

H Assessment Boards and External Examiners

Section H of the regulations is informed by the following sections of the QAA UK Quality Code for Higher Education:

The Expectations and Practices in the revised Quality Code (November 2018)

The following themes in the QAA UK Quality Code Advice and Guidance section:

- Assessment
- External Expertise

H1 Assessment Board Requirements

H1.1 Appointment of Assessment Boards

H1.1.1 Every programme of studies approved as leading to a validated award of the University has a Subject Board, and a Progression and Finalist Board whose constitutions and terms of reference accord with the approved regulations for the programme and the terms of reference contained in the Regent's University London Academic Governance Structure document. The constitution of the assessment boards may include provision for the appointment of subsidiary boards (see below) and the same board may be responsible for more than one programme of study.

H1.1.2 The assessment boards are appointed by the Senate Quality Assurance Enhancement Committee and are accountable to that body for the fulfilment of its terms of reference.

H1.2 Chair of Assessment Board

H1.2.1 The Chair for the assessment boards shall be appointed in accordance with its constitution and terms of reference in the Regent's University London Academic Governance Structure document. The Chair must be independent and not involved in the assessment of students whose results are considered by the assessment board.

H1.3 Student membership of Assessment Boards

H1.3.1 No student may be a member of an assessment board or attend an examiners' meeting.

H1.3.2 A person who is otherwise qualified to be an examiner for a programme, for example as a member of academic staff or as an approved external examiner, and is coincidentally registered as a student on another programme either at the same institution or

elsewhere, will not be disqualified from carrying out normal examining commitments.

H1.4 Authority of Assessment Boards

H1.4.1 The assessment boards are authorised to assess students in accordance with the validated programme regulations and the terms of reference set out in in the Regent's University London Academic Governance Structure document, and to recommend to Senate the conferment of a validated award upon a student who in the judgement of the board has fulfilled the objectives of the approved programme of study and achieved the standard required for the award. The approved assessment board or its formally constituted subsidiary examination committees are responsible for all assessments that contribute to the recommendation of an award. No other body, except Senate, has authority to recommend conferment of an award, nor to amend the decision of an approved and properly constituted assessment board acting within its terms of reference and in accordance with the regulations for the programme of study. An assessment board may, however, be required to review a decision if instructed to do so by an appeal or review board in the case of an upheld appeal.

H1.5 Subsidiary assessment committees

H1.5.1 A subsidiary assessment committee must include at least one approved external examiner and all external examiners should be informed that they have the right to attend the meeting of the assessment board at which decisions on recommendations for awards are made. The rights and duties of external examiners are the same as those of external examiners on the main board except that the subsidiary assessment committee only makes recommendations to the main board. The approved assessment board retains responsibility for judging each student's performance as a whole and deciding, in the light of the objectives of the programme and its academic regulations, whether any condonement may be allowed for failure in elements of the assessment.

H1.6 Delegation of responsibility for assessments

H1.6.1 The approved assessment board is responsible for the reassessment or deferred assessment of students. The board may, at the time when it first meets to decide its recommendations, agree arrangements for delegating that responsibility to a sub-group, which should include at least one external examiner. Such delegation will not be appropriate for all reassessments or deferred assessments; the board must be satisfied that it is appropriate in the particular circumstances before agreeing to delegate responsibility.

H1.7 Secretary of Assessment Boards

- H1.7.1 The Registry shall ensure that arrangements are made to appoint a secretary to each assessment board and shall require the secretary to maintain detailed and accurate records of the board's proceedings.

H1.8 Validating Bodies attendance at Assessment Boards

- H1.8.1 Representatives from validating bodies may attend relevant assessment boards in accordance with validation regulations.

