

**ROLE AND RESPONSIBILITIES
SUBJECT AREA PROGRESSION BOARD / SUBJECT AREA EXTERNAL
EXAMINERS**

1. External Examiners should be able to judge each student impartially on the basis of work submitted for assessment, without being influenced by previous association with the academic subject area, the staff or any of the students.
2. External Examiners should be able to assure the appropriate standard is set for modules.
3. External Examiners should be able to consider and compare the performance of students on modules to that of peers on comparable module/programmes in higher education elsewhere.
4. External Examiners should approve the form and content of proposed assessment tasks (including examinations) to confirm appropriate level and credit tariff for module.
5. External Examiners should be able to confirm that students will be assessed fairly in relation to the module specification and regulations and able to reach the required standard.
6. External Examiners should be able to confirm the marks awarded to students in respect of all modules which comprise the Subject Area and its programmes.
7. External Examiners should be able to confirm the award of credit for the achievement of students on modules and progression decisions for students.
8. External Examiners should be able to confirm the award of credit for certificated and experiential learning.
9. External Examiners should ensure that the decisions of the Extenuation Panel are formally implemented; having the right to see samples of the work of students for each category in the module marking scheme (including failure) to ensure that each student is fairly placed in relation to the rest of the cohort, with the right to access all assessed work if required.
10. External Examiners should attend relevant Board meetings, and with adequate warning to the subject area group, have the right to access all assessed work.
11. External Examiners have the right to moderate the marks awarded by internal examiner.
12. External Examiners should ensure that the assessments are conducted in accordance with the approved regulations pertaining to the programme.

13. External Examiners should note and report any breach of assessment regulations.
14. External Examiners should contribute to decisions on progression and ensure that those decisions have been reached by means according with UEL's requirements and standard practice in higher education (Subject Area Progression Board only).
15. External Examiners should participate as required in any reviews of decisions about individual students' awards taken during the examiner's period of office.
16. External Examiners should report back to the University, as least once annually or as may otherwise be prescribed, on the effectiveness and conduct of the assessments and any lessons to be drawn from them.
17. External Examiners may be asked to advise on the overall development of the programme. However, in order to protect their independence, they should not concurrently act as consultants to a programme team on programme design, or be members of a panel established to review the modules they examine.

**ROLE AND RESPONSIBILITIES
SUBJECT AREA AWARD BOARD/AWARD BOARD EXTERNAL
EXAMINERS**

1. External Examiners should be able to participate in the Award Board, without being influenced by previous association with the academic subject area, the staff or any of the students. This does not preclude External Examiners holding concurrent roles of Subject Area Board Examiners.
2. External Examiners should be able to confirm student eligibility for awards on the basis of accumulated credit.
3. External Examiners should be able to confirm the award of credit to students on modules passed by compensation.
4. External Examiners should be able to confirm the qualifications for students for successful completion of programmes of study.
5. External Examiners should participate in the review of withdrawn students and awarding the highest qualification to which they are entitled.
6. External Examiners should agree the award classification, where relevant.
7. External Examiners should be able to ensure any award specific requirements have been met.
8. External Examiners should be able to ensure that the decisions of the Extenuation Panel are formally implemented.
9. External Examiners' should attend the relevant Board meetings.
10. External Examiners should ensure that the assessments are conducted in accordance with the approved regulations.
11. External Examiners should participate as required in any reviews of decisions about individual students' awards taken during the examiners period of office.
12. External Examiners should note and report any breach of assessment regulations.
13. External Examiners should report back to the University at least once annually or as may otherwise be prescribed, on the conduct of the Award board and its processes.
14. External Examiners should where possible act as a mentor for newly appointed external examiners with little experience.
15. External Examiners should be the point of contact for Chair's Actions taken on behalf of the board.