

ATTACHMENT 4

PROCEDURES TO BE FOLLOWED WHERE AN EXTERNAL EXAMINER IS NOT PRESENT AT THE MEETING OF THE BOARD OF EXAMINERS

External examiners are required to attend meetings of Boards of Examiners of which they are members where results that contribute to final awards are being considered. This requirement can be varied for linked Postgraduate Diploma/Master's courses (see point (d), page 2 for these arrangements). Should an external examiner be unable to attend a meeting of the Board the following procedures shall apply.

- (a) The Course Director shall submit in writing to the Pro-Vice-Chancellor (Teaching and Learning), for her approval, the appropriate pro-forma containing proposals for moderating students' work and for approving the results* (see footnote).
- (b) The Pro-Vice-Chancellor shall write to the Course Director approving these arrangements or requiring alternative arrangements and copy her response to the relevant campus Examinations Office and the Academic Office, if the alternative arrangement is the appointment of a temporary External Examiner.
- (c) The External Examiner shall provide written confirmation of the results, stating that students' work has been moderated and that the awards have been agreed. The Appendix to the attached pro-forma, which may be faxed or e-mailed, should be used. Confirmation must be provided prior to the meeting of the Board.
- (d) At the start of the meeting, the Course Director shall provide the Chairperson with a copy of the arrangements approved by the Pro-Vice-Chancellor and the confirmation of results from the External Examiner. The Course Director shall inform the Board of the arrangements, including what input there has been from the absent External Examiner, and relay to the Board any comments received from that examiner.
- (e) The Chairperson of the Board of Examiners shall ensure that the Board is properly constituted and that there has been sufficient input from any external examiner who is not present, in accordance with arrangements approved by the Pro-Vice-Chancellor. If there has been insufficient input from any absent external examiner the Board should be cancelled and re-convened for a later date. In signing the course results sheet the Chairperson is confirming that the Examination Board has been conducted in accordance with University requirements and that the absent external examiner(s) have been adequately involved in the process of moderation of assessment in accordance with the arrangements approved by the Pro-Vice-Chancellor.
- (f) Following the meeting of the Board, the Course Director shall, where no external examiner has been present, ensure that a copy of the course results sheets is sent to the External Examiner for signature and that this signed copy is deposited in the Examinations Office within two weeks of the meeting of the Board.

However, as external examiners are not required to attend meetings of Supplementary Boards of Examiners, confirmation of results, as set out in (c) above, is sufficient for these Boards without the need for signatures of external examiners on the course results sheets.

- (g) The Examinations Office shall check to ensure that, where the Pro-Vice-Chancellor has approved the absence of an external examiner, the course results sheet containing the signature of at least one external examiner has been deposited in the Examinations Office within the two week period. Where this has not been done the Examinations Office will inform the Dean of the Faculty (responsibility for ensuring that the course results sheet has been signed by an external examiner, where appropriate, lies with the faculty concerned).

** References to Course Directors include Subject Directors and Directors of Combined Studies as appropriate. For Combined Honours programmes approval of awards is required from the Chief External Examiner. Subject External Examiners for major, main or minor strands are required to confirm moderation of students' work and marks obtained on the strand(s).*

**NON-ATTENDANCE OF EXTERNAL EXAMINER
AT BOARD OF EXAMINERS' MEETING**

A Notes

- i) The duties of External Examiners include attendance at meetings of Boards of Examiners. In exceptional circumstances, the Pro-Vice-Chancellor (Teaching and Learning), shall approve arrangements for external examining during the absence of the External Examiner(s).
- ii) In the absence of an External Examiner the Course/Subject Director/Director of Combined Studies shall, as soon as the absence is known, complete the details at B and C below and when approval has been obtained from the Dean of the Faculty, arrange for the form to be forwarded to the Pro-Vice-Chancellor. Where exceptionally a temporary external examiner has been appointed section D should also be completed.
- iii) The Pro-Vice-Chancellor shall complete Section E, return the form to the Course/Subject Director/Director of Combined Studies and send a copy to the relevant campus Examinations Office and to the Academic Office if it is a temporary external examiner appointment.
- iv) The Course/Subject Director/Director of Combined Studies shall forward the Appendix (Confirmation of Awards) to the External Examiner for completion and return prior to the Board of Examiners.
- v) The Chair of the Board of Examiners shall complete Section F.
- vi) The Examinations Office shall complete Section G and retain the form on file.

The full procedures are set out at <http://www.ulster.ac.uk/academicsservices/staff/examinations.html>

B External Examiner Appointment Details

- i) Name of External Examiner: _____
- ii) Course Title(s)/Code(s)/Modular Subject: _____
- iii) Campus(es) _____
- iv) Other External Examiners*: _____
- v) Date of Board of Examiners: _____

* If this is a temporary appointment please also complete Section D of the form.

Tick as appropriate

Are there other external examiners who will be attending the Board of Examiners Yes No

If no, then a copy of the course results sheet must be sent to at least one External Examiner for signature and returned to the Examinations Office within two weeks of the meeting of the Board.

C i) Reason for Non-attendance

(Note: Any relevant correspondence from the External Examiner should be attached.)

C ... (cont'd)

ii) **Proposed Alternative External Examining Arrangements**

Tick as appropriate

- 1 The External Examiner will receive samples of students coursework and examination scripts to moderate. Yes No
- 2 The External Examiner will confirm results by fax/email, using the Appendix, prior to meeting of the Board of Examiners. Yes No
- 3 Where there is only one external examiner for the course, or no external examiners can attend, arrangements will be made for the course results sheets to be sent to one External Examiner for signature and lodged with the Examinations Office not later than two weeks after the meeting of the Board. Yes No N/A
- 4 Other arrangements not covered above (please specify if applicable)

Signed: _____
(Course/Subject Director/Director of Combined Studies)

Date: _____

D Temporary External Examiner Appointment (if applicable)

Name of External Examiner

Contact Address

Will the temporary external examiner attend the Board of Examiners? Yes No

If no, will the examiner meet the requirements in section C points 1 to 3? Yes No

E To be completed by the Pro-Vice-Chancellor (Teaching & Learning)

I approve the external examining arrangements set out in C/D above in the absence of the External Examiner subject to (delete if necessary):

Signed: _____
PVC (Teaching & Learning)

Date: _____

F To be completed by the Chairperson of the Board of Examiners

I am satisfied that the absent External Examiner or temporary External Examiner has been adequately involved in the external examining process and approval of decisions in accordance with the arrangements approved by the Pro-Vice-Chancellor.

Signed: _____
(Chairperson)

Date: _____

(On completion, this form, including the Confirmation of Awards from the External Examiner should be passed to the representative from Student Administration attending the Board).

G To be completed by the Examinations Office

Written confirmation of results has been received by the Examinations Office Yes No

Where no external examiner has been present at the Board, a copy of the course results sheets signed by one of the External Examiners for the course(s) set out at 'B' above has been lodged in the Examinations Office. Yes No

APPENDIX

**NON-ATTENDANCE OF EXTERNAL EXAMINER
AT BOARD OF EXAMINERS' MEETING**

CONFIRMATION OF AWARDS

Name of External Examiner: _____

Course Title(s)/Code(s)/Modular Subject: _____

Campus(es): _____

Date of Board of Examiners: _____

I certify that I have been adequately involved in the external examining process for the above courses. The work presented by final year students has been appropriately moderated and the awards to be presented at the Board have been agreed by me.

Observations/Comments

(To be completed where the External Examiner wishes to add anything to the above statement).

Signature: _____ **Date:** _____