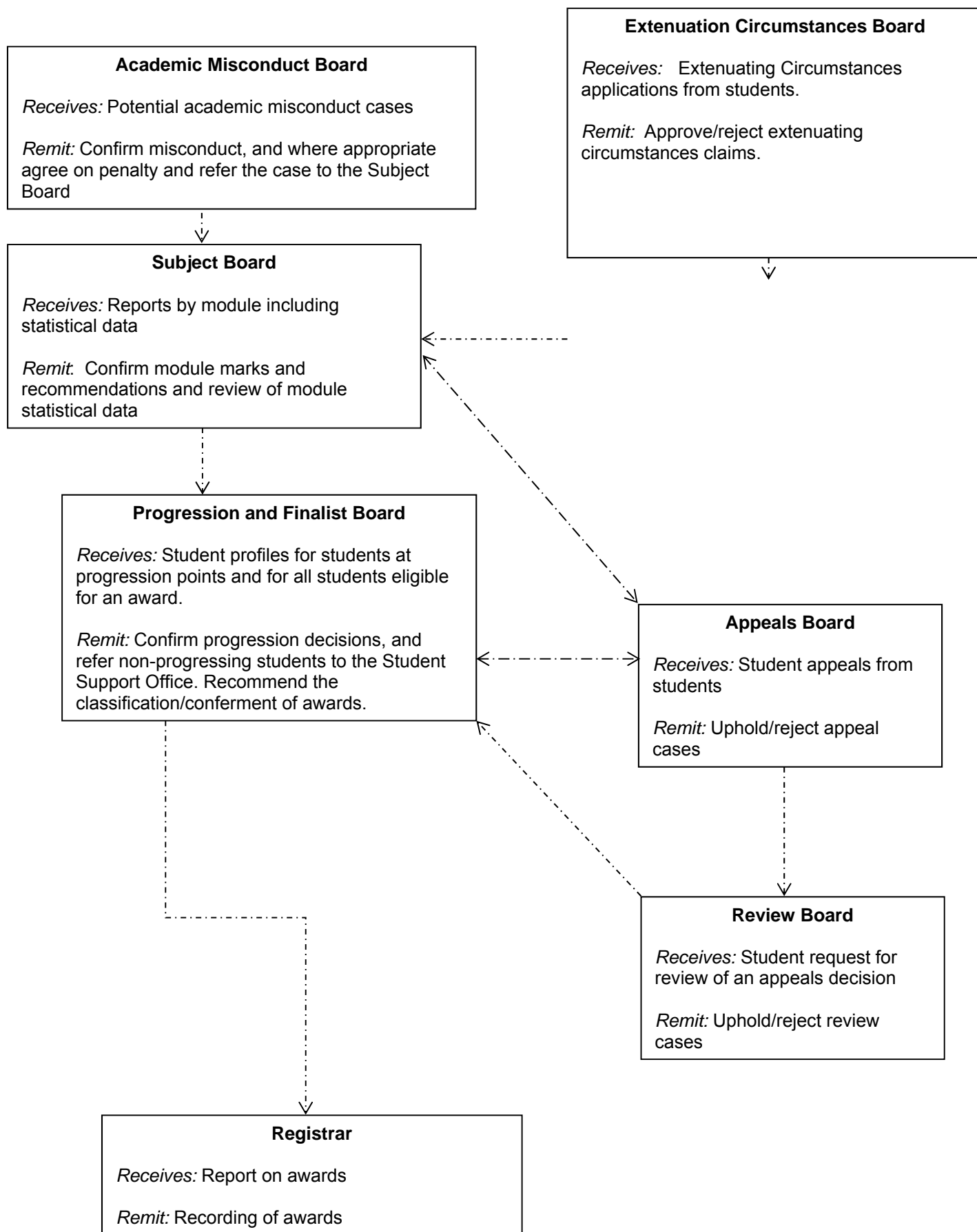
H2 Assessment Boards: Context

Assessment Boards include:

- Subject Board
- Progression and Finalist Board
- Reconvened Boards
- Academic Misconduct Board
- Extenuating Circumstances Board
- Registration Review Panel
- Appeals Board
- Review Board

Each validated programme of study at Regent's University London is considered by a Subject Board and a Progression and Finalist Board, both of which report directly to the Senate Quality Assurance and Enhancement Committee and ultimately Senate, which is invested with the authority to officially confirm degree awards. Senate delegates the authority to confer awards to the Registrar who ensures that due process has occurred. Authority of the Boards is thus determined by the regulations of Senate and where relevant the validating body. Where required, all conferment lists are submitted to the validation body.

H3 Structure Diagram of Assessment Boards



H4 Membership and Terms of Reference of the Assessment Boards

H4.1 Membership of the Subject Board

Ex officio

- Head of School/Assistant Dean or Head of Programme (Chair) *
- Relevant subject area Head of School/Assistant Dean
- Relevant Module Leaders or Head of Programme(s) or nominees*
- Relevant external examiner(s) *

* Academic (4+)

** Professional services (0)

*** Students (0)

Total (4+)

Co-optees

- Representative of the Careers and Business Relations**
- Representative of International Partnerships Office (IPO) **
- Representative(s) of Academic Staff (PLP tutor or SPA/language Co-ordinator)*
- Clinical Placement Co-ordinator**

In attendance:

- Secretary (from the Registry)
- Co-optees (as required by the board)

(Total attendance = will vary dependent on the number of subject area Heads of School/Assistant Deans *, Module Leaders * and External examiner(s) * required).

