

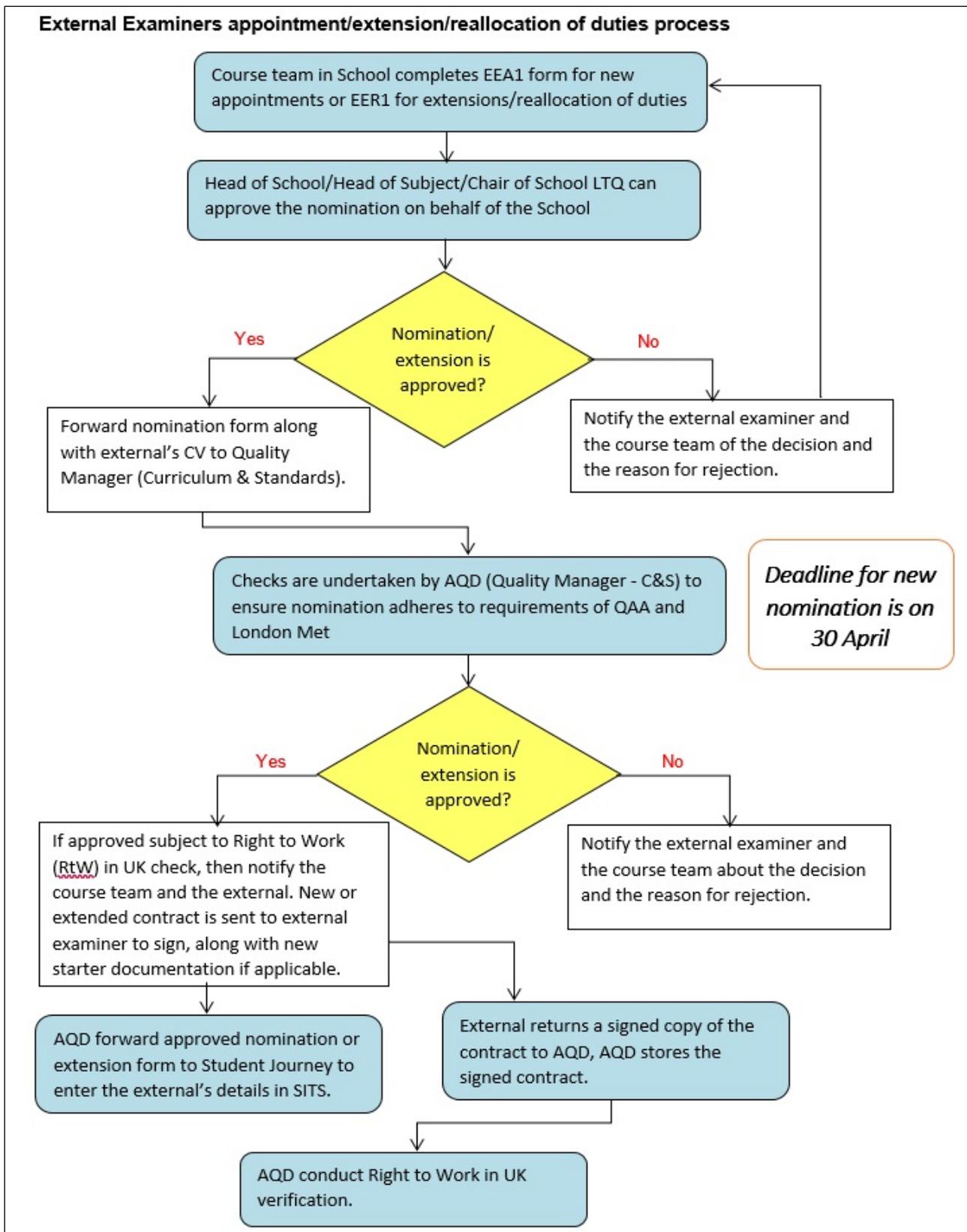


External Examiner Process

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 [External Examiner criteria](#). 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 Examiner submit an External Awards Examiner form with the CV of the proposed Examiner. The Head of School or the Head of the Subject Area or Chair of School Learning, Teaching and Quality (LTQ) signs the nomination form before forwarding it to Academic Quality and Development (AQD).
- 1.2 For nominations for External Examiners for courses offered in collaboration with partner institutions, the Academic Liaison Tutor 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 Head 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 After approval of the initial appointment, AQD generates a contract subject to verification of Right to Work in UK document, which is sent to the External Examiner to establish an agreement between the University and the External Examiner. New External Examiners will receive a handbook detailing their roles and responsibilities and other core information, a contract, [Right to Work in UK verification process](#) and other briefing details from AQD.
- 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, the Head of School 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.

