

CASP008- EXTERNAL EXAMINER POLICY

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|-----------------|--|
| STATUS | <input checked="" type="checkbox"/> New Policy |
| | <input type="checkbox"/> Continuation of Existing Policy |
| | <input type="checkbox"/> Revised Policy |
| SCOPE | <input checked="" type="checkbox"/> All CAS |
| | <input type="checkbox"/> Some CAS (.....) |
| | <input type="checkbox"/> One CAS (.....) |
| TARGET AUDIENCE | <input checked="" type="checkbox"/> Staff: <input type="checkbox"/> All <input checked="" type="checkbox"/> Academic staff <input type="checkbox"/> Non-academic staff |
| | <input type="checkbox"/> Students: <input type="checkbox"/> All levels <input type="checkbox"/> UG <input type="checkbox"/> PG |
| | <input type="checkbox"/> All specialisations <input type="checkbox"/> Some (.....) |

1 Purpose and Rationale

CAS is committed to appraise its academic system by establishing an external examiner policy which benchmarks its programme and courses to international academic standards. The primary purpose of the external examiner policy is to ensure regular review of courses and academic programs in keeping with the CAS's quality assurance and improvement processes. It also aims to ensure that the methods of assessment applied in CAS are credible, rigorous and equitable, and are fairly and consistently conducted within relevant CAS and/or departmental regulations and policies.

2 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

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| Course | A series of lectures or lessons in a particular subject, leading to an examination or qualification |
| External examiner | Individual drawn from academia and also from industry, business and the professions to provide CAS with impartial and independent advice on student achievement in relation to those standards. |

3 Policy Content and Principles

This policy states the rules and principles regulating the appointment, and makes reference to responsibilities of the External Examiners for programme and courses in CAS.

- 3.1 External Examiners are appointed to provide CAS with impartial and independent advice and informed comment on CAS's academic standards and student achievement in relation to those standards, through oversight of the assessment process at the course and programme/award level.
- 3.2 All CAS programmes of study, and courses therein, leading to an award of credit at foundation, undergraduate or postgraduate level must have one or more External Examiner(s) appointed to carry out the role of External Examiner as laid out in this policy.
- 3.3 Where programmes are offered across one or more of the CASs, the remit of the examiners appointed should cover all colleges so that they are in a position to provide a judgment on the comparability of quality and standards of provision and performance across the campuses.
- 3.4 The External Examiner appointed by CAS shall be able satisfy the following criteria:
- (a) Competence and experience in the fields covered by the programme of study, or parts thereof;
 - (b) Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
 - (c) Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
 - (d) Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of peers and, where appropriate, professional peers;
 - (e) Familiarity with the standard to be expected of students to achieve the award that is to be assessed;
 - (f) Fluency in the programmes language (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements);
 - (g) Meeting applicable criteria set by professional, statutory or regulatory bodies;
 - (h) Awareness of current developments in the design and delivery of relevant curricula;
 - (i) Competence and experience relating to the enhancement of the student experience.
- 3.5 Nominees from backgrounds other than higher education, for example business, industry or the professions, may not be able to fulfil all the criteria above but would nonetheless be able to make a significant contribution as an external examiner. Consideration can be given to such nominations.

- 3.6 External examiners should have adequate access to samples of students' work with the right to see any item.
- 3.7 External Examiners can be appointed on an annual basis up to a normal maximum of four years. However, this period can be exceptionally extended by one year to ensure continuity, for example where a programme is being brought to an end. To extend an appointment, a written statement with reasons for the extension should be submitted by PD for the approval of DG CAS.
- 3.8 The External Examiner is required to provide an annual written report in a standard format and a final summary report at the end of the period of appointment.
- 3.9 CAS shall give full and serious consideration to the comments and recommendations contained in external examiners' reports. The actions taken as a result of reports, or the reasons for not taking action, are formally recorded and circulated to those concerned.

4 Legislative Compliance

N.A.

5 Appendices

N.A.

6 Approval Agency: Board of Trustees

7 Approval Dates

This policy was originally approved on: []
This version was approved on: []
This version takes effect from: []
This policy will be reviewed by: []

8 Policy Sponsor: Director General of CAS

9 Contact: Directorate General of CAS