



External Examiner Code of Practice

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This code of practice is applicable to all taught provision at Undergraduate and Postgraduate Level, as well as all research provision. This applies to not only external examiners within the University of Buckingham, but also those operating for Collaborative Partnerships.

This Code of Practice has been produced with reference to the Revised UK Quality Code for Higher Education, [External Examining Principles](#) and the Regulatory Framework for Higher Education in England.

This document is available to download on the University website in the quality handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>

In this document 'Programme' can refer to an individual award (i.e. BSc Computer Science) or a portfolio of awards in a given subject area. 'Course' can equally refer to an individual award, or a single module.

Any queries regarding this document may be addressed to the central Quality Team



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1. The Purpose of External Examination

The engagement of External Examiners is an integral element of the University's framework for the management of academic standards and quality. They are impartial advisers, working as a 'critical friend' providing the University with an informed comment on the standards and quality relating to student achievement. The purpose of the external examining process is as follows:

- Ensure assessment information is clearly articulated and understood by students
- Confirm the assessment process is appropriate, inclusive, fair and consistent
- Ensure the aims, objectives and learning outcomes are appropriate and meet the national qualification framework and PSRB body standards (if applicable).
- Uphold standards and ensure that provision is comparable to the UK HE sector*, ensuring consistency in practice
- Confirm the currency, relevance and coherence of the curriculum
- Ensure that assessment processes are fair, transparent and reliable.
- Ensure that programme content and assessment are inclusive and reflect the diversity of the student population.

**In instances where the External Examiner is reviewing the academic outcomes of a collaborative partner, these criteria may include additional country specific standards as relating to dual or joint degrees.*

2. Scope

This Code of Practice is relevant to external parties acting in the capacity of External Examiner for the university for both taught and research provisions, as well as academic and professional staff supporting the process. This Code of Practice is applicable to the university, as well as its collaborative partner institutions.

3. Responsibilities for External Examiners

External Examiners are asked to fulfil their responsibilities in a professional and diligent manner. As subject experts, External Examiners are required to advise on assessment methods and student outcomes, as well as:

- To fulfil their responsibilities in a professional and diligent manner with their level of skill and expertise set out in section four
- Assessment verification
- Assessment board engagement and attendance
- Annual report completion
- Participation in annual Programme monitoring
- Consultation of changes to programmes/ modules
- Declare any conflict of interest
- Remain up to date with developments in their field, and in the HE sector

4. Responsibilities for the University of Buckingham

The university is responsible for:

- Nomination, appointment, and induction of External Examiners avoiding any conflict of interest*



- Maintaining written terms of appointment
- Operating inclusive External Examiner recruitment practices
- Providing the External Examiner all relevant documents including*:
 - assessment guides
 - student work
 - Programme and module specifications
 - marking criteria/rubrics
 - summary of marks
- Managing the External Examiner's schedule*
- Assessment board engagement
- Annual Programme monitoring participation*
- Transparency
- Arranging payment of External Examiners (including on site visit for overseas partnerships during the tenure of the external examiner).
- Enabling students to understand the value of External Examining*
- Recording, reporting and responding to External Examiner feedback*
- Requesting consultation on changes to programme/modules with Buckingham and External Examiners*
- Reimbursement of External Examiner costs as appropriate
- Reviewing External Examiner processes regularly to ensure they remain effective and fit for purpose
- Supporting its own staff who engage in the External Examiner process for other institutions

**In relation to collaborative provision, these duties may either be shared by Buckingham or the partner or administered by the partner (excluding appointment which is always the responsibility of Buckingham).*

5. External Examiner Nomination Criteria

External Examiners are appointed in accordance with criteria set out in the UK Quality Code for Higher Education, with reference to the Regulatory Framework for Higher Education in England and the [QAA Advice and Guidance: External Expertise](#).

Applicants must meet the requirements listed below to demonstrate that they meet the criteria required to be an External Examiner:

- A high degree of competence and experience in the fields covered by the Programme of study, or parts thereof, and have a good understanding of the UK higher education sector
- Experience in programme design and student assessment at the level of the award
- Academic experience and subject knowledge to assess standards in an effective manner, competent in identifying good practice and recommending enhancements to enable informed programme development
- Experience in acting as an external examiner or be supported by the University in undertaking their duties, for example, through training and mentoring
- Provide impartial judgement, wholly independent of the provider and its staff (including the governing body), and any relevant partners
- Must not personally benefit from any student outcomes, nor have any connection to any student being assessed
- Sufficient experience in quality assurance to enable them to discharge their role effectively
- Relevant variety of institutional or professional contexts and traditions in order that the Programme benefits from wide-ranging external scrutiny
- Comply with all relevant employment legislation, including safeguarding, as appropriate



- Hold a limited number of concurrent external examining engagements (A maximum of two concurrent positions will be considered).
- For collaborative partners, it is beneficial (although not compulsory) to have experience of working in the territory in which the programme is being delivered and/or have competency in the language of instruction.

