External Examiner Policy

1.   Internal and external reference points

1.1.   The London Met policy and process for external examining have been developed in consultation with the QAA Quality Code published in May 2018, and the QAA Advice and Guidance on External Expertise published in November 2018 and the University's Academic Regulations.

2.   External examining at London Met

2.1.   This policy refers to External Examiner processes related to undergraduate and postgraduate taught provision at London Met and its collaborative partners. External Examiners for MPhil and PhD provision are not within the remit of this policy.

2.2.   London Met aims to ensure that its provision meets threshold standards and that the quality of provision and the student experience is continuously reviewed. External Examiners are a key element in this; therefore, the University requires that an external examiner be appointed for every course that leads to an award from the University. London Met External Examiners are appointed and managed by the Academic Quality and Development team on behalf of the Vice Chancellor and the Academic Board.

2.3.   Course teams must ensure that London Met provision has an appropriate External Examiner appointed. AQD will support the course teams to ensure that External Examiners are appointed, inducted, and provided with all necessary information to fulfil their roles. Course teams should engage with External Examiners to support the maintenance and enhancement of quality and standards of London Met provision.

2.4.   External Examiners are key in supporting London Met in maintaining the academic standards of its provision, and do this by;

- Providing feedback to London Met on maintaining the threshold of academic standards set for its awards, in accordance with the Framework for Higher Education Qualifications in England (FHEQ) and relevant QAA Subject Benchmark Statements.
- Providing feedback on the London Met assessment policy and process, including measures to ensure that assessment and

achievement is rigorous and fair against the course and module learning outcomes, ensuring it is in line with [London Met Regulations](#).

- Ensuring that London Met's academic standards and achievements are comparable with those of other UK degree-awarding bodies.
- Acting as a critical friend, providing comments and recommendations on;

  o Good practice, innovation in relation to learning, teaching and assessment,
  o Areas of enhancement of learning, teaching, assessment, and opportunities available to students.
  o Areas that could be improved to ensure that academic standards are maintained and enhanced.

2.5.   External examiners, who shall not be members of staff of the University, shall be appointed as Subject Standards Examiners to modules, or as Awards Examiners to sit on the Progression and Awards Board.

2.6.   External Examiners are expected to visit London Met to exercise their roles and responsibilities, for Subject Standards Examiners (SSE) are expected to attend Subject Standards Boards (SSBs), and Awards Board Examiners are expected to attend Awards Boards.

2.7.   External Examiners should be conversant with the University's Academic Regulations to discharge their duties. External Examiners will also be provided with induction to support engagement with their roles and responsibilities.

2.8.   When appropriate, such as with the University's Higher National Certificate (HNC) and Higher National Diploma (HND) provision, External Examiners will need to examine and report on modules at Level 4.

2.9.   London Met will ensure that External Examiners for collaborative provision have full oversight of the modules and courses to which they are appointed, including resources which are available at the partner institution. This may be facilitated through electronic meetings (e.g. via skype/video conference) with academic staff members based at the partner institution.

2.10.   Further details about the process are outlines in the External Examiners Handbook and in the Academic Regulations.