

PROCEDURES TO BE FOLLOWED WHERE AN EXTERNAL EXAMINER CANNOT BE PRESENT 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 (FHEQ Levels 5,6 and 7). Should an external examiner be unable to attend a meeting of the Board the following procedures shall apply:

- a) The Chair of the Examination Board or the Head of School shall submit in writing to the Head of Academic Quality and Student Conduct, for her approval, the attached pro-forma (**Proforma A**) containing proposals for alternative external examining arrangements and the approval of results.
- b) The Head of Academic Quality and Student Conduct shall write to the School approving these arrangements or requiring alternative arrangements. This communication will be copied to the Head of Records and Exams.
- c) 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 faxed or e-mailed, should be used. Confirmation must be provided prior to the meeting of the Board.
- d) At the start of the meeting, the Chair shall inform the Board of the arrangements as approved by the Head of Academic Quality and Student Conduct and read out the confirmation of results from the External Examiner. The Head of School 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.
- e) 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 arrangements approved by the Head of Academic Quality and Student Conduct. If there has been insufficient input from the absent external examiner the Board should be cancelled and re-convened for a later date. 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 in accordance with the arrangements approved by the Director of PAA.
- f) Following the meeting of the Board, the Head of School shall, where no external examiner has been present, ensure that a copy of the results sheets is sent to the External Examiner for signature and that this signed copy is sent to Records and Exams within two weeks of the meeting of the Board.
- g) The Examinations Office shall check to ensure that, where the Head of Academic Quality and Student Conduct has approved the absence of an external examiner, the results sheet containing the signature of at least one external examiner has been deposited with Records and Exams within the two week period. Responsibility for ensuring that the results sheet has been signed by an external examiner, where appropriate, lies with the School concerned.

PROFORMA A:**PROPOSED ALTERNATIVE EXTERNAL EXAMINING ARRANGEMENTS****Programme / Subject:-****Name of External Examiner(s):-****Date of Examination Board concerned:-**

Tick as appropriate

| | | |
|---|---|--|
| 1 | Reason for non-attendance at Board ? (Please specify) | |
| 2 | The External Examiner will receive samples of students coursework and examination scripts to moderate. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3 | The External Examiner will confirm results by fax/email using the appropriate form, prior to meeting of the Board of Examiners. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4 | Where there is only one external examiner for the course, or no external examiners can attend, arrangements will be made for the results sheets to be sent to the External Examiner for signature and lodged with Records and Exams not later than two weeks after the meeting of the Board. | <input type="checkbox"/> Yes <input type="checkbox"/> No Or <input type="checkbox"/> n/a |
| 5 | Other arrangements not covered above (please specify if applicable) | |
| | To be completed by the Head of School : 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 by the Head of Academic Quality and Student Conduct will be followed. | |

Signed:- _____ **Date:-** _____
(Chair of the Examination Board)

(This form should be signed and sent to the Head of Academic Quality and Student Conduct for approval).

PROFORMA B:

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

Name of External Examiner:-

Subject/Programme :-

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 the results to be presented at the Board have been agreed by me.

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:- _____

(On completion of Board procedures, this form should be signed and forwarded to the Head of Academic Quality and Student Conduct).