In addition to the above criteria the University is committed to ensuring that external examining engagements do not lead to a conflict of interest within any area, therefore the following criteria apply:

- Current members of staff (Including Honorary and Emeritus appointments), members of staff for governing bodies, or staff of collaborative partners are not permitted to act as external examiners.
- External Examiner relationships cannot be reciprocal appointments between university disciplines in the same area.
- The nominee cannot be from the same institution as their predecessor, or from the same institution as another external within the same discipline/ school. For institutions which are in a college formation, this would not apply to the whole University, but rather specific colleges.
- Former academic staff or students of the University or its collaborative partners cannot act as external examiners for a minimum of 5 years after their relationship with the University has ended.
- External Examiners should not have any previous or current close involvement with the University (whether professional, personal or contractual), this includes recent close research involvement with staff.

The University of Buckingham appoints External Examiners at programme level where possible, to carry out the role as defined in this code for all provision leading to a higher education award of the University. If recruitment at programme level is not appropriate External Examiners will be appointed to a group of modules.

The University retains responsibility for the appointment and functions of collaborative External Examiners.

6. Nomination and Approval of External Examiners

Faculty Quality Managers (FQMs)/Collaborations Department manage, track and monitor the data relating to the External Examiners and facilitate the nomination and approval of External Examiners.

When a new or replacement External Examiner is required, the FQM/Collaborations Representative will advertise the position. The FQM will share expressions of interest and CVs with the relevant Programme Director(s) or Link Tutor (for Collaborative Partnerships) for their consideration.

The Programme Director or Link Tutor must be certain, that the External Examiner meets the 'External Examiner Nomination Criteria' detailed in section four of this code, before nominating. Once satisfied, the FQM or Collaborations Representative must then complete the External Examiner Appointment Form (Appendix two) and seek approval from the Faculty Dean (acting under the delegated authority of Senate).

7. Appointment of External Examiners

The duration of an External Examiners appointment will usually conclude after four years of assessment diets, with an exceptional extension of one year to ensure continuity. No individual is permitted to act as an external examiner for more than five years. Any request for an extension to the term of office must be approved by the programme director and then the faculty dean with a rationale provided for the extension.



An External Examiner may be reappointed, but only after a period of five years or more has elapsed since their last appointment. Where an External Examiner wishes to resign their position, they should give at least six months' notice in writing to the University.

On completion of tenure or resignation, the University will remove the External Examiner from payroll records. If an External Examiner is re-appointed after this event, the procedure for that appointment would commence from the beginning and a new payroll number and record applied.

In order to meet our statutory obligations to check all employee's Right to Work (RTW) status, the Faculty Quality Manager (FQM) or Collaborations Representative (CR) will advise the University's HR department of the proposed appointment. The HR department will carry out the necessary right to work checks which will include a request for documents via the University's online RTW provider. A link will be sent directly to the External Examiner to complete. Only upon positive confirmation of the External Examiner's RTW status will the appointment be finalised.

Once an appointment is confirmed. The FQM/CR will inform the successful External Examiner and send the appointment documentation. The External Examiner must confirm acceptance of the position by returning a signed copy of the appointment letter and form to the FQM/CR.

Research External Examiners will typically be appointed for a programme, however, in certain instances they can be appointed for a thesis. On appointment for a programme their assumed tenure will be four years. Should it be for a specific thesis their tenure will end on the completion of the student. This appointment would be the responsibility of the Primary Supervisor.

If appointed for a four-year term research examiners are permitted to examine no more than eight theses per year. Examiners appointed to a thesis should not normally be appointed to examine more than two research degree candidates in the same School or equivalent unit in any 12-month period, and more than four research degree candidates in the same School/unit* in any 36-month period.

