
Guidance 4(iii) Approval of external examiners for Collaborative partners who do not meet criterion relating to UK Higher Education experience

UK Higher Education (UK HE) experience is desirable for all external examiners (criterion 4.1 and 4.2, Guidance 4i). Where there is a lack of UK HE experience and/or a lack of necessary language skills where tuition and/or assessment is not in English, a Chief external examiner (CEE) will need to be appointed with relevant UK HE experience and appropriate language skills.

The CEE role and responsibility is described further in Guidance 4iv.

The Collaborative partner institution will bear any costs associated with measures to address the language of tuition/assessment.

Where a proposed external examiner does not have UK HE experience, or necessary language skills, one of the plans below will apply.

Plan 1 – Observation of existing external examiner

- a. The proposed EE will be "apprenticed" to the existing EE during their final year and will undertake all external examiner activities in parallel - review work, attend the Programme Assessment Board and write a report;
- b. At the end of the year, the CEE will:
 - Discuss the proposed external examiner with the existing external examiner.
 - Review the report.
 - Where tuition and assessment is not in English and the CEE is not proficient in the local language, samples of student work translated into English will be provided for monitoring purposes.
 - The CEE will write a report to AQS (copied to the University Link Tutor), indicating whether in their judgement the proposed new external examiner is capable of applying standards appropriate to UK HE; and
- c. AQS will then determine whether the new external examiner should be approved as being conversant with UK HE standards.

Plan 2 – Where there is no existing external examiner

- a. All work undertaken by the proposed external examiner in their first year will be reviewed by the CEE
- b. Where tuition and assessment is not in English and the CEE is not proficient in the local language, samples of student work translated into English will be provided for monitoring purposes.
- c. The CEE will write a report to AQS (copied to the University Link Tutor), indicating whether in their judgement the proposed new external examiner is capable of independently applying standards appropriate to UK Higher Education;
- d. AQS will then determine whether the new external examiner should be approved as being conversant with UK HE standards; and all students' grades must be approved by the CEE until the local external examiner is approved on the basis of the moderation sampling undertaken.