will need to submit two separate expenses claim forms.

17 Academic Regulations and Policies

The [University Calendar](#) contains the [University Regulations](#). The following regulations are of particular relevance in your role of external examiner:

- [Examination regulations](#) covering taught courses (UG and PGT)
- [Senate examinations and degree conventions](#) covering taught courses (UG and PGT)
- Regulations for [first degrees](#) (UG), [Taught PG Courses](#) (PGT)
- [Constitution of the Undergraduate Board of Examiners](#) (UG)
- [Constitution of Taught Postgraduate Board of Examiners](#) (PGT)

⁷ https://warwick.ac.uk/services/academicoffice/modules_marks_assessments/externalexaminers/payments/

The [Education Policy and Quality homepage](#) site details the University's quality assurance strategy and processes. The [Graduate School](#) carries much information about policies and processes for PGT and PGR courses.

18 Collaborative provision

- 18.1. All collaborative provision must be the subject of scrutiny by an external examiner(s). The University is responsible for the appointment of external examiners for all credit bearing programmes leading to its awards, even where these programmes are delivered by a collaborative partner; the University will determine in discussion with such partners the extent to which they will be involved in aspects of the external examining process (for example, nominations and induction). For joint awards the arrangements for such appointments will be set out in the Memorandum of Agreement.
- 18.2. Further information is available under [Regulation 40: Collaborative Courses](#)⁸

⁸ <https://warwick.ac.uk/services/gov/calendar/section2/regulations/collaborative/>