



## External Examiner Code of Practice (Collaborations)

For Taught Programmes at all levels

This Code of Practice has been produced with reference to the Revised UK Quality Code for Higher Education and the Regulatory Framework for Higher Education in England.

### 1. The Purpose of External Examining

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

- To verify that the Collaborative Partners academic standards and student performance are comparable to that of students of the same level within the same or cognate disciplines in the UK.
- To provide assurance that the assessment process adequately measures student achievement against the intended learning outcomes for the programme and/or module examined.
- To assist the Collaborative Partner in ensuring the assessment and classification processes are reliable, fair and transparent.

### 2. Responsibilities for External Examiners Summarised

- To fulfil their responsibilities in a professional and diligent manner within their level of skill and expertise.
- Assessment verification
- Examination board engagement
- Annual report completion
- Consultation on changes to programme/modules

### 3. Responsibilities for Buckingham Summarised

- Nomination, appointment, and induction of External Examiners
- Arranging for annual report from External Examiner including notification of deadlines
- Arranging for payment of External Examiners

### 4. Responsibilities for the Collaborative Partner Summarised

- Providing the External Examiner's schedule.
- Providing the External Examiner's with:
  - Assessments
  - Student work
  - Programme specification
  - Module specifications
  - Marking criteria
  - Summary of marks grid (the marks for each assessment in all modules for all students)
- Examination board arrangements
- Annual programme monitoring
- Requesting consultation on changes to programme/modules with Buckingham and External Examiners
- Reimbursement of External Examiner costs to Buckingham (see section 16)

### 5. External Examiner Nomination Criteria

External Examiners are appointed in accordance with criteria set out in the Revised 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.

External Examiner 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 course 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 course development.
- Experience in acting as an external examiner or be supported by Buckingham 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 (for example either one or two).

Buckingham appoints External Examiners at programme level or module level (programme level is preferable), to carry out the role as defined in this code for all provision leading to a higher education award at the Collaborative Partner.

Buckingham retains responsibility for the appointment and functions of Collaborative Partner External Examiners. The extent to which a Collaborative Partner may be involved in any aspects of the procedures is defined in the relevant affiliation agreement, setting out the partnership arrangements and additional University procedures for collaborative provision.

## **6. Nomination and Approval of External Examiners**

Collaboration Staff 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, Collaboration Staff will inform the Head of Collaborations, the Collaborative Partner and advertise the position. Alternatively, the Collaborative Partner may be able to suggest nominations for External Examiner. Collaboration Staff will share expressions of interest and CVs with the Head of Collaborations and Link Tutor for their consideration.

The Head of Collaborations and Link Tutor must be assured, that the External Examiner meets the 'External Examiner Nomination Criteria' detailed in section 4 of this code, before nominating. Once satisfied, Collaboration Staff must complete the External Examiner Appointment Form and have it signed by the Head of Collaborations.

Collaboration Staff will perform a Right to Work check for the External Examiner:

If any of the below apply, Collaborations Staff should email Human Resources and request a Right to Work check be performed on the nominated External Examiner.

- A British or Irish citizen
- Hold pre-settled or settled status from the EU Settlement Scheme - or you've applied and you're waiting for a decision.
- Have a family permit from the EU Settlement Scheme
- Have indefinite leave to enter or remain in the UK.
- Have right of abode in the UK

If all of the above are not true, Collaborations Staff should use the Government Right to Work Service by entering a Share Code Provided by the nominated External Examiner.

A Right to Work check must be passed before any work can take place.

Once nominated, the Collaborations Department must seek approval via the Faculty Dean or Associate Dean.

The nomination is then taken by the Faculty Dean / Associate Dean to the next Senate for final approval.

Approval can be given by Senate Chair's Action when emergency approval is required.

## **7. Appointment of External Examiners**

The duration of an External Examiners appointment will usually conclude after four years of examination diets, with an exceptional extension of one year to ensure continuity. Any request for an extension to the term of office must be approved following the same procedure as detailed in section 6 along with a rationale provided for the extension.

