

Following the publication of the UK Quality Code for Higher Education Chapter B7: External Examining, there is now an expectation that students are involved in the consideration of reports and responses and that Institutions make external examiners' annual reports available in full to students, with the sole exception of any confidential report made directly, and separately to the Head of the Institution.

This guidance has been produced to give an overview of External Examining, the External Examiners/Verifiers report and how the College will share the report including feedback and recommendations with students.

What is External Examining?

External Examining provides one of the principal means for maintaining UK threshold academic stands and is an integral and essential part of institutional quality assurance.

All Higher Education Institutions (HEI's) appoint suitably qualified External Examiners/Verifiers from other HEI's and where relevant industry and the professions. Those appointed are suitably qualified and experienced in the subject they will be examining.

The External Examiner/Verifier will:

- Assist the HEI/Awarding Body in monitoring the standards of its awards.
- Verify that standards are appropriate for the award or award elements which the external examiner has been appointed to examine, in line with HEI/Awarding Body programme specifications, national subject benchmarks, and national qualifications frameworks.
- Ensure that awards are comparable in standard with those for similar subjects and awards in other HEI's/Colleges and that the performance of students is consistent with those awards.
- Ensure that assessment processes are appropriate, rigorous, fair and fairly operated and are in line with both institutional regulations and published programme guideline
- Ensure, where appropriate, that accreditation requirements of any professional or statutory body are met.
- Provide recommendations for, and informative comment on, good practice identified via the external examining system for taught provision, and the enhancement of the quality of learning opportunities provided to students.

The External Examiner/Verifier will as part of their examination of the above meet with staff and a selection of students on the relevant programme.

External Examiners Report

The External Examiner will produce an annual report detailing:

- Whether or not the HEI/College is maintaining the threshold academic standards set for its awards in accordance with the framework for higher education qualifications and applicable subject benchmark statements.
- Whether or not the assessment process measures student achievement rigorously and fairly against the intended outcomes of the module(s) and the programme(s) and is conducted in line with the HEI's Code of Practice on Assessment and other academic regulations.
- The comparability of the academic standards and the achievements of students with those in other UK HEI's/Colleges of which the external examiner has experience.
- Good practice and innovation relating to learning, teaching and assessment.
- Opportunities to enhance the quality of the learning opportunities provided to students.
- Whether or not sufficient evidence was received to enable the role to be fulfilled (and, where evidence was insufficient, details in relation to this).

The College responds to the External Examiner/Verifier on the comments made in the report and what action will be taken as a result of the report and if appropriate the reasons for not accepting particular recommendations or suggestions.

Sharing the External Examiners Report

External Examiners/Verifiers reports are available on Moodle for staff and students to access. Tutors share relevant reports with students and will provide an opportunity for the feedback and recommendations to be discussed.

Themes from all External Examiner reports are collated and considered by the Higher Education Lead and considered at Academic Leadership Team and Higher Education Forum to ensure that the quality of programmes delivered is consistent across the Group. Actions arising out of external examiner reports are also monitored for progress against the actions, at Academic Leadership Team.