At the discretion of the Pro-Vice Chancellor Academic and Provost or the Registrar and Chief Administrative Officer, the University reserves the right to terminate the appointment of an External Examiner prematurely for non-fulfilment of the responsibilities summarised in section two of this code or where engagement does not meet expectations.

In the event that a programme (or collaborative partnership) is subject to closure, External Examiners will continue to be consulted during the teaching-out period, until the existing cohort has completed their studies according to the terms of their tenure. If the external examiner is working for a collaborative partnership which closes during their tenure, if and is an equivalent programme offered at Buckingham, with approval the External Examiners role will be transferred to Buckingham for the remainder of their tenure.

**In instances in which there is not a specific school this can instead be supplemented for the equivalent role such as the head of a research unit.*

8. External Examiner Induction

On receipt of receiving a signed copy of the appointment forms, right to work confirmation and requested documentation, the FQM/CR will ensure the external examiner will have access to all of the requisite documents.

These include access to the following:

- Links to the University's External Examiner Code of Practice



- Links to the Programme(s) and/or module(s) specifications (for taught provision)
- Links to the relevant School Assessment Code of Practice* (if applicable)
- Access and links to Moodle (if applicable)
- Link to the Assessment Verification Form
- Link to the External Examiner Annual Report & Response Form
- [Frameworks for HE Qualifications](#)
- Relevant [Subject Benchmark Statement](#) (where applicable)

External Examiners are offered a virtual induction with the FQM, the relevant Programme Director(s) and Faculty Registrar to discuss the expectations of the role and arrange any additional information which they might need. For Collaborative Partnerships this induction will be conducted by the Collaborations Manager (or nominee) alongside relevant Collaborative Partner staff and will include details of how to access the documents above, on either Buckingham or Partner systems.

In instances in which the External Examiner is acting as the Examiner for a research provision they will be given the appropriate induction by the appropriate research officer and research administrator. They will be provided the documentation relevant to their role including full access to the research handbook.

**Where marking is based on the application of a marking scheme or model answers, a copy must be sent to the External Examiner, together with Degree Class Descriptors (DCD).*

9. External Examiner Training

On appointment, and annually thereafter, the FQM or Collaborations Representative (CR) will provide the External Examiner with opportunity to attend a refresher induction online session each year.

10. Verification of Assessment

Depending on the programme requirements, verification takes place at the end of each progression/awarding point in each Academic Year, this is clarified in the EE schedule and annual EE pack.

The External Examiner must verify all assessed work (level 5 and above) which contribute to the final classification of a higher education award, with an assessment contribution value of 30% or more of the module.

Where a new Collaborative Partner is onboarded with Buckingham, External Examiners will verify assessments at all levels until one full programme cycle has been completed i.e. the first cohort has completed in normal time.

For each module the External Examiner is expected to verify 10% of the cohort or 12 students (whichever is greater) assessed work, across the full range of marks as highlighted in the summary of marks grid. Verification must take place virtually, unless highlighted within the External Examiner's schedule. In instances where a resit of an assessment for a student is submitted, this will be considered as being part of the initial cohort and not reviewed separately.

All assessed work will be made available for the External Examiner to select from, alongside the marking guide, summary of marks grid and assessment verification form (appendix five). External Examiner's will receive access to the documentation by the date set within their External Examiner's schedule.

The External Examiner must confirm in their opinion whether:



- The University's academic standards and student performance is comparable to that of students of the same level within the same or cognate disciplines nationally.
- The University's assessment process adequately measures student achievement against the intended learning outcomes for the Programme and/or module examined; and
- The University in ensuring the assessment and classification processes are reliable, fair and transparent.

The External Examiner can recommend to the Board of Examiners Chair to moderate a full cohort up or down; but may not do so for individual students or groups of students less than a full cohort. The recommendation must be submitted via the assessment verification form (appendix five). External Examiners must not be used to resolve disputes between 1st and 2nd markers.

The External Examiner must also be given oversight of all awards being given within an award. This includes any termination or extension students who are completing within the examination board. This is to be done prior to the finalisation of all awards at Senate.

To confirm all the above the External Examiner must complete section one of the assessment verification form (appendix five). This must be submitted by the deadline set within their External Examiner schedule to the FQM or CR. Once submitted, the FQM or CR must include the form in the assessment board documentation to be considered, and no change can be made to the summary of marks grid without the approval of the External Examiner and Board of Examiners Chair.