H4.2 Terms of Reference for the Subject Board

The Subject Board shall exercise the following powers and functions within the context of the University's regulations:

1. To verify the results for each subject.
2. To confirm passes and failures in modules.
3. To confirm the penalty in relation to any cases of academic misconduct recommended by the Academic Misconduct Board.
4. To confirm the deferral of assessment(s) which has had an extenuating circumstances claim accepted by the Extenuating Circumstances Board.
5. To confirm the hours for any work/clinical placement.

6. To confirm students' credits and, where applicable, grades from the Study Period(s) Abroad/and or Placement Learning Projects.
7. To reconsider an earlier decision made after referral from the Appeals Board or the Review Board.
8. To discuss any amendments made to marks for a cohort of students recommended by external examiners.
9. To make recommendations to the Programme Committee and/or Head of Programme on any matters concerned with the teaching and assessment methods of any modules or SPA/PLP, based on matters arising from the results and external examiner(s) comments.
10. To review module statistical data.
11. To ensure that the academic regulations of Regent's University London are adhered to and that the Board is carried out to University standards.

H4.3 Standing Orders for the Subject Board

1. An Independent Head of School/Assistant Dean or Head of Programme shall be the ex officio Chair of the Subject Board. Alternatively, the Independent Head of School/Assistant Dean or Head of Programme may delegate the role of Chair to his / her nominee. The nominee must be selected from the committee membership.
2. Co-opted members will participate in the deliberations of the Board as required by the Board.
3. Observers are only allowed at the permission of the Chair, and should not participate in business unless authorised by the Chair.
4. Co-opted members and observers shall not be entitled to vote on motions proposed at the Board.
5. The Secretary of the Board will normally be from the Registry.
6. Where necessary, the relevant Faculty Dean / Institute Director may appoint suitable alternates to attend meetings at which members are unable to be present; however alternates to external examiners may not be appointed. Absences may only be accepted and alternates may only be appointed in exceptional circumstances and prior written agreement for this must be received from the relevant Faculty Dean / Institute Director as applicable.
7. The Board shall not be considered quorate unless:
 - a) at least half of the members are present;

- b) at least one external examiner is present.
- 8. The Secretary from the Registry will be required to be present throughout for the Board to convene.
- 9. In exceptional circumstances where an external examiner cannot be present they must submit a report prior to the Board meeting.
- 10. The Board will meet as often as required.
- 11. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
- 12. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.

H4.4 Membership of the Progression and Finalist Board

Ex officio:

- PVC Dean or nominee (Chair) **
- Relevant Heads of School/Assistant Dean*
- Relevant Head of Programme(s)*
- Progression and Finalist Board external examiner *

* Academic (3+)

** Professional services (1)

*** Students (0)

Total (4+)

In attendance:

- Head of Student Services **
- Student Support Officer **
- Student Disability and Mental Health Coordinator**
- Representative from the International Partnerships Office (IPO) – Outbound Unit **
- Senior Quality Officer **
- Secretary

(Total attendance = will vary dependent on the number of subject area Heads of School/Assistant Deans *, Module Leaders * and external examiner * required).

H4.5 Terms of Reference for the Progression and Finalist Board

The Progression and Finalist Board shall exercise the following powers and functions within the context of the University's regulations:

1. To confirm the progression of each student.
2. To refer non-progressing students to the Student Support Office.
3. To award condoned passes.
4. Verify and recommend the classification/conferment of award for each student presented to the Board.
5. Recommend the conferment of an exit award available to excluded/withdrawn students.
6. To reconsider an earlier decision made after referral from the Appeals Board or the Review Board.
7. To make recommendations to the Programme Committee and / or Head of Programme on any matters concerned with the teaching and assessment methods of any modules or procedures required at programme level, based on matters arising from the results.

8. To ensure that the academic regulations of Regent's University London are adhered to and that the Board is carried out to University standards.

H4.6 Standing Orders for the Progression and Finalist Board

1. A PVC Dean shall be the ex officio Chair of the Progression and Finalist Board. Alternatively, PVC Dean may delegate the role of Chair to his / her nominee. The nominee must be selected from the committee membership.
2. Observers are only allowed at the permission of the Chair, and should not participate in business unless authorised by the Chair.
3. Observers shall not be entitled to vote on motions proposed at the Board.
4. The Secretary of the Board will normally be from the Registry.
5. Where necessary, the relevant Faculty Dean / Institute Director may appoint suitable alternates to attend meetings at which members are unable to be present; however alternates to external examiners may not be appointed. Absences may only be accepted and alternates may only be appointed in exceptional circumstances and prior written agreement for this must be received from the relevant Faculty Dean / Institute Director as applicable.
6. The Board shall not be considered quorate unless the following members are present*:
 - a) PVC Dean (Chair)
 - b) Relevant Head of School/Assistant Dean
 - c) Relevant Head of Programme
 - d) Progression and Finalist Board external examiner
 - e) Secretary

* The Board is divided into sections dealing with one programme at a time and will be considered to be quorate and therefore allowed to confirm progression and verify awards for students for each section as long as the following members are present for the applicable section of the Board:

 - a) there is both a relevant Head of School/Assistant Dean and Head of Programme; or their approved alternates present for the programme being considered;
 - b) the Chair and external examiner must be present for the full duration of the Board.
7. The Secretary from the Registry and a Quality Officer will be required to be present throughout for the Board to convene.

