

Appointment Criteria for External Examiners (Taught Programmes)

Queen Mary will apply the following set of criteria for the appointment of external examiners (taught programmes) to ensure that external examiners are competent to undertake the core duties outlined in Chapter 8 of the Assessment Handbook.

The criteria ensure that potential conflicts of interest are identified prior to appointment.

Experience of external examining of postgraduate research students, whether at Queen Mary or not, is not relevant to these criteria.

1. Person specification

Queen Mary appoints external examiners who can show appropriate evidence of the following:

- i. knowledge and understanding of UK academic standards and of the assurance and enhancement of quality,
- ii. relevant qualifications, either:
 - a) academic qualification(s) to at least the level of the qualification being externally examined, including professional qualifications/recognition e.g. membership of the HEA, or,
 - b) professional qualification to at least the level of the qualification being externally examined, or extensive practitioner experience where appropriate,
- iii. competence and experience of designing and operation of assessment/feedback and of the enhancement of the student learning experience,
- iv. competence and experience of the standards expected of students to achieve UK awards,
- v. breadth of knowledge and standing within the discipline to be able to command the respect of academic and, where appropriate, professional peers,
- vi. fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s),
- vii. demonstrating applicable criteria set by professional, statutory or regulatory bodies, where required,
- viii. awareness of current developments in curricula design and delivery within the UK HEI sector.

2. Conflicts of interest

Queen Mary cannot appoint, as external examiners, anyone in the following categories or circumstances:

- ix. a current member of the Senate or Council,
- x. anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme(s) of study,
- xi. anyone who is, or knows they will be in a position to influence significantly the future of students on the programme of study due to their standing in other roles such as funding bodies or relevant Professional, Statutory and Regulatory Bodies,
- xii. anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme,

- xiii. former staff or students of Queen Mary, unless a period of five year has elapsed and all students taught by, or with, the external examiner have completed their programme(s),
- xiv. a reciprocal arrangement involving cognate programmes at another higher education provider,
- xv. the succession of more than one external examiner by a colleague from the external's home department/school and provider in any given year*,
- xvi. the appointment of more than one external examiner from the same department/ school of the same higher education provider.*

3. Terms of Office

- xvii. appointments are for four years. An exceptional extension of one year may be permitted to ensure continuity or due to programme teach out,
- xviii. reappointment is permitted in exceptional circumstances only. Justification will be required and a minimum period of five years will have elapsed since the nominee's previous appointment,
- xix. external examiners should not hold more than two external examining appointment for taught programmes at any one time

*In extremis, SEBs may appoint two externals from the same HEI; externals must be from different schools/departments and a clear rationale provided on the nomination form. To ensure varied externality SEBs may only appoint one pair of external examiners from the same HEI at a time, the remaining externals appointed to the SEB must all be from different HEIs.

Policy Information and Document Control

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Version Control

Version	Date	Reason for updates/Summary of key changes
1	<i>15/4/26</i>	<i>To replace the former Quality Code (QAA) criteria</i>