**For HE Awards that have additional PSRB assessment requirements please also refer to the Programme Assessment Code of Practice.*

11. Assessment Board Engagement

External Examiners are expected to virtually attend assessment boards where the summary of awards is being confirmed, on programme(s) and/or modules where they completed the assessment verification. In the event that the External Examiner is unable to attend, they must inform the FQM or CR as soon as possible and submit an assessment verification form prior to the assessment board date which will be distributed to the assessment board for review and comment.

If an External Examiner is unable to attend an assessment board, they need to provide sufficient notice so another external examiner can be invited in their stead. Without External Examiner attendance the Board will not be quorate.

The assessment verification form and summary of marks grid must be presented within the assessment board. If a recommendation is documented within the assessment verification form, the Board of Examiners Chair is required to give the recommendation full consideration. Where the Board of Examiners Chair and External Examiner are in dispute, the decision of the Chair shall be final.

To conclude the assessment board the Board of Examiners Chair must complete section two of the assessment verification form and submit to the FQM or CR to store and record.

The External Examiner and Board of Examiners Chair must sign the summary of awards to confirm it is an accurate record of the agreed awards which will be submitted to Exam Senate (email confirmation is accepted). The External Examiner must have oversight of all the awards being given at the award board as part of their role.

If the assessment board is taking place virtually, then attendee(s) must use a private quiet space. Documentation for the Assessment Board should be circulated to the virtual attendee(s) prior to the meeting via a secure method (e.g. SharePoint)



**For HE Awards that have additional PSRB assessment requirements please refer to the Programmes Assessment Code of Practice.*

12. Viva Engagement

In instances in which the External Examiner is acting for a research degree, the expectation is that where possible their role will require solely virtual engagement. They are not expected to be involved in faculty level boards but in place of these attend the student's Viva. If the decision is taken that the attendance of the Viva requires in person engagement from the External Examiner this will need to be approved by the Head of Academic Services in Conjunction with the Chair of the University Research Committee (or senior).

13. Annual Reports

External Examiners are required to complete the External Examiner annual report and response form (appendix six) and submit electronically to their FQM or CR by the deadline set in their External Examiner's schedule or one month following the last award board of the year.

The FQM or CR review and retain the External Examiners' annual reports and distribute them with the Faculty Dean and relevant Programme Director(s) or Collaborative Partner to review, respond and action, with issues of note escalated to the Pro Vice-Chancellor.

For External Examiners for research provision, they are expected to submit the Report on Thesis Submitted for a Research Degrees on the assessment of each Theses rather than on an annual basis.

The Faculty or Collaborative Partner are required to give full consideration to comments contained in the External Examiner's annual report. The Programme Director (or their nominee) must, within one month, complete the response section of the annual report detailing planned actions. Once complete the Programme Director (or their nominee) must submit to the FQM or CR in preparation for annual monitoring and sharing with the External Examiner.

14. Annual Monitoring and Consultation on Changes to Programmes and Modules

Annual reports are summarised into an overview report by the FQM and used to support annual monitoring within the faculty including programme change requests. Overview reports are also submitted to Exam Senate for consideration annually, by the Deputy Head of Academic Services (Quality).

If a Programme Director (or their nominee) would like to propose a programme change they must seek the External Examiner's feedback and give the feedback full consideration, before seeking University approval.

Following University approval of programme changes, the External Examiner must be informed by the FQM or CR.

15. External Examiner Fees

Payment of fees to External Examiners is conditional upon completion of the responsibilities summarised in this code, by the deadlines set within the External Examiner's schedule.



Payment of fees will be processed by the Faculty Quality Manager/ Collaborations Representative within 30 days on the receipt of the External Examiners annual report and are calculated as set out below and is subject to tax and national insurance:

Programme/Module	Amount payable
Taught Undergraduate Programme (360 credits) – excluding MBChB	£30 per module
Taught Postgraduate Programme (180 credits)	£30 per module
Taught Programme Dissertations (Over 30 credits)	£60 per module
Taught Postgraduate Programme Dissertation Module	£50
Flat rate per MBChB Assessment Cycle	£600
Annual rate for QTS/ IQTS	£200
Annual rate for Assessment only QTS	£100
Flat rate per Level 7 Research Dissertation and/or viva	£150
Flat rate per Level 8 Research Dissertation and/or viva	£300

Occasionally, External Examiners may be asked to act as a ‘critical friend’ for validation events. The table below outlines the activities/fees that apply:

Activity	Amount payable
Validation (single programme) by Correspondence	£100*
Validation (single programme) Online (video call)	£150*
<i>*£50 discretionary additional payment applicable for quick turnaround and/or specialist subjects.</i>	
Subject level validation (multiple programmes)	£300 (per half day)

In addition to the fees, the University will reimburse reasonable expenses for travel and subsistence where the External Examiners work cannot be conducted remotely, in accordance with the University of Buckingham Expenses Policy. All air, accommodation and taxi arrangements must be booked by a member of authorised University of Buckingham staff, through a university endorsed provider.

