

External Examining – an overview

About External Examining

External examiners confirm that:

- DMU's awards are comparable in standard to awards granted by other institutions
- They comply with national threshold standards
- The assessment of students is fair.

They are provided with appropriate evidence to make their judgements and are explicitly asked to confirm standards and the fairness of assessment in the annual reports they submit each academic session. In addition external examiners provide advice on curriculum development.

Who are they?

External examiners are subject experts appointed from other institutions or from industry and are normally in post for 4 years.

Appointment Process

Timescales

Examiners who are due to complete their appointments in the summer and autumn terms must be replaced by the **31st March** of the previous session. Those appointments completing in November and after must submit nomination forms no later than the 31st May. Newly validated programmes must nominate an external examiner nomination form soon after the validation.

How to appointment an external examiner

Allow sufficient time (at least 12 months) before an external examiner is due to start their term of office to identify a suitable external examiner of the appropriate calibre, appraise them of their role and then follow the correct university appointment procedures:

- Approach possible nominees
- Review [appointment criteria](#)
- Complete nomination, extension, reallocation of duties form and obtain internal endorsements from Head of School/Department and Head of Quality
- Email form to the Quality Officer (External Examiners) in DAQ and await decision from the External Examiner and Reviewer Appointments Committee
- Confirmation of approval will be sent by DAQ. The examiner is not formally in post until the examiner has accepted the appointment. Further confirmation of acceptance will also be sent by DAQ

After appointment approval

Information sent from DAQ

- Appointment letter
- Web link to the current undergraduate/ postgraduate regulations
- Web link to the current General Regulations and Procedures Affecting Students
- Web link to the guide to external examining at DMU
- University administrative arrangements for the operation of the external examining system

Information sent by the faculty/validation service partner

- Full programme and module specifications (templates)
- Programme information
- Professional body requirements (if applicable)
- Student handbooks
- Summary of review and evaluation reports
- Dates of assessment board meetings and timeline of expected work
- Relevant discipline assessment criteria, marking schemes, model answers, etc

Role and Responsibilities

External examiners are specifically required to scrutinise and advise on curriculum development and design, standards and assessment.

Role in assessment

Examiners are expected to:

- Be consulted on all draft assessments
- Sample work (see the [Assessment and Feedback Policy](#) for more information)
- Attend assessment boards

Whilst it is not a DMU requirement to meet students to assist in the evaluation of the appropriateness of assessment methodologies, examiners are advised to do so.

Reporting

External examiners are required to submit written reports on an annual basis to the university using the standard report proforma within one month after the main assessment board and before payment of fees is authorised. Such reports should cover the full range of activities with which the examiner has been involved.

How reports are processed

- Received centrally and circulated to faculties and relevant collaborative partners by DAQ within 3 working days of receipt
- Initial response sent from the dean (or representative) within 28 days of receipt
- Full response sent from the board chair/programme leader after discussion at the management board. The response should be sent within 2 weeks of that meeting.
- An overview report will be written by DAQ and presented to the Academic Quality Committee (AQC).

Fees

Each faculty office has responsibility for paying all fees and expenses of its external examiners. The annual fee is paid on receipt of an external examiners report and also on submission of the claim form.

Undergraduate

Annual fee = £360.00
Visit fee = £90.00 per visit

Postgraduate

Annual fee = £360.00
Visit fee = £90.00 per visit
Viva fee = £90.00
Dissertation fee = £12.00 per dissertation up to £180.00

Useful resources

Publication	Website
A Guide to External Examining at DMU	dmu.ac.uk/external-examiners
Assessment & Feedback Policy	dmu.ac.uk/teaching-learning-assessment
Louise Newell, Quality Officer (External Examiners)	lnewell@dmu.ac.uk x6076
QAA Quality Code	http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code
HEA External Examiners Handbook	https://www.heacademy.ac.uk/system/files/downloads/HE_Academy_External_Examiners_Handbook_2012.pdf