An External Examiner may be reappointed in exceptional circumstances 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 Buckingham.

Once an appointment is confirmed, Collaboration staff will update the successful External Examiner and send the appointment letter and External Examiner Code of Practice. The External Examiner must confirm acceptance of the position by returning a signed copy of the appointment letter.

At the discretion of the Head of Collaborations, Buckingham reserves the right to terminate the appointment of an External Examiner prematurely for non-fulfilment of the responsibilities summarised in section 2 of this code or where engagement is late or of poor quality.

## **8. Induction for External Examiners**

On receipt of receiving a signed copy of the appointment forms and requested documentation, the Collaborations Staff will send the External Examiner:

- External Examiner Code of Practice
- Programme(s) and/or module(s) specifications
- Assessment Marking Guide\* (if applicable)
- Access and links to Moodle (if applicable)
- Link to the External Examiner Annual Report & Response Form
- Expenses Form Template
- Payroll forms for completion

External Examiners are given an induction with the Head of Collaborations to discuss their role and responsibilities. External Examiners will also be introduced to Collaborative Partners at this stage.

*\*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 Schedule**

On appointment, and annually thereafter, the Collaborative Partner will provide the External Examiner with their schedule, which forms part of their annual pack. The schedule will include but is not limited to:

- Date(s) the following documentation will be available for verification (assessed work, marking guide, summary of marks grid and assessment verification form)
- Date(s) visits are required for verification (if applicable)
- Deadline(s) for receipt of verification
- Date(s) of the exam board(s)

## **10. Verification of Assessed Work\***

Pre-verification: External Examiners must be asked to verify assessments that contribute to a minimum of 75% of the final mark before they are given to students. Assessments must be verified two weeks minimum before the 1st assessment for each module is given to students.

Post-verification: Depending on the programme requirements, verification takes place at the end of each assessment cycle or progression/awarding point in each Academic Year.

The External Examiner must verify all assessed work that contributes to the final classification of a higher education award, with a minimum assessment contribution value of 75% of the module.

The External Examiner is expected to verify 10% of the cohort or 12 students (which ever greater) assessed work, across the full range of marks, including borderline cases, as highlighted in the summary of marks grid. Verification can take place virtually or in person, unless highlighted within the External Examiner's schedule.

All assessed work can be made available for the External Examiner to select from, alongside the marking criteria, 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 Collaborative Partner's academic standards and student performance is comparable to that of students of the same level within the same or cognate disciplines in the UK.
- The Collaborative Partner's assessment process adequately measures student achievement against the intended learning outcomes for the programme and/or module examined; and
- Ensuring the assessment and classification processes is reliable, fair and transparent.

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).

Collaborative Partners will need to develop their own internal policy for 1<sup>st</sup> and 2<sup>nd</sup> marking. Any disputes will need to be resolved by the programme leader in the first instance.

External Examiners must not be used to resolve disputes between 1<sup>st</sup> and 2<sup>nd</sup> markers. However, External Examiners will need to highlight areas of concern relating to 1<sup>st</sup> and 2<sup>nd</sup> marking.

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 Collaborative Partner. Once submitted the Collaborative Partner 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.

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

## **11. Assessment Board Engagement\***

External Examiners are expected to attend exam boards in person (preferable) or virtually where the classification of awards is being confirmed, on programme(s) and/or modules where they completed the assessment verification. In the event the External Examiner is unable to attend, they must inform Collaborations Staff as soon as possible.

Buckingham appoints the Board of Examiners Chair which is usually the Head of Collaborations or the Link Tutor.

The assessment verification form and summary of marks grid must be presented at the exam 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 it to Collaborations Staff 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 and submit it to Collaborations Staff. The summary of awards is then signed by the relevant Dean at Buckingham before being sent to Buckingham's Exam Senate along with a Senate Report summarising the awards.