- Mileage is paid in accordance with HMRC guidelines.
- Rail or bus travel will be reimbursed at the rate of a standard ticket
- Taxi fares will only be permissible from the nearest station to the campus or meeting venue by University endorsed providers.
- Unless pre-approved by the Head of Academic Services, expenses claims for mileage / travel will be capped at £90 for all non-collaboration external examiners
- Overnight accommodation will only be paid when booked through the Faculty Quality Manager or Collaboration Department; and only for External Examiners’ that are making a round trip in excess of 100 miles or 2 hours (each way).
- Where air travel is required, this must be approved by the Head of Academic Services or Collaborations Manager
- Subsistence will only be paid to those making an overnight stay in accordance with the University of Buckingham Expenses Policy.
- Receipts should be submitted with all expenses claims alongside an expenses form and emailed to your FQM or CC within two months of the expenses incurred.
- External Examiners for Collaborative Partnerships may be reimbursed for one visit to the partner institution during their tenure.



16. Transparency

The University acknowledges the importance of the role of students in contributing to the management of standards and quality. To support this, the External Examiner overview reports are made available to students on the University's Intranet by the Deputy Head of Academic Services (Quality) after being considered at the Exam Senate or via the Collaborative Partner's own VLE platform (or equivalent); except for any confidential report(s) made directly, and separately, to the Vice-Chancellor.

17. Concerns

In the event an External Examiner has any concerns regarding the conduct or process being followed by a Faculty and/or Collaborative Partner they can raise their concerns in confidence to the FQM or Collaborations Manager and if appropriate, can request the concern is escalated to the Deputy Head of Academic Services (Quality).

If an External Examiner considers it to be appropriate, they may send a separate confidential report to the Vice-Chancellor. If an External Examiner has exhausted all applicable internal procedures in raising concerns and remains dissatisfied, they can exercise their right to write to the Office for Students.

18. Document Control Record

This document control record lists all documents involved in the External Examiner Code of Practice procedures.

Master Document	Location	Current Version	Last Updated	Review Due
External Examiner Code of Practice & Appendices	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > EE Code of Practice & Appendices (Master Copies)	V5	July 2025	Annual
Appendix One Standard Operating Procedure for External Examiner Nomination, Approval and Appointment	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > EE Code of Practice & Appendices (Master Copies)	V4	July 2025	3 years
Appendix Two External Examiner Appointment Form	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > EE Code of Practice & Appendices (Master Copies)	V2	February 2025	3 years
Appendix Three Standard Operating Procedure for processing External Examiner Payments	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > EE Code of Practice & Appendices (Master Copies)	V3	February 2025	3 years



Appendix Four Standard Operating Procedure for External Examining	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > EE Code of Practice & Appendices (Master Copies)	V2	February 2025	3 years
Appendix Five Assessment Verification Form	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > EE Code of Practice & Appendices (Master Copies)	V2	February 2025	3 years
Appendix Six External Examiners Annual Report & Response Form	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > EE Code of Practice & Appendices (Master Copies)	V3	April 2023	3 years
TEMPLATE External Examiners End of Tenure Letter	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > EE Code of Practice & Appendices (Master Copies)	V1	May 2023	3 years
TEMPLATE Advertising Comms for EE Appointment	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > Templates	V3	April 2023	3 years
TEMPLATE Appointment Confirmation Email	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > Templates	V3	April 2023	3 years
TEMPLATE External Examiner Appointment Letter & Forms	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > Templates	V3	April 2023	3 years
TEMPLATE Payroll Particulars Update Request	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > Templates	V3	April 2023	3 years
TEMPLATE Payroll Payment Request Form	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > Templates	V3	April 2023	3 years
TEMPLATE End of Tenure Letter/Email	UOB SharePoint > Academic Services > External Examining > EE Code of Practice & Templates > Templates	V1	May 2023	3 years
RECORDS for External Examiner Tracker (Current Academic Year)	UOB SharePoint > Academic Services > External Examining > EE Tracker	V1	15/04/2021	3 years
RECORDS for External Examiner Tracker (Previous Academic Years)	UOB SharePoint > Academic Services > External Examining > EE Tracker > EE Tracker Archive	V1	15/04/2021	3 years



