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| **PROCEDURES TO BE FOLLOWED WHERE AN EXTERNAL EXAMINER IS EXCEPTIONALLY NOT ABLE TO ATTEND 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 Appendix A**). Should an external examiner, for exceptional reasons, be unable to attend a meeting of the Board the following procedures shall apply.1. The **Course Director** shall, in advance of the meeting, submit to the **Associate Dean (Education) (ADE)** for their approval, the pro-forma overleaf containing proposals for moderating students’ work and for approving the results\* (see footnote).
2. The ADE shall either forward the **Approved** from to **PVC Academic Quality and Student Experience (AQSE)** for their approval or return the **Disapproved** form to the Course Director.
3. The **AQSE** shall either forward the **Approved** form to the **Examinations Office** and the **Academic Office**, if the alternative arrangement is the appointment of a temporary External Examiner, or send back to the **ADE** for re-approval.
4. The **External Examiner** shall provide written confirmation of the results, stating that students’ work has been moderated and that the awards have been agreed. **Appendix B** of the attached pro-forma, which may be sent electronically, should be used. Confirmation must be attached to the course results sheet prior to the Board.
5. At the start of the meeting, the **Course Director** shall advise the **Chairperson** of the arrangements approved by the **AQSE** 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.
6. 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 **AQSE**. 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 **AQSE**.
7. 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.

*\*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).***(This form should only be completed when an External Examiner is unable to attend the main board for consideration of progress and awards. Attendance is not required at the supplementary board).** |
| A: Notes1. The duties of External Examiners include attendance at meetings of Boards of Examiners (External Examiners are not expected to attend supplementary boards. For linked Postgraduate/Master’s boards, as per **Appendix** **A** of this form, Faculties decide whether External Examiners should attend for either the PGDip/MSc stage or both). In exceptional circumstances, the **AQSE** shall approve arrangements for external examining during the absence of the External Examiner(s).
2. 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 arrange for the form to be forwarded to the **Faculty's Associate Dean (Education) (ADE).** Where exceptionally a temporary external examiner has been appointed **Section D** should also be completed for approval.
3. **The Faculty's ADE shall complete Section F. If the form is Approved the ADE shall forward the form to the AQSE for their approval. If the ADE Disapproves the form the ADE will send the form back to the Course/Subject Director/Director of Combined Studies with notes on the disapproval completed in Section F. When the AQSE Approves the form it will be forwarded to the Course/ Subject Director/Director of Combined Studies and a copy sent to the relevant campus Examinations Office and to the Academic Office if it is a temporary external examiner appointment. If the AQSE Disapproves the form, they will send the form back to both the ADE and the Course/Subject Director/Director of Combined Studies with notes on the disapproval completed in Section G.**
4. The Course/Subject Director/Director of Combined Studies shall forward the **Appendix B** (Confirmation of Awards) to the External Examiner for completion and return prior to the Board of Examiners.
5. The Chair of the Board of Examiners shall complete **Section H**
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| B: External Examiners Appointment Details |
|  |
| Name of External Examiner: | Click or tap here to enter text. |
|  |
| Course Title(s)/Code(s)/Modular Subject: | Click or tap here to enter text. |
|  |
| Campus(es): | JN |[ ]  MG |[ ]  BT |[ ]  CE |[ ]
|  | Other (Please Specify) | Click or tap here to enter text. |  |
|  |
| Other External Examiner?: | Yes |[ ]  No |[ ]
|  |
| Date of the Board of Examiners: | Click or tap to enter a date. |
|  |
| Is this a Temporary Appointment?: | Yes |[ ]  No |[ ]
|  |
| Are there other external examiners who will be attending the Board of Examiners? | Yes |[ ]  No |[ ]

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| Ci: Reasons for External Examiner Non-Attendance |
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| Please list the reasons why the External examiner cannot attend: |
| Click or tap here to enter text. |
|  |
| Relevant correspondence from the External examiner Attached? | Yes |[ ]  No |[ ]

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| Cii: Proposed Alternative External Examining Arrangements |
|  |
| Other arrangements not covered above (please specify if applicable in box below.) |
| Click or tap here to enter text. |

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| D: Temporary External Examiner Appointment (if applicable) |
|  |
| Di: Name of External Examiner: | Click or tap here to enter text. |
|  |
| Contact Address: | Click or tap here to enter text. |
|  |
| Email Address: | Click or tap here to enter text. |
|  |
| Dii: Will the temporary external examiner attend the Board of Examiners? | Yes |[ ]  No |[ ]