8. The Board will meet as often as required.
9. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
10. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.

H4.7 Membership of the Reconvened Board

Ex officio

- Deputy Vice Chancellor or Independent Head of School/Assistant Dean or Independent Head of Programme (Chair) *
- Relevant subject area Head of School/Assistant Dean(s) *
- Relevant Head of Programme(s) *
- External examiner ϕ

* Academic (4+)

** Professional services (0)

*** Students (0)

Total (4+)

In attendance:

- Quality Officer (from the Registry) **
- Secretary
- Co-optees (as required by the Board)

ϕ *The external examiner should be selected from the list of appointees for the Progression and Finalist Board. If all are unavailable, the most relevant external examiner should be invited.*

(Total attendance: numbers will vary dependent on the number of subject area Heads School *, Module Leaders * and external examiners * required).

H4.8 Terms of Reference for the Reconvened Board

The Reconvened Board shall exercise the following powers and functions within the context of the University's regulations:

1. To verify the results for each subject.
2. To confirm passes and failures in modules.
3. To confirm the penalty in relation to any cases of academic misconduct recommended by the Academic Misconduct Board.
4. To confirm the deferral of assessment(s) which has had an extenuating circumstances claim accepted by the Extenuating Circumstances Board.
5. To confirm the hours for any work/clinical placement.
6. To confirm students' credits and, where applicable, grades from the Study Period(s) Abroad and/or Placement Learning Projects.

7. To discuss any amendments made to marks for a cohort of students recommended by external examiners.
8. To review module statistical data.
9. To confirm the progression of each student.
10. To refer non-progressing students to the Student Support Office.
11. To award condoned passes and subsequently the awarding of the degree.
12. To make recommendations to the Programme Committee and/or Head of Programme on any matters concerned with the teaching and assessment methods of any modules or procedures required at programme level, based on matters arising from the results and external examiner(s) comments.
13. To verify the classification/conferment of award for each student presented to the Reconvened Board.
14. To recommend the classification/conferment of award for students who have been granted a condoned pass at a previous Progression and Finalist Board.
15. To recommend the classification/conferment of award for students on a borderline between classifications.
16. To recommend the conferment of an exit award available to excluded/withdrawn students.
17. To reconsider an earlier decision made after referral from the Appeals Board or the Review Board.
18. To verify the results of re-sits.
19. To ensure that the academic regulations of Regent's University London are adhered to and that the Board is carried out to University standards.

H4.9 Standing Orders for the Reconvened Board

1. The Chair will either be an Independent Head of School/Assistant Dean or Head of Programme, or Deputy Vice Chancellor. The Chair will be determined based on the nature of discussions to be held at the board. For example, if progression is to be considered along with other subject board matters, the Progression and Finalist Board Chair should be invited. This example is applicable to all scenarios.
2. Co-opted members will participate in the deliberations of the Board, as required by the Board.

3. Observers are only allowed at the permission of the Chair, and should not participate in Board business unless authorised by the Chair.
4. Co-opted members and observers shall not be entitled to vote on motions proposed at the Board.
5. Where necessary, the relevant Faculty Dean / Institute Director may appoint suitable alternates to attend meetings at which members are unable to be present; however alternates to external examiners may not be appointed. Absences may only be accepted and alternates may only be appointed in exceptional circumstances and prior written agreement for this must be received from the relevant Faculty Dean / Institute Director as applicable. The Faculty Dean / Institute Director must inform the Deputy Vice-Chancellor of the absence.
6. The Board will be not considered quorate for decision making purposes unless the following members are present*:
 - a) Chair
 - b) Relevant Head of School/Assistant Dean or Head of Programme, or their approved alternate.

* The Board is divided into sections dealing with one programme at a time and will be considered to be quorate and therefore allowed to carry out its functions as outlined in the terms of reference for each section as long as the following members are present for the applicable section of the Board:

 - a) there is both a relevant Head of School/Assistant Dean or Head of Programme; or their approved alternates present for the programme being considered;
 - b) the Chair.
7. The Secretary from the Registry and a Quality Officer will be required to be present for the board to convene.
8. The Secretary of the Board will be from the Registry.
9. Reconvened Boards will meet as and when required.
10. Where an external examiner cannot be present they should either submit a report prior to the meeting or be virtually present (e.g. via Skype).
11. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
12. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.

