

External Examiner Process

1. External Examiners nomination/extension/ reallocation of duties process

- 1.1 The University makes the Subject Standards Board (SSB) External Examiner (EE) appointments based on the criteria stipulated in the External Examiners Nomination Form. The nominating school should submit an EE nomination form (EEA1 for SSB EE or EEA2 for Award EE) and the curriculum vitae of the proposed EE. For Awards Examiners, submit an External Awards Examiner form with the CV of the proposed Examiner. The Dean of School, Head of the Subject or Chair of School Learning, Teaching and Quality (SLTQC) signs the nomination form before forwarding it to Academic Quality and Development (AQD). Forms submitted without full School authorization will be returned.
- 1.2 Nominations for External Examiners for courses offered in collaboration with partner institutions, the School Head of Collaborative Partnerships will need to consult with partner institutions to appoint appropriate External Examiners for the collaborative courses.
- 1.3 Appointments are considered and approved by Academic Quality and Development on behalf of the University's Academic Board and the Vice Chancellor.
- 1.4 Appointments for Subject Standards Examiners are for four years in the first instance. At the request of the Dean of School, a four-year term of office can be exceptionally extended for an additional year however; there must be a clear rationale and justification for the extension request.
- 1.5 A Right to Work in the UK verification is essential, after a successful Right to Work check, a Contract for Services and Payroll form will be issued to the External Examiner along with links to the External Examiner handbook which details their role and responsibilities and other core information.
- 1.6 Appointments may be terminated early, at the request of either party or by agreement. Fees will not be payable where contractual responsibilities have not been carried out.
- 1.7 For EE extensions or re-allocation of duties, Course/Module Leaders should complete the extension/reallocation form (EER1) which is then submitted to AQD, who consider the request on behalf of the Academic Board and Vice Chancellor.

2. External Examiner Induction and Training

- 2.1 External Examiner inductions are held remotely in November each year, by Academic Quality Development. The induction outlines the External Examiner quality processes, the main functions of the External Examiner role, key reporting mechanisms and the process for claiming fees and expenses. Academic School colleagues will also provide each new External Examiner with an appropriate induction at a School level.
- 2.2 External Examiners will be updated on key University plans throughout the year, such as the [Education for Justice Framework \(ESJF\)](#), the [Race Equity Strategy](#), the [Five Year Strategic Plan](#), the [Student Success Strategy](#) and the [Student Partnership Agreement](#).
- 2.3 Inspired by the success of the Inclusive Curriculum Framework, the [Education for Social Justice Framework \(ESJF\)](#) was launched in July 2020. The ESJF is a values-led framework, drawing on best practice in the sector and combining principles of inclusive pedagogy. The ESJF will be embedded in our External Examiner processes, including the nomination forms and annual reports.

3. Subject Standards Board (SSB)

- 3.1 SSB meetings are to confirm academic standards at course level, confirming that students have been fairly assessed, that assessment has been fairly marked and moderated and that London Met's regulations have been followed. Subject Standards Examiners (SSE) are required to attend relevant SSB. If an external is unable to attend the meeting in person, AQD will offer and support the option to participate in the meeting remotely.

4. External Examiners' Annual Report

- 4.1 External Examiners are required to produce an annual report. Annual Reports should be completed online unless other arrangements have been specifically made with the External Examiner's Coordinator.
- 4.2 The course team will then be required to promptly complete an EE report response using the template from AQD (Form AQD028), responding to all of the comments raised by the External Examiner. This template must then be approved by the Dean of School and Head of Subject and sent to the External Examiner and AQD by the end of October. If any urgent matters are identified, the Head of Subject will correspond with the External Examiner to resolve the issue. We ensure a thorough analysis on each External Examiner report by both our Course/Module Leaders and the Academic Quality and Development team. Comments from our External Examiners are taken on board by course teams to enhance the learning experience for our students and the courses run by the University. This process is invaluable to

both our Students and the University.