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| E: Course/Subject Director/Director of Combined Studies Approval*If you fail to complete this section, the form will not be processed.* |
|  |
| Signed: |  |
| Course/Subject Director/Director of Combined Studies |
| Print Name: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |
| Email Address: | Click or tap here to enter text. |

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| Eii: Submit to Associate Dean (Education) |
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| Please **email this form** to your **ADE** and **attach** any relevant correspondence received from the External Examiner. |
| Faculty | Name | Email |
| AHSS | Louise O’Boyle | lm.oboyle@ulster.ac.uk |
| CEBE | Michaela Keenan | mp.keenan@ulster.ac.uk |
| LHS | Aine McKillop | am.mckillop@ulster.ac.uk |
| UUBS | Heather Farley | h.farley@ulster.ac.uk |

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| **For Administration Use Only** |
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| F: Associate Dean (Education) Approval |
|  |
| To be completed by the Associate Dean (Education) |
| **Check Sections B to E** |
| I Approve |[ ]  I Disapprove |[ ]  The external examining arrangements set out in points B/C above in the absence of the External Examiner subject to: |
| If you disapprove, please state reasons for disapproval: |
| Click or tap here to enter text. |

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| Signed: |  |
| Associate Dean (Education) |
| Date: | Click or tap to enter a date. |
| Instructions for Associate DeansIf **APPROVED:** Please send the **signed** form to Averil Johnston: a.johnston@ulster.ac.ukIf **UNAPPROVED**: Please send the **signed** from with a **reason for disapproval** to the **Course Director**.  |

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| G: PVC Academic Quality and Student Experience Approval |
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| To be completed by the PVC Academic Quality and Student Experience |
| I Approve |[ ]  I Disapprove |[ ]  The external examining arrangements set out in points B/C above in the absence of the External Examiner subject to: |
| If you disapprove, please state reasons for disapproval: |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| Signed: | Shape  Description automatically generated with low confidence |
| PVC Academic Quality and Student Experience |
| Date: | Click or tap to enter a date. |
| Instructions for PVC Academic Quality and Student ExperiencePlease send the **signed** form to Averil Johnston: a.johnston@ulster.ac.uk |

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| H: To be completed by the Chairperson of the Board of Examiners |
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| 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 PVC Academic Quality and Student Experience. |
| Signed: |  |
| Chairperson |
| Date: | Click or tap to enter a date. |
| **On completion of this form, including the Confirmation of Award from the External Examiner, should be merged with the Course Results Sheet.** |

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| **Appendix A** |
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| **NON-ATTENDANCE OF EXTERNAL EXAMINER AT BOARD OF EXAMINERS’ MEETING** |
| Attendance of External Examiners at Meetings of Boards of Examiners for linked Postgraduate Diploma/Master’s Courses.Each Faculty is authorised to determine whether the External Examiner should attend for either the Postgraduate Diploma or Master’s stage of the course, or for both. If the Faculty decides on attendance for only the Postgraduate Diploma stage the following conditions should be fulfilled:* There is no requirement for oral examination associated with the Master’s award
* The Master’s dissertation/project component only remains to be examined;
* the External Examiner moderates the work for the dissertation/project.

If the Faculty decides on attendance for only the Master’s stage:* The Board of Examiners, without the external examiner, should review candidates’ results in the taught modules,with the External Examiner’s role being to moderate the work and endorse the results, decisionson progressand resit, and recommendations, where appropriate, for the award of the Postgraduate Diploma;
* The Master’s results and recommendations for award should be considered by the full Board of Examiners onthe basis of both the taught modules and the dissertation/project.

**NB If an external examiner does not attend one stage, there is still a requirement to sign off the course results sheet in order to signify endorsement of final award decisions.** |

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| **Appendix B** |
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| **NON-ATTENDANCE OF EXTERNAL EXAMINER AT BOARD OF EXAMINERS’ MEETING** |
| ***CONFIRMATION OF AWARDS*** |
| Name of External Examiner: | Click or tap here to enter text. |  |
|  |
| Course Title(s)/Code(s)/Modular Subject: | Click or tap here to enter text. |  |
|  |
| Campus(es): |

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| --- | --- | --- | --- |
| JN |[ ]  MG |[ ]  BT |[ ]  CE |[ ]

 |  |
| Other (Please Specify) | Click or tap here to enter text. |  |
|  |  |  |  |
| Date of Board of Examiners: | Click or tap to enter a date. |  |
|  |  |
| 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). |
|  | Click or tap here to enter text. |  |
|  |  |  |
|  |
| Signed: | Shape  Description automatically generated with low confidence |  |
|  |
| Date: | Click or tap to enter a date. |  |
|  |