Table 1 outlines the nomination process for an external examiner:





2. Subject Standards Board (SSB) and Performance Enhancement Meeting (PEM)

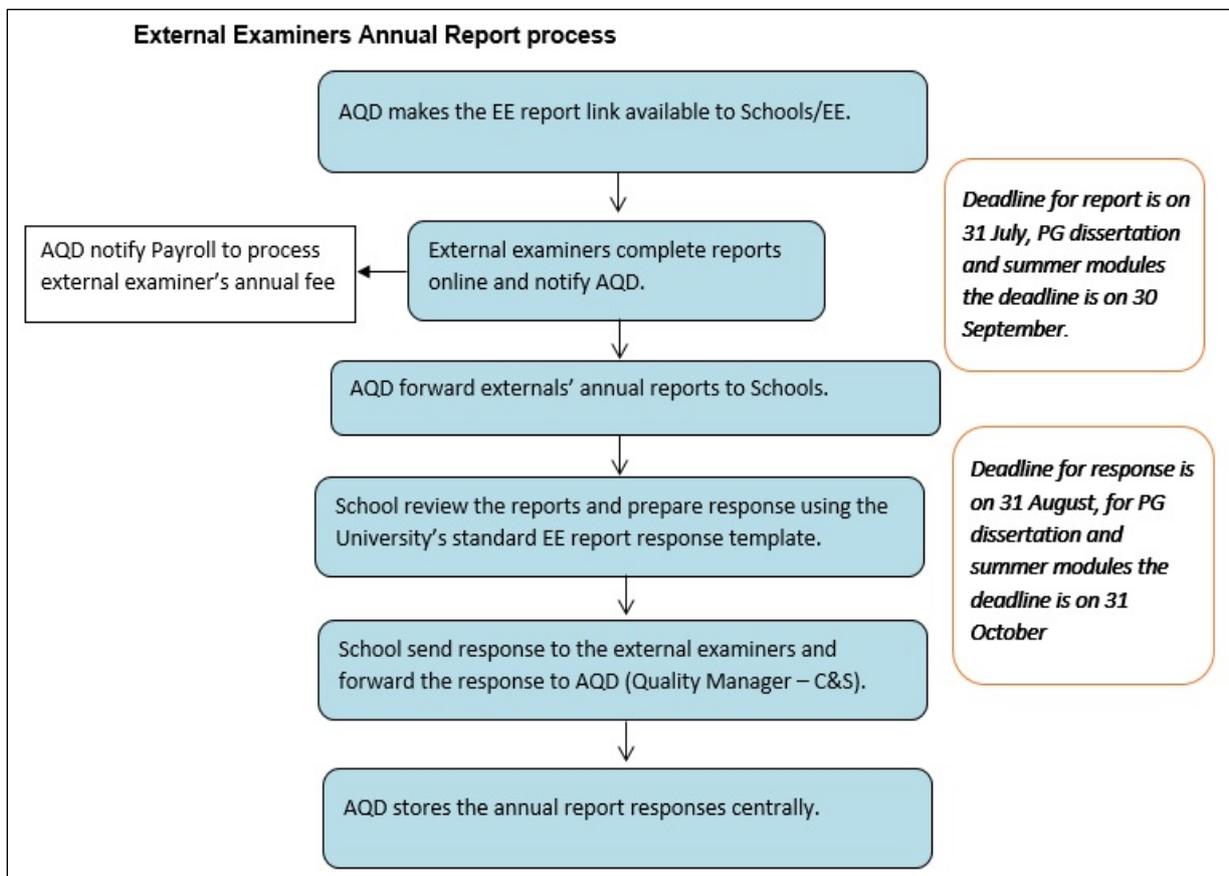
- 2.1 SSB meetings are to confirm academic standards at course level, confirming that students have been fairly assessed, that assessment has been fairly marked and moderated and that London Met's regulations have been followed. Subject Standards Examiners (SSE) are required to attend relevant SSB. If an external is unable to attend the meeting in person, AQD will offer and support the option to participate in the meeting remotely.
- 2.2 Performance Enhancement Meetings (PEM) are not assessment boards and have no authority to consider and make decisions regarding either the confirmation of marks or the conferment of awards on individual students.
- 2.3 SSB and PEM structures are exactly same; all internals and External Examiners who are members of a SSB are members of the equivalent PEM, and the Chair and Vice-Chair are usually the same. The key elements of information considered by the PEM concern module results, course progression, and awards by course. Subject Standards Examiners (SSE) play a key role to these meetings.
- 2.4 Members of SSB including External Examiners meet to confirm marks, hence PEMs are the meetings where SSE of relevant SSB are optionally invited to PEM.

