



ACADEMIC REGULATIONS

Universal Assessment Regulations

The University's External Examiners

Document Control

Responsibility for Policy:	Registrar
Approved by and date:	Senate June 22 nd 2022
Frequency of Review:	5 years
Next Review date:	2027
Related Policies:	
Minor Revisions:	June 2025 General Housekeeping throughout. - Removing reference to Continuation and Award Boards which will not take place at School level after summer 2025. Correct reference to Module Confirmation Meetings added. Clause 3 Existing Clause 3.1.3 relating to External Examiners sending comments ahead of University Continuation and Award Board removed. This is not practicable as this feedback is included in the overall annual report. Clause 4 School External Examiner is now replaced with a Faculty External Examiner. This updates the regulation in line with the University restructure which took place in 2024/5,
EIA:	It is not anticipated that these regulations will impact equality but data is monitored regularly.

1 Implementation

These regulations apply from academic year 2025/6.

2 Introduction

- 2.1 Each External Examiner shall be appointed as a subject-based External Examiner for one or more specified undergraduate subjects, postgraduate routes or other programmes.
- 2.2 In addition, three subject-based External Examiners shall be appointed to a second post, as a Faculty Examiner.
- 2.3 These Regulations complement separate the Handbook on External Examining Process

produced by the University.

3. Subject-Based External Examiners

3.1 Roles and Responsibilities

3.1.1 It is the role of the external examiner to:

- ensure that assessment processes and standards are applied appropriately, consistently and fairly across all modules by all internal markers and in line with the University's regulations and guidelines;
- judge whether or not the learning outcomes have been met;
- ensure that the learning outcomes are appropriate in the light of national standards (National Qualification Framework and its statements about levels, Apprenticeship Standards) and benchmarks within the subject;
- measure the outcomes against the appropriate pathway/programme/PSRB specifications;
- ensure that the procedures for determining students' entitlement to continue to the next stage of their course, or to receive an award, are applied appropriately, consistently, fairly and in line with the University's regulations and conventions.

3.1.2 In order to carry out the roles listed in 3.1.1 above, the external examiner must:

- ensure that the assessments are conducted within the approved regulations;
- be given the opportunity to consider the form and content of proposed examination papers, and to advise on the form and content of other summative assessments;
- have the opportunity to examine a range of students' assessed work, covering the full spread of achievement, for each assessment component and, on the basis of their scrutiny of such a sample, decide on the appropriateness of the standards that have been applied and the comparability of the standards that have been applied across assessments;
- have the opportunity, if they believe that the sample submitted has been inadequate to enable them to make sound judgements about standards within and across assessments, to request access to a wider range of assessed assignments and/or examination papers, potentially including all assessed work;
- where viva voce examinations play a part in the assessment process, agree the principles of selection of candidates and conduct the examinations, perhaps assisted by one or more internal examiners;
- be able to compare the performance of candidates with that of their peers registered for comparable programmes elsewhere;
- maintain close contact with the academic staff contributing to the pathway/programme;
- attend the Module Confirmation Meetings (MCM) of the relevant School, and ensure that decisions have been reached in accordance with the University's requirements and normal practice of higher education;
- in the event of absence owing to exceptional circumstances from a meeting they would normally attend, certify their absence from the meeting, and notify the relevant Head of School in advance;
- sign a results list jointly with the Chair for all assessments in which they were concerned;
- make oral comments during the meeting about overall standards, examples of good practice, and, where appropriate, how the pathway/route and/or its assessment procedures might be enhanced;
- submit an annual written report.

3.1.3 In order to protect their independence, External Examiners should not be members of a panel established to review a major/programme they examine.

- 3.1.4 An external examiner has the right to:
- have access to records of earlier assessments;
 - address matters of serious concern directly to the Vice Chancellor and Rector of Liverpool Hope University in exceptional circumstances.
- 3.1.5 Although an External Examiner is entitled, on the basis of their scrutiny of a sample of work, to propose that, overall, the marks should be raised or lowered, they should not normally adjust the marks awarded to individual candidates whose work was included in the sample.

3.2 Termination of an External Examiner's Contract

- 3.2.1 The appointment of a Faculty External Examiner may be terminated in the event they fail carry out satisfactorily one or more of the roles and responsibilities listed in clause 3.1 above.
- 3.2.2 Whilst it is hoped that such a situation will not arise, an external examiner whose performance or general conduct is unsatisfactory, may be warned informally in the first instance and, if necessary, be advised on appropriate remedial action(s) which need to be taken. In exceptional circumstances, however, the Registrar may authorise a letter of premature termination to be sent to the external examiner concerned without prior warning. This will have the effect of terminating the contract immediately.

4 The Faculty External Examiners

4.1 Roles and Responsibilities

- 4.1.1 It is the role of the external examiner to:
- ensure that Module Confirmation Meetings across the Faculty apply procedures for determining students' entitlement to continue to the next stage of their course, or to receive an award, in an appropriate, consistent and fair manner, and in line with the University's regulations and conventions;
 - identify, and draw to the attention of the relevant Faculty Executive Dean, any common issues, concerns, and good practices in the reports of subject-based External Examiners in the School for which they are responsible;
 - where appropriate, act as mentor for new or lesser experienced external examiners.
- 4.1.2 In order to carry out these roles, the Faculty External Examiner, in addition for the standard roles of a Subject External Examiner, must, each year:
- consider all undergraduate External Examiner reports for their Faculty;
 - submit a written report according to the University timeline based on the two activities listed above;
 - offer support to new examiners.
- 4.1.3 A Faculty External Examiner, in exceptional circumstances, has the right to address matters of serious concern directly to the Vice Chancellor and Rector of Liverpool Hope University.

4.2 Termination of a Faculty External Examiner's Contract

- 4.2.1 The appointment of a Faculty External Examiner may be terminated in the event they fail carry out satisfactorily one or more of the roles and responsibilities listed in clause 3.1 above.

4.2.2 Whilst it is hoped that such a situation will not arise, an external examiner whose performance or general conduct is unsatisfactory, may be warned informally in the first instance and, if necessary, be advised on appropriate remedial action(s) which need to be taken. In exceptional circumstances, however, the Registrar may authorise a letter of premature termination to be sent to the external examiner concerned without prior warning. This will have the effect of terminating the contract immediately.