

External Examiner/Assessor Procedures

Document Reference and Version No	Version 6 approved AC January 2020
Purpose	These procedures outline the role of the External Examiner/Assessor at the Institute
Commencement Date	January 2020
Date of Next Review	January 2023
Who needs to know about this document	Registrar, Heads of Faculty, Heads of Department, Programme Co-ordinators, all academic staff.
Revision History	Version 5 approved AC Feb 2017
Policy Author	Registrar
Policy Owner	Registrar

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1. Nomination

- 1.1 Overall responsibility for implementing these procedures is the responsibility of the Registrar, working with the Faculties.
- 1.2 The responsibility for the selection and management of External Examiners rests with either the Head of Faculty or Head of Department, who will be referred to as the HOD in the remainder of this document.
- 1.3 The HOD may seek recommendations for nominations through a Faculty/Department board and/or a Programme Board committee.
- 1.4 The HOD consults the person proposed for nomination to seek her/his consent to be nominated. Such consultation shall be without commitment to appointment as External Examiner/Assessor. The HOD shall ensure that persons considered for nomination satisfy the criteria for appointment. (See External Examiner/Assessor nomination form, Appendix 1 and Criteria for Appointment, Appendix 2).
- 1.5 The President and Registrar may also nominate persons to act as External Examiners/Assessors.
- 1.6 The faculties submit nominations to Academic Council for persons to act as External Examiners/Assessors.

2. Approval

- 2.1 The Academic Council of the Institute approves the appointment of persons to act as External Examiners/Assessors to programmes offered by the Institute, where appropriate.
- 2.2 The Academic Council shall ensure that persons appointed to act as External Examiners/Assessors satisfy the criteria for appointment.
- 2.3 The Council shall also approve such procedures as may be required, including these procedures, relating to the appointment, role and duties of External Examiners/Assessors.

3. Appointment

- 3.1 Following approval of nominations by the Academic Council of the Institute, the Registrar's Office issues a letter of appointment to the External Examiner/Assessor, along with an acceptance form, to be signed by the External Examiner/Assessor and Registrar of the Institute (or her/his nominee) which shall include, inter alia:
 - Duties and responsibilities
 - Term of office
 - Reporting relationships
 - Reporting requirements
 - Fees payable by the Institute
 - Termination of contract procedures
 - Conflict of interest declaration.
- 3.2 The External Examiner shall be appointed from the date of signing of the Contract by the External Examiner/Assessor and the Registrar or her/his nominee.

- 3.3 The term of office shall normally be for a period of three years. In exceptional circumstances, the appointment may be extended by one further year. The circumstances shall be advised to the Academic Council prior to the proposed extension taking effect.
- 3.4 Normally, the term of office shall commence on the 1st September each year.
- 3.5 The Registrar's Office shall maintain a register of External Examiners/Assessors appointments and periods of tenure.
- 3.6 Should it be necessary to terminate the contract of appointment, the Head of Faculty/Department shall recommend termination of the contract to the Academic Council for approval detailing the reasons for the proposed termination. The Registrar shall notify in writing an External Examiner/Assessor whose contract has been terminated.
- 3.7 Following appointment, the Registrar shall ensure that the External Examiner/Assessor is directed to additional documentation to enable him/her to understand the examination systems operated by the Institute. Such documentation might include:
- Quality Framework 2015
 - Marks and Standards 2015
 - Examination Procedures 2014
 - Equal Opportunities Policy 2009
 - Mutual Respect Policy 2015
- The above documents are available on the Institute website.
- 3.8 In addition the HOD shall ensure that the External Examiner/Assessor is provided with adequate documentation to enable her/him to carry out the functions of External Examiner/Assessor, including
- Programme/module documentation
 - Staff lists
 - Draft examination papers, model answers and marking schemes
 - Continuous assessment paperwork marking schemes
 - Previous examination papers as appropriate
 - Schedule of examinations
- 3.9 The Institute may invite the External Examiner/Assessor to visit the Institute to become familiar with its operations; to discuss his/her responsibilities as External Examiners/Assessors and to determine the requirements of the External Examiner/Assessor. This is particularly important when an External Examiner/Assessor is being appointed for the first time.