RECORDS for External Examiner Reports & Responses	UOB SharePoint > Academic Services > External Examining > EE Annual Reports & Responses	V1	15/04/2021	3 years
RECORDS for External Examiner Appointments, Payments & Annual Packs	UOB SharePoint > Academic Services > External Examining > EE Appointments, Payments & Annual Packs	V1	15/04/2021	3 years



APPENDIX ONE - STANDARD OPERATING PROCEDURE (SOP) FOR EXTERNAL EXAMINER NOMINATION, APPROVAL AND APPOINTMENT

This SOP is intended to provide a breakdown of the External Examiner nomination, approval and appointment procedure. It is anticipated that this it will support the FQM to manage the procedure within the External Examiner Code of Practice. This SOP **must** be read in conjunction with the full procedure.

This SOP is available to download on the University website under section 7 of the quality handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>

Any queries regarding this process please contact the Faculty Quality Manager or Collaborations Representative (CC) for Collaborative Partners.

No *	Standard Operating Procedure for EE Nomination, Approval & Appointment	Responsible
1	Monitor EE Tracker	FQM/CR
2	Tracker highlights EE is required, inform Faculty Dean and Programme Director	FQM/CR
3	Advertise EE position setting a deadline for applications	FQM/CR
4	Apply for the EE position, sending expression of interest and CV to the FQM/CC	EE
5	Acknowledge applications, inform applicants if they are successful when they would hear back.	FQM/CR
6	Send appointment form and applications to the PD for consideration	FQM/CR
7	Review CVs, complete section 1 of the appointment form and submit to the FQM/CC	PD
8	Send CV and appointment form to the FD for approval	FQM/CR
9	Review CV and section 1 of the appointment form, complete section 2 and submit to FQM/CC	FD
10	Inform HR of proposed appointment and request an online Right to Work check	FQM/CR
11	Update EE Tracker and store record of CV and completed appointment form in the EE file	FQM/CR
12	Inform FQM/CC of Right to Work outcome	HR
13	For successful RTW outcomes, send External Examiner appointment confirmation email	FQM/CR
14	Populate External Examiner Appointment Letter & Forms and send to successful applicant	FQM/CR
15	Complete forms and submit alongside requested documentation to FQM/CC	EE
16	Update EE tracker and store documentation in the EE file	FQM/CR
17	Send payroll particulars to payroll for processing	FQM/CR
18	Send EE annual pack and introduce to the Faculty Team	FQM/CR
19	Arrange virtual induction with EE to discuss annual pack including the PD and FA	FQM/CR

KEY: EE = External Examiner, FQM = Faculty Quality Manager, PD = Programme Director, FD = Faculty Dean, FA = Faculty Administrator, CR = Collaborations Representative

Note: PD, FD and FA also refer to equivalent roles within Collaborative partnerships where External Examination is for validated provision.



APPENDIX TWO- EXTERNAL EXAMINER APPOINTMENT FORM

Undergraduate and Postgraduate programmes (FHEQ 4-7)

This form must be completed to meet the requirements set within the External Examiner Code of Practice; you must read this document before completing this form.

This form is available to download on the University website under section 7 of the quality handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>

Any queries regarding this process please contact the Faculty Quality Manager (for Faculty provision) or the Collaborations Representative (for Collaborative provision).

Where applicable, an External Examiner may be appointed to cover both UG and PG provision in a given subject area.

In some cases, it may be appropriate for an External Examiner to assess Level 7 Research awards. This form may also be used for this purpose.

