

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 Quality 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 the Academic Committee 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 the Academic Committee, 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.

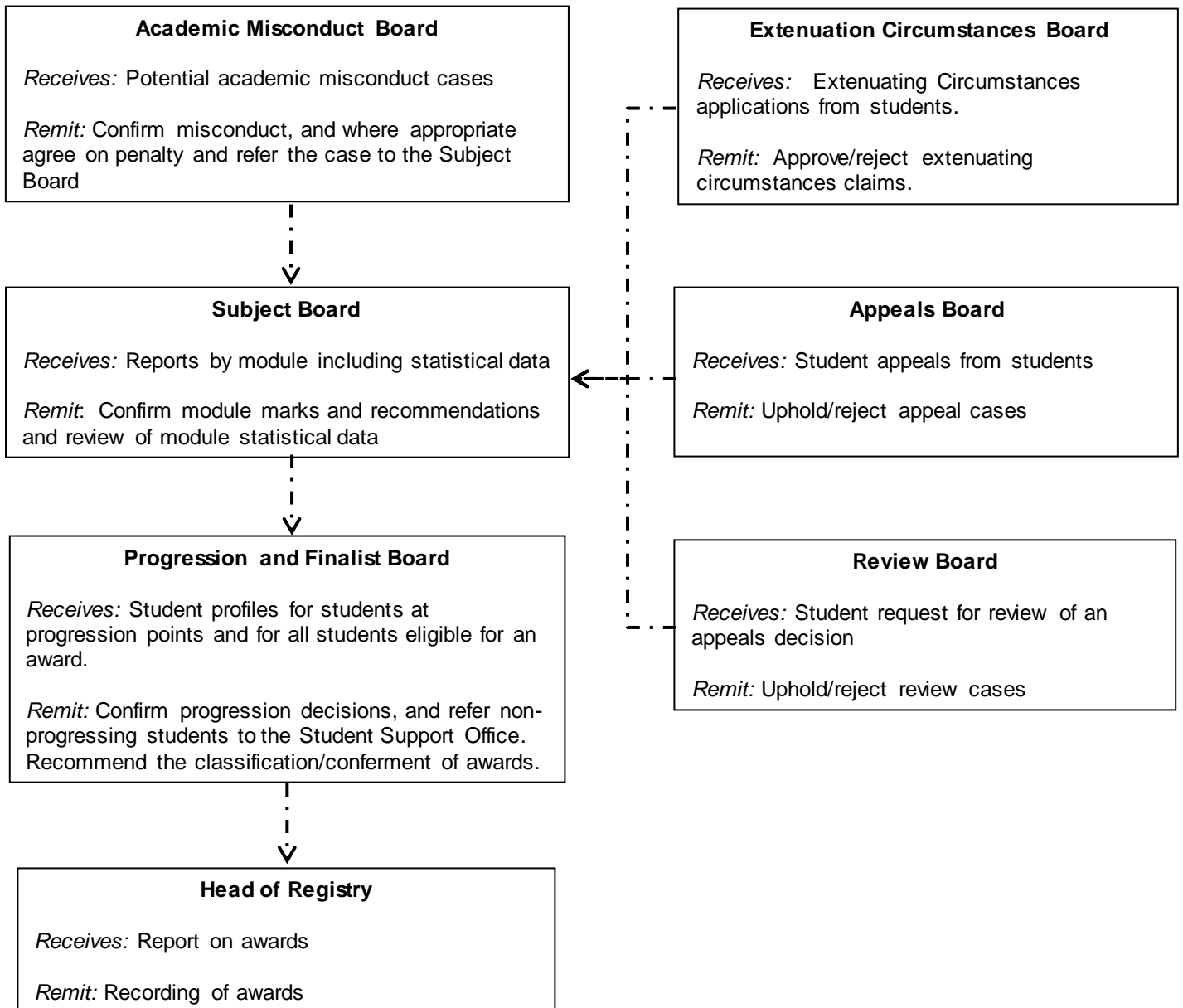
H2 Assessment Boards: Context

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 Quality Committee and ultimately the Academic Committee, which is invested with the authority to officially confirm degree awards. The Academic Committee delegates the authority to confer awards to the Head of Registry who ensures that due process has occurred. Authority of the Boards is thus determined by the regulations of the Academic Committee 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

