**External Examiners (EE’s) Job Description**

**Coventry University**

This document is intended to provide EE’s who are considering a new appointment at Coventry University with a clear overview of the work load and expectations of the role throughout the academic year. EE’s are expected to be appointed for 4 years. EE’s who wish to resign before the end of their period of office should write to the Academic Registrar giving sufficient notice for the appointment of a replacement.

EE’s are appointed to oversee all awards, including those that may be deemed interim or exit awards. The Role of External Examiners at Coventry University is defined as per the Academic Regulation 5.5.2[**http://www.coventry.ac.uk/Documents/Registry/Regulations%20Academic/2013-14/5%20Regulations%20for%20the%20assessment%20of%20students.pdf**](http://www.coventry.ac.uk/Documents/Registry/Regulations%20Academic/2013-14/5%20Regulations%20for%20the%20assessment%20of%20students.pdf)

EE’s are normally people of experience who are respected in their subject area and conversant with assessment procedures in higher education. Notwithstanding this expectation, a nominee with no previous experience as an External Examiner should not be automatically excluded from appointment. The Department will, however, need to provide information on what mechanisms can/will be put in place to support the inexperienced External Examiner.

**External Examiners for Coventry University and its must be prepared to undertake the following duties:**

1. All new EE’s should attend a briefing session at the start of their appointment to prepare them for the role within the University and also to meet with relevant faculty/subsidiary and course team staff. These are offered three times annually between Sept and March.
2. The role of the External Examiner at Coventry University (CU) will be required to engage in a mix of manual and online systems throughout their role including; exam paper moderation, marked assessment moderation and sampling and also the running of exam boards.
3. EE’s are required to moderate and scrutinise exam scripts via online systems or secure postage to ensure the reliability and validity of the assessment.

EE’s will be required to moderate assessment briefs via electronic module boxes for some parts of CU and via physical module boxes for other parts and also collaborative partners to ensure the reliability and validity of the assessment.

EE’s are asked to consider whether the assessment demands a sufficiently broad range of knowledge at an appropriate level and tests the stated aims and outcomes of the module. EE’s are also asked, where appropriate, to scrutinise model/sample answers.

Strict time frames must be met at key assessment times. Moderation will usually be required at the following times of the year:

PG & UG Semester 1 exam moderation period October to November

PG & UG Semester 2 exam moderation period February to March

PG Semester 3 exam moderation period June to July

UG Long/Thin exam moderation period February to March

For collaborative partners, please see the academic calendar for that partner

1. EE’s are required to attend exam boards, referred to as Subject Assessment Boards (SABs) and Programme Assessment Boards (PABs). These take place at key times of year; attendance is mandatory and can only be excused in exception. During attendance at these boards, EE’s may meet with students from relevant course areas. Exam boards usually take place at the following times of the year and attendance is expected at all boards which are notified to externals at the start of each academic year by Registry/APU staff:

PG & UG semester 1 exam boards, first and second week of February

PG & UG semester 2 exam boards, first to the third week of June

UG Long/Thin exam board, first week of June

All UG resit exam boards, third week of July

PG Semester 3 exam boards, second week of September

A PG External Examiner should expect to attend 3 SABs per year and 3 PAB’s per year.

An UG External Examiner acting in a faculty that is semesterised, should expect to attend 3 SABs per year and 3 PAB’s per year.

An UG External Examiner acting in a faculty that is Long/Thin, should expect to attend 2 SABs per year and 2 PABs per year.

In some faculties SAB’s & PAB’s can be combined and ran on the same day, otherwise these are usually scheduled a week apart.

For collaborative partners, please see the academic calendar for that partner.

1. If an external examiner has been exceptionally permitted not to attend a scheduled exam board, they will be required to moderate the work associated with the modules for which they are responsible for and also be required to consider all outcome reports their courses. This work is expected to be undertaken before an exam board, so there will be no delay to the release of student’s results. This work will usually be undertaken electronically where possible and so access to the internet will be required in the event of any non-attendance. or arrangements for secure postage will be made.
2. At the end of each academic year, EE’s are required to submit an annual report using a template which will be supplied to them. This report must be completed fully. For work undertaken at collaborative partners, a post moderation report is required to be submitted for all EE’s overseeing collaborative partners following all exam boards.
3. Whilst appointed as an examiner to a course that is subject to periodic review, EE’s may be called upon to review critical review documentation and make evaluative comments on the design and management of the course and constituent modules, their learning outcomes and the assessment regime, and to contribute to the review and enhancement of the course(s).
4. EE’s will be called upon to approve course and module changes throughout the life cycle of the course. There may also be a requirement for EE’s to be involved and support any accreditation or professional body review, these requirements will be negotiated with externals as and when the need arises.
5. EE’s are expected to arrange their travel in advance of exam boards. Dates will be notified to them at the start of each academic cycle. For travel arrangements to overseas collaborative partners, travel will be booked and managed by the Academic Partnership Unit (APU) in liaison with you and the link tutor.
6. EE’s are expected to be aware of, and act appropriately in line with Coventry University’s ‘[Employee Code of Conduct’](http://www.coventry.ac.uk/Global/Forms/Code%20of%20Conduct%20for%20Employee%20Behaviour.doc) policy which can be located on the EE’s website.