H4.10 Membership of the Academic Misconduct Board

Ex officio

- Faculty Associate Deans/Director or Faculty Assistant Deans (Chair)
- One Principal or Senior Lecturer appointed by each Faculty Associate Dean to represent their faculty (currently 2)
- One Principal or Senior Lecturer appointed by each Institute Associate Director to represent the institute (currently 1)
- One Senior Officer from the Registry

In attendance

- Secretary (from the Registry)
- Staff related to the academic misconduct in question
- Student related to the academic misconduct in question

H4.11 Terms of Reference for the Academic Misconduct Board

1. The Academic Misconduct Board shall receive and adjudicate on cases of academic misconduct received from academic staff, with supporting documentary evidence, in line with University Regulations.
2. The Academic Misconduct Board will recommend penalties to the Subject Board in cases where academic misconduct has been proven.

H4.12 Standing Orders for the Academic Misconduct Board

1. Academic staff are appointed by the Faculty Associate Deans / Institute Associate Director, and shall serve the Board for one academic year.
2. The Board will be considered quorate only if all members are present.
3. Staff must be independent and not involved with the specific academic misconduct case being reviewed.
4. Where necessary, subject to challenge by the Board, members of the Board may appoint alternates to attend meetings at which they are unable to be present.
5. Staff and students related to the academic misconduct case will be given the opportunity to represent themselves as required but are not entitled to vote.
6. The Secretary of the Board will be from the Registry.
7. The Board will meet twice each term.

8. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
9. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.

H4.13 Membership of the Extenuating Circumstances Board

Ex officio

- Faculty Associate Deans/Director or Faculty Assistant Deans or nominee (Chair)
- One Principal or Senior Lecturer appointed by each Faculty Associate Dean to represent their faculty (currently 2)
- One Principal or Senior Lecturer appointed by each Institute Associate Director to represent the institute (currently 1)

In attendance

- Secretary (from the Registry)
- Co-optees (as required by the Board)

H4.14 Terms of Reference

1. The Extenuating Circumstances Board shall meet as frequently as necessary, after the assessment period and if necessary after the Subject Boards to:
 - receive and adjudicate on written extenuating circumstances submissions from students, with supporting documentary evidence, in line with University regulations
 - maintain oversight of the overall break in studies process and ensure consistency through the review of a sample of claims.
2. The Extenuating Circumstances Board should highlight and report any issues or examples of good practice to the Senate Quality Assurance and Enhancement Committee (SQAEC).

H4.15 Standing Orders

1. To allow straightforward cases to be reviewed as required, a reduced Board will be considered quorate if the Chair and the Secretary of the Extenuating Circumstances Board are present.
2. 2. To review more complex cases a full Board will be considered quorate if more than 50% of members are present
3. Where necessary, subject to challenge by the Board, members of the full Board may appoint alternates to attend meetings at which they are unable to be present.
4. The Secretary of the Board will be from the Registry.

5. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
6. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.

H4.16 Membership of the Registration Review Panel

Appointed

- At least two appointed members of the Extenuating Circumstances Board.

Co-optees

- Head of Student Services
- Student Support Officer
- Disability Officer
- Relevant academic representative

H4.17 Terms of reference

1. The Registration Review Panel shall meet every two weeks to review and decide upon all student applications for a break in study, as well as applications for students returning from an authorized break in study. Where an application for a break in study is approved, the Panel may set conditions which the student must meet by an agreed deadline, before the student is able to return to their programme of study.

H4.18 Standing Orders

1. The Panel will be considered quorate if at least two appointed members of the Extenuating Circumstances Board are present.
2. The Registration Review Panel is only able to grant one break in studies throughout the duration of a student's programme of study.
3. The Panel may set conditions which the student must meet by an agreed deadline, before the student is able to return to their programme of study.
4. The Panel will ensure that the correct paperwork has been completed by the student and signed off by the staff responsible.
5. Staff must be independent and not involved with the specific student application being reviewed.
6. Where necessary, subject to challenge by the Board, members of the Board may appoint alternates to attend meetings at which they are unable to be present.
7. The Secretary of the Panel will be from the Registry.
8. The Panel will meet every two weeks.

9. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Panel.
10. Formal minutes from the Registration Review Panel will be reviewed by the Extenuating Circumstances Board.