3. External examiners' annual report

- 3.1 External Examiners are required to produce an annual report using [online report questionnaires](#). There are two formats: the Awards Examiner Annual Report and the Subject Standards Examiner (SSE) Annual Report. SSE's Annual Reports should be completed [online](#) unless other arrangements have been specifically made with appropriate members of AQD.
- 3.2 The SSE annual report must be submitted four weeks after June SSB or after the September SSB mark confirmation meetings, where responsibilities include summer modules and postgraduate dissertations. The External Examiner's report is placed on the University's Livelink site for consideration by academics from the relevant School and the University's senior academic management and also students.
- 3.3 Periodically, SSE reports are circulated to key stakeholders including the relevant course leaders, Head of Subject and Head of School. The course team will then be required to complete an EE report response template ([AQD028](#)), approved by the Head of School and Head of Subject, then sent to the External Examiner and AQD. If any urgent matters are identified, the Head of their respective area will correspond with the External Examiner to resolve the issue.
- 3.4 The course leader uses SSE report to assist the completion of the University's continuous monitoring process. Full details of the monitoring processes are specified in the [Continuous Monitoring](#) section of the Quality Manual.

- 3.5 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 Head of School, Pro Vice-Chancellor Academic Development, or the Vice-Chancellor as appropriate.
- 3.6 The deadline for External Examiners' report is the 31st July of the same academic year and 30th September for summer and postgraduate dissertation modules. The deadline for responding to SSE report is the 31st August and 30th September for summer and postgraduate dissertation modules.

Table 2: Subject standards examiner annual report process:





4. External examiners activities calendar

4.1 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, particularly for partner provision where PEM discussion is associated with SSB meetings:

- **Start of October:** Normal start date for tenure of new Subject Standards Examiners (SSE).
- **Early October:** Mark confirmation by SSB Chairs to confirm postgraduate dissertation and summer modules results for publication.
- **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.)
- **Mid October:** University Awards Board. (Awards Examiners only.)
- **Late October:** London Met's Continuous Monitoring process is an ongoing cycle of key checkpoints which continue throughout the academic year. Data produced after the Awards Board in October feeds into module and course action plans, a key part of Continuous Monitoring. Data from the Awards Board allows for the Continuous Monitoring data dashboards on Business Objects to be updated at both UG and PG levels for the completion action plans at both module and course levels. 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. PEMs to consider the teaching of taught provision assessment, module performance across autumn and spring semesters and course performance data including progression and awards.
- **End November:** Normal end date for tenure of Subject Standards Examiners, after four years unless tenure extended.
- **Mid December:** Deadline for submission of Awards Examiners' Annual Reports for the previous academic year (ending with the mid-October Awards Board meeting).



- **Late February:** Subject Standards Examiners consider samples of students' autumn semester work (for PG and UG 15 credit modules) and confirm marking standards.
- **Early March:** 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:** University Awards Board. (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.
- **Mid-June:** Subject Standards Examiners consider samples of students' spring semester 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 module results (for PG and UG 15 and 30 credit modules) for publication. (SSB External Examiners participate)
- **Early July:** University Awards Board. (Awards Examiners only)
- **End July:** 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.
- **End of August:** Response to External Examiners' annual reports using EE report response template ([AQD028](#)) and send copies of the responses to AQD.
- **Beginning of September:** Mark confirmation by SSB Chairs to confirm summer reassessment module results for publication.
- **Early September:** University Awards Board sub-committee for the Auditing of Taught Awards – only to confer awards arising from reassessment period. (Awards Examiners only.)
- **Late September:** SSEs consider samples of students' postgraduate dissertation work and confirm marking standards.
- **End of September:** Deadline for submission of Annual Reports for the previous academic year for examiners with responsibility for postgraduate dissertations or other summer modules.