4. Number of External Examiners/Assessors

- 4.1 The Institute shall ensure that sufficient External Examiners/Assessors are appointed so that it can be satisfied that:
- (a) The standard of its programmes and student performance can be adequately moderated
 - (b) The assessment, examination and determination of award processes are being fairly conducted.
- 4.2 External Examiners/Assessors may be appointed on a departmental basis, programme basis, or subject/module basis, as determined by the needs of the Institute.
- 4.3 Where External Examiners/Assessors are appointed on a departmental basis, there should be sufficient External Examiners/Assessors to adequately assess the core academic areas on programmes delivered by the department. Such External Examiners/Assessors will moderate

one or more programmes. The Institute shall determine the distribution of activities among the departmental External Examiners/Assessors.

- 4.4 Where External Examiners/Assessors are appointed on a programme basis, there shall be at least two External Examiners/Assessors appointed for each programme.
- 4.5 For 10 credit, Special Purpose Awards, one External Examiner/Assessor will suffice.
- 4.6 Additional External Examiners/Assessors may be appointed who have expertise in particular subject areas, as determined by the Institute, and may be involved with particular subjects at programme level within a faculty or department, or on an Institute-wide basis.
- 4.7 Where External Examiners/Assessors are required to act as a team, the Institute shall ensure that such External Examiners/Assessors have an opportunity to meet prior to a final Examinations Board meeting.
- 4.8 It is not a requirement that a subject expert be appointed to cover every aspect of a programme. The emphasis should be on ensuring the programme as a whole is adequately moderated.

5. Role of External Examiner/Assessor

- 5.1 External Examiners/Assessors shall attend the Institute at the time of determination of results and/or at such other times as may be determined by the Institute in consultation with the External Examiner/Assessor for the purpose of assessing the standard of the programme and/or the standard of student performance. The grades agreed by the External Examiner/Assessor and the Faculty at the internal exam preparation meeting are proposed to the formal Institute exam board
- 5.2 External Examiners/Assessors are required to use their expert judgement to consider and comment on:
 - Standards set for the programme
 - Standards achieved by students
 - Operation of the assessment processes
 - Quality of learning
 - The learning and teaching environment
 - Action taken on points raised in previous reports
 - Organisation and management of the external examining process
- 5.3 External Examiners/Assessors shall ensure that, during the proposed tenure, all significant elements of the programme(s) with which they are involved have been adequately assessed. It is not necessary that all elements are considered each year. The External Examiner/Assessor shall pay particular attention to award years of a programme.
- 5.4 External Examiners/Assessors shall decide, in consultation with the HOD, in relation to:
 - The particular modules, projects, draft examination papers, model answers and marking schemes, as appropriate (s)he wishes to assess prior to the examination.
 - The particular work (s)he wishes to assess
 - The nature and content of other material (s) he wishes to consider, including programme work, continuous assessment formative feedback, or briefing papers

The HOD shall ensure that such material is provided to the External Examiner/Assessor in good time.

The External Examiner/Assessor may suggest amendments to draft examination. The Internal Examiner shall take such proposed amendments into account, and shall note action taken, if any, on the appropriate form.

Where a significant dispute occurs between an Internal and External Examiner/Assessor in relation to an Examination paper, the matter shall be referred to the Registrar, who shall convene a review board.

