**PROCEDURES TO BE FOLLOWED WHERE AN EXTERNAL EXAMINER CANNOT BE PRESENT[[1]](#footnote-2) AT THE MEETING OF THE BOARD OF EXAMINERS**

External examiners are required to attend meetings of Boards of Examiners of which they are members where results that contribute to final awards are being considered (Levels 5,6 and 7). Should an external examiner be unable to attend a meeting of the Board the following procedures shall apply:

1. The Chair of the Board of Examiners or the Head of School shall apply for approval via the attached pro-forma (**Proforma A**) containing proposals for alternative external examining arrangements and the approval of results. This should be sent to externalexaminers@keele.ac.uk.
2. Quality Assurance will review the proposals, liaising with the Deputy Academic Registrar as necessary. Confirmation of the arrangements shall be confirmed to the School and notified to the Head of Records.
3. The External Examiner shall provide written confirmation of the results, confirming that there is evidence that students’ work has been appropriately moderated and that the results have been agreed. **Proforma B,** which may be e-mailed, should be used. Confirmation must be provided prior to the meeting of the Board.
4. At the start of the meeting, the Chair shall inform the Board of the approved arrangements and read out the confirmation of results from the External Examiner. The Chair shall inform the Board of the input there has been from the absent External Examiner, and relay to the Board any comments received from that examiner.
5. The Chair of the Board of Examiners shall ensure that the Board is properly constituted and that there has been sufficient input from any external examiner who is not present, in accordance with approved arrangements. If there has been insufficient input from the absent external examiner, the Board may go ahead if necessary but with the result remaining provisional until the external examiner has endorsed them. Alternatively, the meeting could, where possible, be cancelled and re-convened for a later date with attendance of the external examiner. In signing the results sheet the Chair is confirming that the Board has been conducted in accordance with University requirements and that the absent external examiner(s) have been adequately involved in the process of moderation of assessment.
6. Following the meeting of the Board, the Chair of the Board of Examiners shall, where no external examiner has been present, ensure that a copy of the results sheets is sent to the External Examiner for information.

**PROFORMA A:**

**PROPOSED ALTERNATIVE EXTERNAL EXAMINING ARRANGEMENTS**

**Programme / Subject:**

**Name of External Examiner(s):**

**Date of Board of Examiners:**

Tick as appropriate

|  |  |
| --- | --- |
| 1 The External Examiner will receive samples of students’ coursework and examination scripts to moderate. | [ ]  Yes [ ]  No |
| 2 The External Examiner will confirm results by email using the appropriate form, prior to meeting of the Board of Examiners. | [ ]  Yes [ ]  No |
| 3 Where there is only one external examiner for the course, or no external examiners can attend, arrangements will be made for the amended results sheets to be sent to the External Examiner for information  | [ ]  Yes [ ]  No Or [ ]  n/a |
| 4 Other arrangements not covered above (please specify if applicable) |  |
|  |  |
| To be completed by the Board of Examiners:I am satisfied that the absent External Examiner or temporary External Examiner will be adequately involved in the external examining process and shall ensure that the arrangements as approved will be followed. |  |

**Signed: Date:**

(Chair of the Board of Examiners)

(This form should be signed and sent to externalexaminers@keele.ac.uk for approval)

**PROFORMA B:**

**EXTERNAL EXAMINER CONFIRMATION OF RESULTS FOLLOWING NON-ATTENDANCE AT BOARD OF EXAMINERS’ MEETING**

Name of External Examiner:

Subject:

Date of Board of Examiners:

**I certify that I have been adequately involved in the external examining process for the modules in the above subject. The assessed work by students has been appropriately moderated and I have been provided with the results which were agreed at the Board.**

**Observations/Comments**

(To be completed where the External Examiner wishes to add anything to the above statement). Please note that the submission of this form does not replace the external examiner report which should be submitted in addition to this form by the usual deadline.

**Signature:**

**Date:**

(This form should be signed and sent to externalexaminers@keele.ac.uk for approval)

1. Presence can be either in-situ or by digital participation [↑](#footnote-ref-2)