

External Examiner Policy and Procedures

1. Internal and External Reference Points

- 1.1. The London Met policy and process for external examining have been developed following guidance published by [AdvanceHE](#), the QAA's [External Examining Principles](#), 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 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:
 - Good practice, innovation in relation to learning, teaching and assessment,
 - Areas of enhancement of learning, teaching, assessment, and opportunities available to students.
 - Areas that could be improved to ensure that academic standards are maintained and enhanced.
- 2.5. External Examiners should be conversant with the University's Academic Regulations to discharge their duties. External Examiners will be offered an induction to support engagement with their roles and responsibilities.
- 2.6. External Examiners are expected to examine level 5 and above modules, it may be required in some circumstances (such as PSRB requirements) for modules at level 3 or 4 to similarly be externally examined.
- 2.7. 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 remote meetings using a platform such as Zoom or MS Teams with academic staff members based at the partner institution.
- 2.8. Further details about the process are outlined in the External Examiners Handbook and in the Academic Regulations.

3. External Examiners Nomination/ Extension/ Reallocation of Duties Process

- 3.1 The University makes External Examiner (EE) appointments based on the criteria stipulated in the External Examiner Nomination Form. The nominating School should submit an EE nomination form (EEA1) and the curriculum vitae of the proposed EE. The Dean of School, Head of Subject or Chair of School Learning, Teaching and Quality (SLTQC) should sign the nomination form before forwarding it to Academic Quality and Development (AQD). Forms submitted without full School authorisation will be returned.
- 3.2 Appointments are considered and approved by AQD on behalf of the University's Academic Board and the Vice Chancellor.

- 3.3 Appointments for External Examiners are for four years in the first instance. At the request of the Dean of School (or their nominee), a four-year tenure can be exceptionally extended for an additional year however; there must be a clear rationale and justification for the extension request.
- 3.4 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.
- 3.5 Appointments may be terminated early, at the request of either party or by agreement as per the Contract for Service.
- 3.6 Fees will not be payable where contractual responsibilities have not been carried out.
- 3.7 For EE extensions or re-allocation of duties, Course/Module Leaders should complete the extension/reallocation form (EER1) which must detail the specifics of the request and be signed by the EE before being submitted to AQD, who consider the request on behalf of the Academic Board and Vice Chancellor.

4. External Examiner Induction and Training

- 4.1 External Examiner inductions are held remotely in Semester one 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.
- 4.2 External Examiners will be updated on key University plans throughout the year, such as the Education for Justice Framework (ESJF), and the Academic Regulations.
- 4.3 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.

5. External Examiners' Board Attendance and Annual Report

- 5.1 External Examiners will be invited to attend a School level Marking Standards Forum; the forum is designed to provide an opportunity for course teams to meet with their respective External Examiners to

discuss module standards and agree the quality and standards of marking and moderation.

- 5.2 The University holds one Progression and Awards Board and an External Examiner will be appointed to specifically attend this board. The External Examiner remit for this board is outlined in the nomination form EEA2 and the Academic Registrar will provide the induction for this role.
- 5.3 External Examiners are required to produce an annual report. Annual Reports are completed online using an MS Form, the link to the MS Form will be sent to all External Examiners AQD.
- 5.4 External Examiners are requested to complete and submit their annual report within three weeks of receiving and examining their module samples.
- 5.5 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.
- 5.6 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 AQD 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.
- 5.7 The Course Leader, and where relevant, our collaborative partners, use EE reports 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. AQD uses the data and comments from these reports and creates a final overall EE Annual Report that is considered by the Learning, Teaching and Quality Committee (LTQC) and subsequently the Academic Board.
- 5.8 The above mechanisms are 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 Quality Manager with responsibility for External Examiners, Dean of School or Academic Registrar.