**CRITERIA FOR THE APPOINTMENT OF EXTERNAL EXAMINERS**

**(NOTE: link to External examiner Code of Practice can be found at:**

**http://www.ulster.ac.uk/academicoffice/externalexaminer.html)**

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| **Every external examiner will be expected to have:** | **Addressed?** |
| * knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
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| * competence and experience in the fields covered by the programme of study, or parts thereof;
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| * relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
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| * competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
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| * sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers. (The Higher Education Academy may be a useful resource to assist in identifying persons willing to serve in this capacity);
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| * familiarity with the standard to be expected of students to achieve the award that is to be assessed;
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| * fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements);
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| * met applicable criteria set out by professional, statutory or regulatory bodies;
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| * awareness of current developments in the design and delivery of relevant curricula;
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| * competence and experience relating to the enhancement of the student learning experience.
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| Exceptional AppointmentsNominations which do not fulfil the appointment criteria may be made (see section 7 of the Code for examples and how nominees might be supported). In such cases the nomination must include a supporting statement (at section 6.1 of the nomination form or appended as a separate report) identifying the deficiency and describing how the expectations of the role would be fulfilled in terms of support and training. Where a nominee is from outside the UK, the supporting statement must include evidence of the nominee’s knowledge and understanding of the UK sector’s agreed reference points for the maintenance of academic standards and assurance and enhancement of quality. In regard to late nominations, section 10 of the nomination form must be completed.NOTESExternal examiners shall not be appointed if there is any conflict of interest - see Code of Practice, Section 3 (b).Duration of appointment shall normally be four years with only an exceptional extension of 1 year to ensure continuity. An external examiner may only be reappointed ‘exceptionally’ and only after a period of 5 years has elapsed since the end of the previous appointment.External examiners shall normally hold no more than two examinerships at any point in time. Normally each module is the responsibility of only one external examiner. |

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