H4.19 Membership of the Appeals Board

Ex Officio

- PVC Dean (Chair)
- Assistant Registrar – Academic Quality, Assessments and Awards
- Three Members of academic or academic-related University Staff (of whom two must be academic University staff)

Co-optees

- Chair of the Extenuating Circumstances Board
- Invited parties (e.g. staff or students)

In attendance

- Secretary (from the Registry)

H4.20 Terms of Reference for the Appeals Board

The Appeals Board shall exercise the following powers and functions within the context of the University's regulations:

1. To receive and adjudicate on written appeals from students, with supporting documentary evidence, relating to decisions made by the relevant assessment board;
2. To refer, where appropriate, the case back to the relevant assessment board.

H4.21 Standing Orders for the Appeals Board

1. To allow straightforward cases to be reviewed as required, a reduced Board will be considered quorate if the Chair and the Secretary of the Appeals Board are present.
2. To review more complex cases a full Board will be considered quorate if more than 50% of the members are present.
3. Staff must be independent and not involved with the specific appeal being reviewed;
4. Co-optees will participate in the deliberations as required but are not entitled to vote;
5. The Secretary of the Board will be from the Registry;
6. The Board will meet at least three times a year, unless no appeals are submitted following publication of results.

7. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
8. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.

H4.22 Membership of the Review Board

Ex Officio

- Registrar or nominee (Chair)
- Two members from the Senate Quality Assurance and Enhancement Committee

In attendance

- Secretary from the Registry
- Invited parties (e.g. staff or students)

H4.23 Terms of Reference for the Review Board

The Review Board shall exercise the following powers and functions within the context of the programme academic regulations:

1. To receive and adjudicate on written appeals from the students, with supporting documentary evidence, relating to decisions made by the Appeals Board;
2. To refer, where appropriate, the case back to the relevant assessment board.

H4.24 Standing Orders for the Review Board

1. The Registrar shall be the ex officio chair of the Board. Alternatively, the Registrar may delegate the role of chair to his/her nominee.
2. Members must be independent from the programme and student.
3. Members must not have been involved with the appeal at Stages one or two.
4. The Secretary of the Board shall be appointed from the Registry by the Registrar.
5. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
6. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.

H5 External examiners

H5.1 General Information

- H5.1.1 External examiners ensure that the University standards and quality processes are appropriate and are of a standard comparable to those of other higher education institutions in the UK.
- H5.1.2 External examiners help to ensure that:
- (a) standards set for the awards are appropriate;
 - (b) standards of student performance are comparable with similar programmes or subjects in other HEIs;
 - (c) the processes for assessment, examination and the determination of awards are rigorous;
 - (d) students receive equitable treatment and that the academic processes have been conducted fairly against the intended outcomes of the programme(s) and in line with Regent's University London regulations and policies;
 - (e) distinctive features are acknowledged in the context of external knowledge and experience.
- H5.1.3 External examiners provide academic staff with the opportunity to reflect with other academics in the field and fulfil the requirements of the QAA and validating bodies. They are critical for the validating bodies to retain confidence in the quality and standards of the validated programmes. These procedures are informed by the QAA UK Quality Code for Higher Education Advice and Guidance, External Expertise.
- H5.1.4 All academic staff at Regent's University London are informed of the roles and responsibilities of the external examiners and the levels of their authority.
- H5.1.5 The University will include the name of the external examiner, his/her position and institution in module or programme information provided to students.

H5.2 Progression and Finalist Board external examiners

- H5.2.1 Progression and Finalist Board external examiners are subject to all the regulations related to external examiners contained within this handbook, with the following exceptions:
- (a) Progression and Finalist Board external examiners are not appointed to a subject area and therefore will not be subject specialists.

- (b) Progression and Finalist Board external examiners must have an excellent knowledge of quality assurance processes related to student assessment in higher education.
- (c) Progression and Finalist Board external examiners must have extensive experience and knowledge of the administration of assessment boards, which has been gained through a senior quality role within a higher education institution e.g. Director of Quality, Registrar, Associate Dean of Quality etc.
- (d) Progression and Finalist Board external examiners will not be moderating student assessment but rather they will be observing and auditing the Progression and Finalist Board to ensure that the board is conducted according to regulations.

H5.3 Appointment Procedure for external examiners

- H5.3.1 Nominations are made according to the QAA UK Quality Code for Higher Education Advice and Guidance, External Expertise. This covers the nominees' seniority, credibility and relevant experience, knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.
- H5.3.2 Their academic qualifications/professional qualifications must be appropriate and to at least the level of the qualification being externally examined, and/or have extensive practitioner experience where appropriate.
- H5.3.3 All external examiners are expected to have competence and experience of designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures and examinations (either externally or internally).
- H5.3.4 All external examiners will have an awareness of current developments in the design and delivery of relevant curricula.
- H5.3.5 External examiner nominations are drawn from a variety of institutional and professional contexts and traditions ensuring the programmes benefit from wide-ranging external scrutiny. Where a programme leads to a professional award, at least one appropriately experienced practitioner should be included among the examiners.
- H5.3.6 All external examiners will meet the applicable criteria set by professional statutory or regulatory bodies.
- H5.3.7 All external examiners will have a familiarity with the standard to be expected of students to achieve the award that is to be assessed.