- Associate Provost/Director of Content/Director of People/Senior Lecturer/Course Leader or a nominee (Chair) *
- Relevant subject area Associate Provost/Director of Content or their equivalent
- Relevant Module Leaders or Director(s) of Content, their equivalent or nominees*
- Relevant external examiner(s) *

* Academic (4+)

** Professional services (0)

*** Students (0)

Total (4+)

Co-optees

- Representative of Careers and Business Relations**
- Representative of Partnerships Office **
- 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 Associate Provost/Director(s) of Content or their equivalent *, 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 Director of Content 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 Associate Provost/Director of Content/Director of People/Senior Lecturer/Course Leader (or nominee) shall be the ex officio Chair of the Subject Board. Alternatively, the Independent Associate Provost/Director of Content/Director of People/Senior Lecturer/Course Leader may delegate the role of Chair to their 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 Associate Provost/Director of Content or equivalent 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 Associate Provost/Director of Content or equivalent as applicable.

7. The Board shall not be considered quorate unless:
 - a) the Chair is present
 - b) the relevant module leaders (or nominees) are 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 QC.
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:

- Associate Provost/Director of Content/Director of People or nominee (Chair) **
- Relevant Associate Provost/Director of Content or their equivalent*
- Relevant Director(s) of Content or their equivalent*
- Progression and Finalist Board external examiner *

* Academic (3+)

** Professional services (1)

*** Students (0)

Total (4+)

In attendance:

- Head of Student Support **
- Student Achievement Officer **
- Representative from the Partnerships Office**
- Senior Quality Officer **
- Secretary

(Total attendance = will vary dependent on the number of subject area Associate Provost/Directors of Content or their equivalent *, 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 Director of Content or their equivalent 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. An Associate Provost/Director of Content/Director of People or their equivalent shall be the ex officio Chair of the Progression and Finalist Board. Alternatively, the Associate Provost/Director of Content/Director of People or their equivalent may delegate the role of Chair to their 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 Associate Provost/Director of Content or their equivalent 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 Associate Provost/Director of Content or their equivalent as applicable.
6. The Board shall not be considered quorate unless the following members are present*:
 - a) Associate Provost/Director of Content/Director of People or an equivalent (Chair)
 - b) Relevant Associate Provost or an equivalent
 - c) Relevant Director of Content or their equivalent
 - 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 Associate Provost and Director of Content, an equivalent; 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 Quality Committee.
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 Associate Provost or Independent Director of Content/Director of People or an equivalent (Chair) *
- Relevant subject area Associate Provost or their equivalent *
- Relevant Director of Content or an equivalent *
- 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 Director(s) of Content or their equivalent*, 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 Director of Content 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 Associate Provost or Director of Content/Director of People 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 Associate Provost or Director of Content or an equivalent 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 Associate Provost or Director of Content or an equivalent as applicable. The Associate Provost or Director of Content or an equivalent 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 Associate Provost or Director of Content, an equivalent, 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 Associate Provost or Director of Content, an equivalent; 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 video conferencing).
 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 Quality Committee.

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

- Three independent permanent members of academic staff, one of whom shall be Chair;
- Head of Registry (or nominee) (non-voting member)

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. The independent academic staff will be selected from a group of 10 academic staff appointed to the position each year by the Head of Registry (or nominee).
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 Quality Committee.
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

- Director of Content, Director of People or nominee (Chair)
- Two Senior Lecturers, Course Leaders or nominee

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 Quality Committee.

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. 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 the Academic Committee prior to final approval at the Quality Committee.

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 Support
- Senior Student Support & Welfare Officer
- Student Support & Wellbeing Officer
- Relevant academic representative

H4.17 Terms of reference

1. The Registration Review Panel shall meet to review and decide upon student applications for a break in study where it has been determined by the Registry the application requires the scrutiny of the Panel. This includes 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 will usually only 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 within two weeks of receipt of a break in studies application.