SECTION ONE: External Examiner Nomination	
<i>Section one must be completed by the Programme Director and submitted electronically alongside the nominee's CV to the Faculty Quality Manager or Collaborations Representative (for Collaborative Provision).</i>	
Name of Programme(s):	
Term of Office (four years maximum):	
Examiner Details	
Name:	
Home Institution:	
Department:	
Current Job Title:	
Email:	
Has the Examiner informally agreed to act?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the Examiner had previous examination experience, either internally or externally?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Conflict of interest?	Y/N
No prior engagement? (In last 5 years)	Y/N
Familiar with FHEQ levels?	Y/N
Any honorary appointment at the university?	Y/N
Student financial sponsor?	Y/N



Bilingual? (For a thesis submitted in a language other than English)	Y/N
Confirmation of Appointment by Programme Director	
<i>As Programme Director by nominating this External Examiner, I am confirming assurance that the proposed External Examiner meets the requirement set within the External Examiner Code of Practice under 'External Examiner Nomination Criteria'.</i>	
Name:	
Signed:	
Date:	
SECTION TWO: External Examiner Approval	
<i>Section two must be completed by the Faculty Dean (or nominee) acting under delegated authority on behalf of Senate.</i>	
Name:	
Signed:	
Date:	



APPENDIX THREE - STANDARD OPERATING PROCEDURE (SOP) FOR PROCESSING EXTERNAL EXAMINER PAYMENTS

This SOP is intended to provide a breakdown for processing External Examiner payments. It is anticipated that this will support the FQ/CC to manage the procedure within the External Examiner Code of Practice. This SOP **must** be read in conjunction with the full procedure.

This SOP is available to download on the University website under section 7 of the quality handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>

Any queries regarding this process please contact the Faculty Quality Manager or Collaborations Representative for Collaborative Provision.

No*	Standard Operating Procedure for Processing External Examiner Payments	Responsible
1	Submit annual report to the FQM/CC alongside any expenses.	EE
2	Acknowledge the report, store and request a response from the CD	FQM/CC
3	Inform EE you will process their payment and the date it should reach their bank account	FQM/CC
4	Calculate the External Examiners payment based on the EE's schedule and expenses	FQM/CC
5	Populate the payroll payment request form template with the EE's payment breakdown	FQM/CC
6	Submit the payment request to payroll copying in DHASQ	FQM/CC
7	Payroll process payment	PR
8	Update EE tracker to log the payment processed and date requested	FQM/CC
9	Store the payment request form in the EE's file	FQM/CC

KEY: EE = External Examiner, FQM = Faculty Quality Manager, CD = Programme Director, PR = Payroll, CC = Collaborations Representative, Deputy Head, Academic Services (Quality)



APPENDIX FOUR - STANDARD OPERATING PROCEDURE (SOP) FOR EXTERNAL EXAMINING

This SOP is intended to provide a breakdown of the External Examining Procedure relating to Faculty provision. It is anticipated that this will support the FQM to manage the procedure within the External Examiner Code of Practice. This SOP **must** be read in conjunction with the full procedure. This SOP is available to download on the University website under section 7 of the quality handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>.

Any queries regarding this process please contact the Faculty Quality Manager. For details relating to Collaborative Provision, please contact the Collaborations Manager.

No*	Standard Operating Procedure for External Examining (Each Academic Year)	Responsible
1	Send annual EE pack and schedule to External Examiner.	FQM /CC
2	Send calendar invitations to applicable staff and EE in relation to the assessment schedule	FQM/CC
3	Confirm engagement with assessment activities	All
4	Complete marking, 2 nd marking and/or moderation of assessments.	AS
5	Upload student records with results.	AS & FQM/CC
6	Prepare files and access for the EE to complete verification	FQM/CC
7	Provide EE with access to the assessment documentation for verification.	FQM/CC
8	Complete verification (L5 and above) of 10% or 12 students assessed work (which ever greater)	EE
9	Complete section one of the assessment verification form and submit to the FQM	EE
10	Prepare the papers for the assessment board and share securely with attendees	FQM /CC
11	Confirm the assessment board is quorate and record outcomes and actions	FQM /CC
12	Attend assessment board.	All
13	Confirm the final grid of marks and/or awards.	ABC & EE
14	Complete section two of the assessment verification form and submit to the FQM	ABC
15	Sign the summary of awards to confirm they are an accurate record.	ABC & EE
16	Submit summary of awards to Exam Senate	FQM /CC
17	Send assessment board outcomes and actions to all assessment board attendees.	FQM /CC
18	Record and store assessment board documentation	FQM /CC
19	Complete tasks 4-18 for each assessment/progression/awarding point in the academic year*	All
20	At the end of the academic year, request EE complete annual report.	FQM /CC
21	Complete EE annual report	EE
22	Submit annual report to the FQM alongside any expenses.	EE
23	Acknowledge, save and record the report on EE tracker	FQM /CC