- 4.3 The course leader uses SSE report to assist the completion of the University's Course Enhancement process (CEP) and Continuous Monitoring processes with our collaborative partners. Full details of the monitoring processes are specified in the Quality Manual. The External Examiners Coordinator then collects the data from these reports and creates a final overall EE Annual Report that is sent to the Learning, Teaching and Quality Committee (LTQC) and subsequently the Academic Board to be ratified. Here the committee and Board can scrutinize and query specific comments made by External Examiners in their reports. These comments are shared amongst the Schools and action is taken where necessary.
- 4.4 The above mechanism is in place to close the feedback loop on matters raised by External Examiners in their annual reports. However, it is recognised that an External Examiner might identify an issue which requires more urgent attention. In such cases, the External Examiner may address his/her concern directly to the Dean of School, Academic Registrar, Head of Academic Quality Assurance or the External Examiner's Coordinator.
- 4.5 External Examiner Annual Reports should be submitted by the end of August each year, and Mid-October for summer and postgraduate dissertation modules. The deadline for responding to SSE report is the end of October.

5. Outline calendar of activity for external examiners

The following timings apply to London Met's own on-site taught provision. Different timings may apply to collaborative partnerships to reflect different term and assessment dates.

Start of October: Normal start date for tenure of new Subject Standards Examiners (SSE).

From Early October to early December: SSEs are advised of the learning outcomes and assessment structure approved for each module, specifying assessment type, timing and weighting for each component. For coursework components throughout the module, proposed titles are provided for SSE comment, so that comments may be taken into account before the titles are published/confirmed to students. (If ready, proposed exam papers may also usefully be provided at this point in advance of the November deadline.)

Early October: Mark confirmation by SSB Chairs to confirm postgraduate dissertation and summer modules results for publication.

Early – Mid October: Subject Standards Examiners consider samples of students' work for postgraduate dissertation and summer modules and confirm marking standards.

Mid October: School Progression and Awards Boards (Awards Examiners only). Deadline for submission of Annual Reports for the previous academic year for examiners with responsibility for postgraduate dissertations or other summer modules.

Late October: London Met's Course Enhancement Process is an ongoing cycle of key checkpoints which continue throughout the academic year. Data dashboards are provided by the Planning and Insights team, which help inform the CEP process. Data from the School Progression and Awards boards allow the dashboards on Power BI to be updated for completion of the CEP. This data also enables the results of summer reassessment, PG dissertations and other modules to be included in monitoring processes. No meetings are required, but – subject to it being possible to produce in time – SSEs are invited to comment at course level on full year outcomes and at module level.

Mid - Late November: External moderation by Subject Standards Examiners of internally agreed draft exam papers for autumn semester (January) exams and their associated reassessment period exams.

End November: Normal end date for tenure of Subject Standards Examiners, after four years unless tenure extended.

Early - Mid February: Subject Standards Examiners consider samples of students' autumn semester work (for PG and UG 15 credit modules) and confirm marking standards.

Late February: Mark confirmation by Subject Standards Board to confirm autumn semester module results (for PG and UG 15 credit modules) for publication. (SSB External Examiners participate)

Mid-March: School Progression and Awards Boards. (Awards Examiners only)

Late March: External moderation by SSEs of internally agreed draft exam papers for spring semester (for PG and UG 15 and 30 credit modules) and, where there is no Autumn Semester exam, reassessment period.

Early – Mid June: Subject Standards Examiners consider samples of students' spring semester and year-long work (for PG and UG 15 and 30 credit modules) and confirm marking standards.

Late June: Mark confirmation by SSB Chairs to confirm spring semester and year-long module results (for PG and UG 15 and 30 credit modules) for publication. (SSB External Examiners participate)

Early July: School Progression and Awards Boards. (Awards Examiners only)

End of August: Deadline for submission of Annual Reports for examiners with responsibility only for taught modules completed at the end of the Spring semester, i.e. excluding summer modules and postgraduate dissertations.

Early September: School Progression and Awards Boards – only to confer awards arising from reassessment period. (Awards Examiners only.)

Early – Mid October: SSEs consider samples of students' postgraduate dissertation work and confirm marking standards.

Mid October: School Progression and Awards Boards (Awards Examiners only). Deadline for submission of Annual Reports for examiners with responsibility for summer modules and postgraduate dissertations.

End of October: Response to External Examiners' annual reports using EE report response template (AQD028) and send copies of the responses to AQD.