**Roles and remit for TEC Partnership External Examining Processes**

***External Examiner Role and Responsibilities;*** *External Examiners will*

1. Make an effective contribution to safeguarding academic standards through academic and, where appropriate, other professional judgements in relation to the relevant subject area and assessment;
2. Make an effective contribution to the efficiency and sustainability of the assessment process and to provide objective advice on assessment and related procedures;
3. Scrutinise assessment, endorse assessment outcomes and where possible confirm the standards demonstrated by students in relation to students on other comparable programmes ;
4. Confirm whether sufficient access to the material needed to make the required judgements has been made available;
5. Comment upon the quality of teaching, learning and assessment methods that may be indicated by student performance;
6. Comment upon the strengths and weaknesses of the students as a cohort;
7. attend boards of examiners and provide a detailed written report of the outcomes of external examining activity;
8. Where in exceptional circumstances attendance at the board of examiners is not practicable submit a written report that provides comments and judgements on the assessment process and the standards of student attainment;
9. Comment upon the extent to which the external examiner's comments in his/her previous report have been considered and appropriately acted upon

***Faculty Role and Responsibilities:*** *the Faculty team will ensure External Examiners*

1. Understand how they will be given adequate opportunity to hold meetings with internal markers and students.
2. Are sent copies of programme and module handbooks (including assessments tasks/ briefs) at the start of each academic year
3. Are provided with marking schemes/ criteria
4. Are sent a copy of any external PSRB accreditation (if applicable)
5. Are provided with dates for forthcoming examination and assessment deadlines and dates for boards of examiners meetings
6. Have agreed arrangements for the receipt and return of student assessment
7. Are consulted when proposed changes to assessments are planned

***HE Quality Officer Role and Responsibilities:*** *the HE Quality Officer must*

1. Ensure newly appointed External Examiners receive a formal letter of appointment, confirming the terms of the appointment and making it clear to whom in the institution he/she is responsible
2. Ensure that, once appointed, external examiners are provided with sufficient information and support to enable them to carry out their responsibilities effectively. This means ensuring that external examiners are properly prepared by the TEC Partnership to ensure they understand and can fulfil their responsibilities.
3. Keep a central register of appointments and periods of tenure in order to ensure that the TEC Partnership avoids inadvertent conflicts of interest and ensures the proper rotation of external examiners
4. Provide support as required and regular updates on assessment policy and procedures, where appropriate
5. Maintain oversight of the need for an appropriate match between the numbers of external examiners and the quantity of assessed material being examined
6. Maintain oversight of the need for more than one external examiner where programmes are academically diverse
7. Inform in writing to the External Examiner the TEC Partnership’s intention to terminate the appointment for reasons outlined in 8.6 of the Code of Practice Board of Examiners and External Examiners