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

## **12. Virtual Assessment Board Attendance**

The following steps must be in place to ensure the smooth running of virtual assessment boards:

- The Collaborative Partner must provide the conference call details prior to the meeting and where possible a week in advance (We recommend the following facilities Zoom, Skype or Microsoft Teams)
- Virtual 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.

## **13. Annual Reports**

External Examiners are required to complete the External Examiner Annual Report and Response Form (appendix six) and submit electronically to Collaborative Staff by the deadline set in their External Examiner's schedule.

Collaborative Staff review the form and then forwards it on to the Collaborative Partner. The 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 the form to Collaborative Staff in preparation for annual monitoring and sharing with the External Examiner.

Serious causes of concern are forwarded to the Head of Collaborations.

#### 14. Annual Monitoring

External Examiner reports are collated into the External Examiners Overview Report for all Collaborative Partners and this document is presented to the University Collaborations Committee for discussion and review.

The External Examiner Overview Report is also submitted to Exam Senate for consideration.

#### 15. Consultation on Programme and Module Changes

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

Following Buckingham's approval of changes, the External Examiner must be informed by the Collaborative Partner and given details of the changes in preparation for the relevant exam board.

#### 16. External Examiner Fees

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

Payment of fees will be processed by Collaborations Staff within 30 days of an exam board and on the receipt of the External Examiners annual report at the final exam board of the year. Fees are calculated as set out below and is subject to tax and national insurance:

<b>Module Fee</b>	<b>£30</b>
<b>Module Fee (retakes)</b>	<b>£15</b>
<b>Undergraduate – Dissertation &amp; Project Fee</b>	<b>£10</b>
<b>Postgraduate – Dissertation &amp; Project Fee</b>	<b>£20</b>
<b>Flat rate per Level 7 Research Dissertation and/or viva</b>	<b>£200</b>
<b>Flat rate per Level 8 Research Dissertation and/or viva</b>	<b>£300</b>
<b>Fee for attendance at Exam Board virtually</b>	<b>£50</b>
<b>Fee for attendance at Exam Board (UK)</b>	<b>£100</b>
<b>Fee for attendance at Exam Board (Overseas)</b>	<b>£300</b>

In addition to the fees, reasonable expenses will be reimbursed for travel and subsistence in accordance with Buckingham's Expenses Policy.

- Mileage is paid in accordance with HMRC guidelines.
- Air travel is organised by the University and is agreed in advance.
- Rail or bus travel will be reimbursed at the rate of a standard ticket.
- If overnight accommodation is required, the University will make the necessary arrangements.
- Receipts should be submitted with all travel and subsistence claims alongside expenses form to the Collaborations Staff

The University will pay for all reasonable expenses incurred by University employees, and representatives whilst they carry out their assigned duties.

Please note that the University assumes no obligation to reimburse expense claims that are not compliant with these instructions.

#### 17. Transparency

Buckingham 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 Collaborative Partner students via the Collaborative Partner after being considered at the Exam Senate; except for any confidential report(s) made directly, and separately, to the Vice-Chancellor.

#### 18. Concerns

In the event an External Examiner has any concerns regarding the conduct or process being followed by a Collaborative Partner they can raise their concerns in confidence to the Link Tutor, Head of Collaborations or Collaborations Manager.

If an External Examiner considers it to be appropriate, they may send a separate confidential report to the Vice-Chancellor at Buckingham. 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.

