

# The Role of External Examiners

## Why do Leeds Beckett University appoint External Examiners?

An External Examiner is appointed to assure the quality of the learning experience for students. They will ensure that students are assessed fairly in relation not only to other students on the same course but also to students on comparable courses in other Higher Education Institutions nationally.

External examiners must be appointed for all validated courses leading to an award of the University

## How is an External Examiner selected?

An External Examiner will be suitably qualified and experienced in the subject or specialism within the course they are appointed to. They must be external to and independent of Leeds Beckett University.

## What is the role of an External Examiner?

External Examiners are assigned a number of specific duties on appointment including:

**a) Confirming standards for awards**

External Examiners confirm that awards meet **threshold academic standards** in line with the Framework for Higher Education Qualifications and applicable subject benchmark statements.

**b) Comparing achievements of students**

External Examiners check whether the academic standards and achievements of students are **comparable** with those in other UK Higher Education Institutions of which the external examiners have experience.

**c) Confirming assessment**

External Examiners confirm the appropriateness and content of examination papers, coursework and other assessment methods. They also produce annual reports which cover the effectiveness and fairness of the assessment processes used on each course. Students can request access to these reports at any time and Course Directors will discuss the key findings of reports with students together with any actions taken in response to them.

**d) Commenting on proposed changes to assessment regulations**

External Examiners are consulted about proposed changes to the course assessment methods.

**e) Commenting on course modifications**

External Examiners provide informed feedback about proposals to change course content and structure.

**f) Accessing assessed work**

External Examiners must have access to examination scripts, completed coursework and other marked student assessments to ensure that students are assessed fairly. Examiners look at the work of a representative sample of students.

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## g) The ability to moderate marks

External Examiners have the right to moderate the marks awarded by internal examiners

## h) The ability to alter a set of marks for a cohort.

In exceptional circumstances the External Examiner may propose to the Module Board the adjustment up or down of marks for a particular cohort of students on a particular module to maintain academic threshold standards. The marks for a student in isolation cannot be adjusted.

## i) Attending Module and Progression and Award Boards

External Examiners are required to attend Module Boards and Progression and Award Boards. Decisions of the Progression and Award Boards are not valid unless formally **endorsed** by an External Examiner

## j) Submitting an Annual Report

External Examiners are required to submit an annual report within four weeks of the main Progression and Award board and/or Module Board has taken place.

The purpose of the report is to assure the University that the academic threshold standards of its awards are appropriate, and to enable the University to judge whether the course is meeting its stated objectives and to make any necessary improvements to the course as appropriate.

Course Directors provide a response to each report, confirming any necessary actions taken.

## Where can I access External Examiner reports?

External Examiner reports for the previous year of your course can be accessed via the following link on the Student Hub Webpage.

[www.leedsbeckett.ac.uk/studenthub/external-examiners-reports](http://www.leedsbeckett.ac.uk/studenthub/external-examiners-reports)