24	Arrange EE's annual payment following the SOP for processing external examiner payments	FQM /CC
25	Request the Programme Director provides a response to the EE report.	FQM /CC
26	Complete response to the EE annual report and send to the EE and FQM	CD
27	Record response to EE annual report and update EE tracker.	FQM /CC
28	Create Faculty EE overview report for Exam Senate and store record	FQM /CC
29	Share with Faculty Dean, Faculty Registrar and Deputy Head of Academic Services (Quality)	FQM /CC
30	Submit EE overview report to Exam Senate	DHASQ
31	Consider EE overview report at Exam Senate	ES
32	Publish on the intranet for students to access	DHASQ
33	Complete annual monitoring	All
34	Seek EE feedback for change requests in line with the curriculum changes procedure	FQM /CC
35	Provide feedback on change request and submit to FQM	EE
36	Share EE feedback with AS in preparation for the change request approval.	FQM /CC
37	Inform EE when change requests are approved.	FQM /CC

**Depending on the Programme requirements, verification takes place at the end of each assessment cycle or progression/awarding point in each Academic Year, this is clarified in the EE schedule and annual EE pack. KEY: EE = External Examiner, FQM = Faculty Quality Manager, CD = Programme Director, FD = Faculty Dean, ES = Exam Senate, ABC = Assessment Board Chair AS = Academic Staff , CC = Collaborations Representative, DHASQ = Deputy Head of Academic Services (Quality)*



This form **must** be completed to meet the requirements set within the External Examiner Code of Practice; you **must** read this document before completing this form.

The External Examiner Code of Practice alongside this form is available to download on the University website under section 7 of the quality handbook, please use the following link:

<https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>.

Any queries regarding this process please contact the Faculty Quality Manager or Collaborations Representative (for Collaborative provision).

Assessment Verification Form	
Programme(s) and/or module(s) verified:	<Populated by the FQM/CC>
Faculty of Study:	<Populated by the FQM/CC>
Assessment Board:	<Populated by the FQM/CC>
SECTION ONE: Assessment Verification Confirmation	
<i>Section one must be completed by the External Examiner and submitted electronically to the FQM/CC by the deadline set within the External Examiner Schedule. Once submitted the FQM/CC must include the form in the assessment board documentation to be considered.</i>	
<i>As External Examiner I am confirming:</i>	
<ul style="list-style-type: none"> <i>I have met and completed my requirements set within the External Examiner Code of Practice under Section 9 'Verification of Assessed Work' and where applicable met the requirements set within a Programmes Assessment Code of Practice which have additional PSRB verification requirements.</i> <i>It is my opinion that the University's academic standards and student performance is comparable to that of students of the same level within the same or cognate disciplines nationally. The University's assessment process adequately measures student achievement against the intended learning outcomes for the Programme and/or module examined; and The University in ensuring the assessment and classification processes are reliable, fair and transparent.</i> <i>I am aware if required, I can recommend to the Assessment Board Chair</i> <i>in the comment section below, to moderate a full cohort up or down; but may not do so for individual students or groups of students less than a full cohort.</i> 	
Would you like to make a moderation recommendation?	YES OR NO
If you have chosen yes, please provide your comments below to be considered by the Board of Examiners Chair. If you have chosen no, please leave blank:	
<Only to be completed by the External Examiner if recommending moderation>	
External Examiner Name:	<To be completed by the External Examiner>
Date Complete:	<To be completed by the External Examiner>
SECTION TWO: Assessment Verification Confirmation	
<i>Section two must be completed by the Board of Examiners Chair once considered at the Assessment Board.</i>	
<i>As the Board of Examiners Chair, I am confirming that section one of this assessment verification form was considered at the assessment board. And (when applicable) I have</i>	



<i>given full consideration to the External Examiners moderation recommendation documented within section one</i>	
Assessment Board Chair Name:	<i><To be completed by the Assessment Board Chair></i>
Date Complete:	<i><To be completed by the Assessment Board Chair></i>

APPENDIX SIX- EXTERNAL EXAMINERS ANNUAL REPORT & RESPONSE FORM

This form is available to download on the University website under section 7 of the quality handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>

Any queries regarding this form please contact your Faculty Quality Manager/Collaborations Representative.

APPENDIX SEVEN

REPORT ON THESIS SUBMITTED FOR A RESEARCH DEGREE

This form is available to download on the University website under section 8 of the research handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/research-degrees-handbook/>

Any queries regarding this form please contact your Research Administrator/Collaborations Representative.