## 19. 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 (Collaborations) & Appendices	Collaborations Admin Site / Collaborations Handbook	V1	10/1/2022	1 year
Appendix One Standard Operating Procedure for External Examiner Nomination, Approval and Appointment	Collaborations Admin Site / Collaborations Handbook	V1	10/1/2022	1 year
Appendix Two External Examiner Appointment Form	Collaborations Admin Site / Collaborations Handbook	V1	10/1/2022	1 year
Appendix Three Standard Operating Procedure for processing External Examiner Payments	Collaborations Admin Site / Collaborations Handbook	V1	10/1/2022	1 year
Appendix Four Standard Operating Procedure for External Examining	Collaborations Admin Site / Collaborations Handbook	V1	10/1/2022	1 year
Appendix Five Assessment Verification Form	Collaborations Admin Site / Collaborations Handbook	V1	10/1/2022	1 year
Appendix Six External Examiners Annual Report & Response Form	Collaborations Admin Site / Collaborations Handbook	V1	10/1/2022	1 year
TEMPLATE Advertising Communications for EE Appointment	Collaborations Admin Site > External Examiners	V1	10/1/2022	1 year
TEMPLATE Appointment Confirmation Email	Collaborations Admin Site > External Examiners	V1	10/1/2022	1 year
TEMPLATE External Examiner Appointment Letter & Forms	Collaborations Admin Site > External Examiners	V1	10/1/2022	1 year
TEMPLATE Payroll Particulars Update Request	Collaborations Admin Site > External Examiners	V1	10/1/2022	1 year
TEMPLATE Payroll Payment Request Form	Collaborations Admin Site > External Examiners	V1	10/1/2022	1 year
RECORDS for External Examiner Tracker (Current Academic Year)	Collaborations Admin Site > Trackers	V1	10/1/2022	1 year
RECORDS for External Examiner Tracker (Previous Academic Years)	Collaborations Admin Site > Trackers	V1	10/1/2022	1 year
RECORDS for External Examiner Reports & Responses	Collaborations Admin Site > External Examiners	V1	10/1/2022	1 year
RECORDS for External Examiner Appointments, Payments & Annual Packs	Collaborations Admin Site > External Examiners	V1	10/1/2022	1 year



## APPENDIX ONE STANDARD OPERATING PROCEDURE 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 Collaborations Staff to manage the procedure within the External Examiner Code of Practice. This document **must** be read in conjunction with the full procedure.

*Any queries regarding this process please contact Collaborations Staff.*

No*	Standard Operating Procedure for EE Nomination, Approval & Appointment	Responsible
1	Monitor EE Tracker.	CA / CM
2	Tracker highlights EE is required, inform CM and HC.	CA / CM
3	Advertise EE position setting a deadline for applications.	CA / CM
4	Apply for the EE position, sending expression of interest and CV to CA / CM.	EE
5	Acknowledge applications, inform applicants if they are successful when they would hear back.	CA / CM
6	Send applications to the HC and LT for consideration and confirmation.	CA / CM
7	Complete section 1 of the appointment form based on HC confirmation.	CA / CM
8	Send CV and appointment form to the FD for approval.	CA / CM
9	Review CV and section 1 of the appointment form, complete section 2 and submit to CA / CM.	FD
10	Update EE Tracker and store record of CV and completed appointment form in the EE file.	CA / CM
11	Populate External Examiner Appointment Letter & Forms and send to successful applicant.	CA / CM
12	Complete forms and submit alongside requested documentation to CA / CM.	EE
13	Update EE tracker and store documentation in the EE file.	CA / CM
14	Send payroll particulars to payroll for processing.	CA / CM
15	Send EE annual pack and introduce to the Faculty Team.	CA / CM
16	Arrange and conduct virtual induction with EE.	CM / HC
17	Introduce EE to Collaborative Partner.	CA / CM / HC

*KEY: EE = External Examiner, CA = Collaborations Administrator, CM = Collaborations Manager, HC = Head of Collaborations, FD = Faculty Dean, LT = Link Tutor*



**APPENDIX TWO**  
**EXTERNAL EXAMINER APPOINTMENT FORM**  
TAUGHT UNDERGRADUATE AND POSTGRADUATE PROGRAMMES

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.

