



## APPENDIX FOUR STANDARD OPERATING PROCEDURE FOR EXTERNAL EXAMINING

This SOP is intended to provide a breakdown of the External Examining Procedure. 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.*

No*	Standard Operating Procedure for External Examining (Each Academic Year)	Responsible
1	Send annual EE pack and schedule to External Examiner.	FQM
2	Send calendar invitations to applicable staff and EE in relation to the assessment schedule	FQM
3	Confirm engagement with assessment activities	All
4	Complete marking, 2 <sup>nd</sup> marking and/or moderation of assessments.	AS
5	Upload student records with results.	AS & FA
6	Prepare files and access for the EE to complete verification	FQM and/or FA
7	Provide EE with access to the assessment documentation for verification.	FQM and/or FA
8	Complete verification 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	FA and/or FQM
11	Confirm the assessment board is quorate and record outcomes and actions	FA and/or FQM
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	FA and/or FQM
17	Send assessment board outcomes and actions to all assessment board attendees.	FA and/or FQM
18	Record and store assessment board documentation	FA and/or FQM
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
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
24	Arrange EE's annual payment following the SOP for processing external examiner payments	FQM
25	Request the Programme Director provides a response to the EE report.	FQM
26	Complete response to the EE annual report and send to the EE and FQM	PD
27	Record response to EE annual report and update EE tracker.	FQM
28	Create Faculty EE overview report for Exam Senate and store record	FQM
29	Share with Faculty Dean, Faculty Registrar and Assistant Registrar (Academic Compliance)	FQM
30	Submit EE overview report to Exam Senate	ARAC
31	Consider EE overview report at Exam Senate	ES
32	Publish on the intranet for students to access	ARAC
33	Complete annual monitoring	All
34	Seek EE feedback for change requests inline with the curriculum changes procedure	FQM
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
37	Inform EE when change requests are approved.	FQM

*\*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, FA = Faculty Administrator, ARAC = Assistant Registrar Academic Compliance, PD = Programme Director, FD = Faculty Dean, ES = Exam Senate, ABC = Assessment Board Chair AS = Academic Staff*