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

- An independent Director of Content or Director of People (or nominee) (Chair)
- Head of Registry
- 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 the

Academic Committee prior to final approval at the Quality Committee.

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

- Head of Registry or nominee (Chair)
- Two Senior Lecturers, Course Leaders or an equivalent

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 Head of Registry shall be the ex officio chair of the Board. Alternatively, the Head of Registry may delegate the role of chair to their 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 Chair.
5. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Academic Committee prior to final approval at the Quality Committee.
6. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.

H4.25 Membership of the DPsych Subject / Progression and Finalist Board

Ex officio

- Associate Provost/Director of Content/Director of People or a nominee (Chair) *
- Relevant subject area Associate Provost/Director of Content or their equivalent
- Relevant Module Leaders or Director(s) of Content, their equivalent or nominees*
- Relevant external examiner(s) *

* Academic (4+)

** Professional services (0)

*** Students (0)

Total (4+)

Co-optees

- Senior Records & Data Officer**
- Quality Officer**
- Student Records Officer**
- 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 Associate Provost/Director(s) of Content or their equivalent *, Module Leaders * and External examiner(s) * required).

H4.26 Terms of Reference for the DPsych Subject / Progression and Finalist Board

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

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

18. To reconsider an earlier decision made after referral from the Appeals Board or the Review Board.
19. To discuss any amendments made to marks for a cohort of students recommended by external examiners.
20. To make recommendations to the Programme Committee and/or Director of Content 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.
21. To review module statistical data.
22. To ensure that the academic regulations of Regent's University London are adhered to and that the Board is carried out to University standards.
23. To confirm the progression of each student.
24. To refer non-progressing students to the Student Support Office.
25. To award condoned passes
26. Verify and recommend the classification/conferment of award for each student presented to the Board
27. Recommend the conferment of an exit award available to excluded/withdrawn students

H4.27 Standing Orders for the Subject / Progression and Finalist Board

13. An Independent Associate Provost/Director of Content/Director of People (or nominee) shall be the ex officio Chair of the Subject Board. Alternatively, the Independent Associate Provost/Director of Content/Director of People may delegate the role of Chair to their nominee. The nominee must be selected from the committee membership.
14. Co-opted members will participate in the deliberations of the Board as required by the Board.
15. Observers are only allowed at the permission of the Chair, and should not participate in business unless authorised by the Chair.
16. Co-opted members and observers shall not be entitled to vote on motions proposed at the Board.
17. The Secretary of the Board will normally be from the Registry.

18. Where necessary, the relevant Associate Provost/Director of Content or equivalent 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 Associate Provost/Director of Content or equivalent as applicable.
19. The Board shall not be considered quorate unless:
 - c) the Chair is present
 - d) the relevant module leaders (or nominees) are present
 - e) the Secretary from the Registry is present
 - f) the Quality Officer is present
20. The Secretary from the Registry will be required to be present throughout for the Board to convene.
21. In exceptional circumstances where an external examiner cannot be present they must submit a report prior to the Board meeting.
22. The Board will meet as often as required.
23. 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 Quality Committee.
24. 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, their 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 their 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 Director of Content or nominee and then submitted to their Associate Provost for approval. .
- H5.4.4 The Associate Provost 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 by the Associate Provost the form should be passed to the Registry for scrutiny and subsequent approval at University level by the Head of Registry or nominee from the Quality Office, on behalf of the Quality Committee.
- 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 Quality Committee.

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 Quality Committee.
- 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 Quality Committee 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 specifications 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 Director of Content and/or Course Leaders or their equivalent 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 Quality Committee. Disagreements between external examiners shall be referred to the Quality Committee.

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 Head of Registry of Regent's University London. It is logged in the Registry and a copy sent to the Director of Content for consideration by the Programme Committee and the Associate Provost.

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 they 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 Director of Content and/or Course Leader or their equivalent, 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 Quality Committee.

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 Quality Committee.

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.