*Any queries regarding this process please contact Collaborations Staff.*

<b>SECTION ONE: External Examiner Nomination</b>	
<i>Section one must be completed by Collaborations Staff, signed by the Head of Collaborations / Link Tutor and submitted electronically alongside the nominee's CV to the Faculty Dean (or nominee)</i>	
Name of External Examiner:	
External Examiner's Current Institution & School:	
Job Title:	
Email Address:	
Programmes and/or modules the appointment is required:	
Name of the External Examiner(s) being replaced (if applicable):	
Term of Office (4-yrs of assessment diets)	FROM:   TO:
<i>As Head of Collaborations / Link Tutor 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>	
Full Name:	
Position:	
Signature:	
Date:	
<b>SECTION TWO: Approval Faculty Dean / Associate Dean</b>	
<i>Section two must be completed by the Faculty Dean (or nominee)</i>	
Comments:	
Full Name:	
Position:	
Signature:	
Date:	
<b>SECTION THREE: Approval by Senate</b>	
Signature:	
Date:	



## APPENDIX THREE STANDARD OPERATING PROCEDURE 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 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 Processing External Examiner Payments	Responsible
1	Submit annual report to the CA alongside any expenses.	EE
2	Acknowledge the report, store and inform HC.	CA / CM
3	Inform EE you will process their payment and the date it should reach their bank account.	CA / CM
4	Calculate the EE payment based on the EE's schedule and expenses.	HC
5	Populate the payroll payment request form template with the EE's payment breakdown.	HC
6	Sign off Payroll payment request form.	CM / HC
7	Submit the payment request to payroll.	HC
8	Payroll process payment.	PR
9	Update EE tracker to log the payment processed and date requested.	HC
10	Store the payment request form in the EE's file.	HC

*KEY: EE = External Examiner, CA = Collaborations Administrator, CM = Collaborations Manager, HC = Head of Collaborations, PR = Payroll*



## 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 <sup>nd</sup> 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



## APPENDIX FIVE ASSESSMENT VERIFICATION FORM

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.

Any queries regarding this form please contact the Collaborations Staff.

<b>Assessment Verification Form</b>	
Programme(s) and/or module(s) verified:	<Populated by the Collaborative Partner >
Collaborative Partner Name:	<Populated by the Collaborative Partner >
Assessment Board:	<Populated by the Collaborative Partner >
<b>SECTION ONE: Assessment Verification Confirmation</b>	
<i>Section one must be completed by the External Examiner and submitted electronically to the Collaborative Partner by the deadline set within the External Examiner Schedule. Once submitted the Collaborative Partner must include the form in the assessment board documentation to be considered.</i>	
As External Examiner I am confirming:	
<ul style="list-style-type: none"> <li>I have met and completed my requirements set within the External Examiner Code of Practice under Section 10 'Verification of Assessed Work' and where applicable met the requirements set within a programmes Assessment Code of Practice which have additional PSRB verification requirements.</li> <li>It is my opinion that the Collaborative Partner's academic standards and student performance is comparable to that of students of the same level within the same or cognate disciplines nationally. The Collaborative Partner's assessment process adequately measures student achievement against the intended learning outcomes for the programme and/or module examined; and in ensuring the assessment and classification processes are reliable, fair and transparent.</li> <li>I am aware if required, I can recommend to the Board of Examiners Chair 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.</li> </ul>	
Would you like to make a moderation recommendation?	YES OR NO
<b>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:</b>	
<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>
<b>SECTION TWO: Assessment Verification Confirmation</b>	
<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 given full consideration to the External Examiners moderation recommendation documented within section one</i>	
Chair of the Board of Examiners Name:	<To be completed by the Board of Examiners Chair>
Date Complete:	<To be completed by the Board of Examiners Chair>



**APPENDIX SIX**  
**EXTERNAL EXAMINERS ANNUAL REPORT & RESPONSE FORM**

This form is available to download on Buckingham website under section 7 of the Collaborations Handbook

*Any queries regarding this form please contact the Collaborations Staff*