- H5.3.8 All external examiners will have the necessary experience to enhance the student learning experience.
- H5.3.9 All external examiners will be fluent in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements).
- H5.3.10 Additionally, external examiners will not:
- (a) normally hold more than two external examiner appointments for taught programmes/modules at any point in time;
 - (b) have worked or studied at Regent's University London in the last five years. Retirees may be considered provided they have sufficient evidence of continuing involvement in the academic area in question;
 - (c) be from the same institution as the previous external examiner;
 - (d) be an external examiner from an institution which has been the source of examiners to the faculties of the University for a programme covering the same or cognate subject areas in the recent past (normally five years);
 - (e) be a member of staff, a governor, a student, or a near relative of a member of staff or student on the programme, an examiner on a cognate course in the University or a member of a committee of the appointing institution or one of its collaborative partners;
 - (f) be in a close professional contractual or personal relationship with a member of staff or student involved with the programme of study;
 - (g) be involved as external examiner for the programme when it was approved by another validating body;
 - (h) be a recent or current close working colleague of a key member of staff now teaching on the programme to be examined;
 - (i) be personally associated with the sponsorship of students on the programme;
 - (j) be anyone closely associated with placements or training;
 - (k) be required to assess colleagues who are recruited as students to the programme;
 - (l) be in a position to influence significantly the future employment of students on the programme or likely to be involved with placements or training programmes in his/her organisation involving students on the programme;
 - (m) be anyone involved in collaborative research activities with a member of staff;

(n) be anyone who has been directly involved as an external member of the validation panel for the programme.

- H5.3.11 A reciprocal external examining arrangement for the same subject area between the University and other institutions is not allowed.
- H5.3.12 The replacement of an external examiner from an institution by a colleague from the same department in the same institution is not allowed.
- H5.3.13 No more than one external examiner should be appointed to a programme from any one department within another University.
- H5.3.14 The duration of an external examiner's appointment will be four years, with a possible, exceptional extension of one year.
- H5.3.15 An external examiner may be reappointed in exceptional circumstances but only after a period of five years has elapsed since their last appointment.
- H5.3.16 The appointment of an external examiner can be terminated by the University, approved at a senior level, if they fail to fulfil their obligations at the end of any single year of appointment.
- H5.3.17 Colleagues who are new to external examining or have professional experience relevant to a professional or vocational programme can be appointed provided they are part of a team and mentored by an external examiner that meets the criteria outlined above.
- H5.3.18 Where any potential conflict of interest cannot be satisfactorily resolved appointments will not be approved.

H5.4 Nomination process

- H5.4.1 All nominations for external examiners must be submitted using the University's external examiner nomination form found on the Registry Intranet pages.
- H5.4.2 All nominations for external examiners should be checked using the 'External Examiner Checklist' form available on the Registry Intranet pages.
- H5.4.3 Completed nomination forms should be signed by the Assistant Dean/Head of School or nominee (i.e. Head of Programme) and then submitted to the Associate Dean / Director for approval at Faculty / Institute-level.
- H5.4.4 The Associate Dean / Director will be required to approve and sign the paperwork. In the event of one member not being

available to sign the paperwork, a suitable nominee should be appointed.

H5.4.5 Once approval has been given at Faculty / Institute-level the form should be passed to the Registry for scrutiny and subsequent approval at University level by the Registrar or nominee from the Quality Office, on behalf of the SQAEC.

H5.4.6 The Registry will ensure that all external examiners are appropriately inducted and a feedback form based on the induction should be completed by the external examiner and provided to the Registry.

H5.4.7 The Quality Office will produce an updated report for each meeting of the SQAEC.

H5.5 Appointment Contract

H5.5.1 Appointments for external examiners are usually for a period of four years. However, the term of office may be extended for up to twelve months in extenuating circumstances where there is a clear rationale.

H5.5.2 A new external examiner will start either just before the previous one has completed their term or at the same time.

H5.5.3 The programmes and/or subject areas to be included in the external examiner's role will be clearly communicated in the appointment letter, and this information will also be recorded at the SQAEC.

H5.5.4 An external examiner's contract may be terminated where reports are not produced in a timely manner or to an appropriate standard, or due to failure to attend the relevant assessment Board(s), or a new conflict of interest arises, or due to the discontinuation of the programme.

H5.6 Monitoring the external examiner appointments procedure

H5.6.1 The Registry holds and maintains an external examiner database which contains contact details, length of contract and payment details for all external examiners, which is accessible to the Registry. The Registry monitors the appointments procedure and notifies the SQAEC of progress regarding all external examiner appointments.

