



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 Collaborations Staff to manage the procedure within the External Examiner Code of Practice. This SOP **must** be read in conjunction with the full procedure.

Any queries regarding this process please contact the Collaborations Staff.

No*	Standard Operating Procedure for External Examining (Each Academic Year)	Responsible
1	Send annual EE pack and schedule to External Examiner.	CP
2	Send calendar invitations to applicable staff and EE in relation to the assessment schedule.	CP
3	Confirm engagement with assessment activities.	All
4	Complete marking, 2 nd marking and/or moderation of assessments.	CP
5	Upload student records with results.	CP
6	Prepare files and access for the EE to complete verification.	CP
7	Provide EE with access to the assessment documentation for verification.	CP
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 CA / CM.	EE
10	Prepare the papers for the assessment board and share securely with attendees.	CP
11	Confirm the assessment board is quorate and record outcomes and actions.	ABC / CP
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 CA / CM.	ABC
15	Sign the summary of awards to confirm they are an accurate record.	ABC / EE / FD
16	Submit summary of awards to Exam Senate.	CA / CM
17	Complete tasks 4-16 for each assessment/progression/awarding point in the academic year*	All
18	At the end of the academic year, request EE complete annual report.	CA / CM
19	Complete EE annual report.	EE
20	Submit annual report to the CA / CM alongside any expenses.	EE
21	Acknowledge, save and record the report on EE tracker.	CA / CM
22	Arrange EE's annual payment following the SOP for processing external examiner payments.	CA / CM / HC
23	Request the CP provides a response to the EE report.	CA / CM
24	Complete response to the EE annual report and send to the EE and CA / CM.	CP
25	Record response to EE annual report and update EE tracker.	CA / CM
26	Create EE overview report for University Collaborations Committee and Senate and store record.	CA
27	Submit EE overview report to University Collaborations Committee.	CM
28	Submit EE overview report to Senate.	CM
29	Publish on the intranet for students to access.	CP
30	Complete annual monitoring.	CA / CM
31	Seek EE and LT feedback for change requests in line with the curriculum changes procedure.	CP
32	Provide feedback on change request and submit to CA / CM.	EE
33	Share EE feedback with CA / CM in preparation for the change request approval.	CP
34	Inform EE when change requests are approved.	CA / CM

**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, CP = Collaborative Partner, ABC = Assessment Board Chair, LT = Link Tutor, CA = Collaborations Administrator, CM = Collaborations Manager, HC = Head of Collaborations, FD = Faculty Dean