H5.7 Induction of external examiners

H5.7.1 Initial arrangements

The external examiner is supplied with:

- (a) Regent's University London Academic Regulations detailing all QA procedures such as moderation policy.
- (b) Programme handbooks (containing the programme specification) for the programme, including details of assessment.
- (c) A briefing paper on University contacts and reporting lines.
- (d) The previous external examiner's report.
- (e) Dates for meetings of the relevant examining boards.
- (f) The content and format required for the written report.

H5.7.2 Induction meeting

External examiners are invited to a meeting at which they are briefed on the institutional procedures and academic regulations as well as being given information to explain what their duties and obligations are, including those relating to attendance and feedback, and any legal obligations. Details may also be shared regarding the developments and opportunities for discussion at programme level. The external examiners will meet the relevant academic and registry staff.

H5.8 The external examiner's role

- H5.8.1 The Head of Programme and/or Pathway Leaders maintain contact with the external examiners. External examiners may be invited to observe the assessment of presentations or practical work and to sign off new ideas for the programme, assessment items or criteria and any other aspects of delivery.
- H5.8.2 External examiners review proposed examination questions and any proposed changes in the programme.
- H5.8.3 They are also informed when they will be able to view work. All coursework and exam scripts can be made available to external examiners where possible, but they will normally be able to review a sample across the marking range. External examiners may not change individual marks within a sample, unless an error has been identified by the external examiner which requires the change of a grade.
- H5.8.4 External examiners also attend the examination boards of the programme, at which they are required to sign off the outcomes.
- H5.8.5 The external examiner will endorse the outcomes of the assessment processes they have been appointed to scrutinise.
- H5.8.6 On all UK validated programmes, no recommendation for the conferment of a validated award of the University may be made without the written consent of approved external examiners prior to the confirmation of mark lists.

H5.8.7 On any matter which the external examiners have declared a matter of principle, the decision of the external examiners shall either be accepted as final by the assessment board or shall be referred to the SQAEC. Disagreements between external examiners shall be referred to the SQAEC.

H5.9 The Report

H5.9.1 At the end of the assessment process, external examiners are required to submit an annual report. The report is submitted no more than one month after the final meeting of the assessment board.

H5.9.2 The report includes comments on the following:

- (a) The overall performance of the students in relation to their peers on comparable programmes.
- (b) The strengths and weaknesses of students in relation to previous years (where applicable).
- (c) The quality of knowledge and skills, both general and subject specific and including any work-based or work-related aspects, demonstrated by the students and in the light of QAA subject benchmarks, and the Framework for Higher Education Qualifications (FHEQ).
- (d) The quality of teaching as indicated by student performance.
- (e) The structure, organisation, design, marking and fairness of all assessments and their compliance with Regent's University London quality assurance procedures.
- (f) The organisation and operation of assessment boards.
- (g) Comments on their own involvement in the process and feedback on whether issues previously raised have been addressed.
- (h) Other recommendations arising from the assessments.
- (i) Developmental needs for the curriculum, syllabus, teaching methods and resources to support the programme arising from the whole learning and assessment process.
- (j) Recommendations to enhance the quality of learning opportunities provided to students.
- (k) Any areas of good practice and innovation relating to learning, teaching and assessment.
- (l) The report is sent to the Registrar of Regent's University London. It is logged in the Registry and a copy sent to the Head of Programme for consideration by the Programme Committee and the Associate Dean/Associate Director.

H5.9.3 The University will make external examiners' annual reports available in full to students, with the sole exception of any

confidential report made directly, and separately to the Vice Chancellor.

- H5.9.4 External examiners have the right to raise any matter of serious concern with the Vice Chancellor, if necessary by means of a separate confidential written report. The Vice Chancellor will provide a response within a timely manner. If this response is not satisfactory to the external examiner then he/she may invoke the QAA's concerns scheme or inform the relevant professional statutory or regulatory body.

H5.10 Responses to the report

- H5.10.1 The report is designed to enable the Programme Committee to ascertain whether the programme is meeting its stated objectives, and to make any necessary improvements. The Head of Programme and/or Pathway Leader, in consultation with members of the teaching team, produce written feedback within one month in response to the issues raised in the report. The response which identifies measures that are to be put in place and discussions to be had where recommended, is sent to the external examiner and to the SQAEC.
- H5.10.2 The Registry will produce a report on the general issues and themes arising from all the reports. This summary report will then be presented to the SQAEC.
- H5.10.3 The University will ensure that student representatives are given the opportunity to be fully involved in the process, enabling them to understand all the issues raised and the institution's response.