- 5.5 An Internal Examiner or HOD may request that examination scripts and/or other assessment materials be examined, subject to a reasonable quantity of such material being examined.
- 5.6 Where an External Examiner/Assessor wishes to speak to one of the candidates, (s)he shall notify the Institution in good time to permit the candidates to be notified.
- 5.7 External Examiners/Assessors shall visit the Institute at the time of Examination Board meetings and/or at such other times as may be determined by the Institute in consultation with the External Examiner/Assessor.
- 5.8 There may be circumstances in which an external examiner is unable to attend the Examinations Board, but has nevertheless visited the Institute's premises, examined the assessment findings, agrees with the recommendations recorded on the draft broadsheet of results, and has provided a written report.
- 5.9 External Examiners/Assessors may be requested to attend a meeting in the Institute or other location for the purposes of:
- Introduction in the case of new appointees
 - Discussing issues in relation to External Examiners/Assessors in the context of Quality Assurance
 - Other general matters relating to examinations
- 5.10 External Examiners/Assessors shall submit a full report in accordance with Section 7. The completed report should be sent electronically within 4 weeks of the visit to IADT. Fees will only be paid following submission of a full report.
- 5.11 An External Examiner/Assessor shall declare any circumstances which may constitute a conflict of interest with the Institute in his/her role as External Examiner/Assessor.

6. Examinations Boards

- 6.1 Meetings of Board of Examiners are held for the purpose of deciding individual student results at such times as the Institute may determine.
- 6.2 The External Examiner/Assessor shall attend the Institute prior to the meeting of the Board of Examiners, or at such other times as may be agreed by the Institute and the External Examiner/Assessor, for the purpose of:
- Reviewing the overall performance of candidates, particularly borderline cases
 - Reviewing the proposed results for the programme as a whole
 - Reviewing module/subject performance with Internal Examiners
 - Reviewing marked scripts, project work or continuous assessment material, as required
 - Speaking with candidates, if required.

The Registrar/HOD shall provide the External Examiner/Assessor with suitable statistical information, where available, to assist in this process.

- 6.3 The External Examiner/Assessor shall indicate on the Module/Subject marks sheet any individual scripts, project work, or continuous assessment material reviewed by her/him as part of the assessment process, along with any proposed adjustment to the grades as proposed by the Internal Examiner. Efforts should be made to achieve consensus with the Internal Examiner in relation to such proposed amendments.
- 6.4 Where the External Examiner/Assessor proposes adjustments to a group of students as a whole, (s)he shall consult with the Internal Examiner and HOD in advance of the meeting of the Examinations Board. Efforts should be made to achieve consensus in relation to such proposed amendments.
- 6.5 The External Examiner/Assessor is invited to attend the meeting of the Examinations Board. However, there may be circumstances where an External Examiner/Assessor is unable to attend the meeting of the board of examiners, but has nevertheless visited the Institute, examined the assessment findings, agrees with the recommendations recorded at the internal (Faculty) exam preparation meeting, and has provided a written report to be read out at the formal examination board meeting.
- 6.6 The External Examiner/Assessor may comment on such matters relating to individual student performance module/subject performance, or programme performance as (s)he deems necessary. The Examinations Board shall give due consideration to such comments. The External Examiner/Assessor should not refer to individual students by name within his or her final written report.
- 6.7 The External Examiner/Assessor may request to have her/his dissenting opinion on any matter recorded on the Broadsheet.
- 6.8 The External Examiner/Assessor (if they are in attendance at the exam board) shall sign the Broadsheet of Results. Such signature indicates that the External Examiner/Assessor participated in the Examinations Board as a member of the Board, and conveys no further status on the significance of individual student results.

7. Reporting Arrangements

- 7.1 The External Examiner/Assessor shall provide a report to the Registrar or her/his nominee within four weeks of the visit to IADT. The report will be completed on the approved Institute pro forma and may be submitted either electronically or as a hard copy.
- 7.2 The External Examiner/Assessor may, in exceptional circumstances, submit a separate written report to the Registrar on such other matters as (s)he deems appropriate, and may request that such matters be treated on a confidential basis.
- 7.3 External Examiner Reports are sent to the Registrar's Office. When the reports are received the Registrar's personal assistant shall provide a copy of the External Examiners/Assessor's report to the relevant HOD, and also put the reports on the Institute Document Store for staff to access.

- 7.4 The completed External Examiners/Assessor's report form will be considered by the Programme Board at the commencement of the subsequent academic year or semester. Any action taken as a result of the External Examiner's report shall be noted in the Programme Board report.
- 7.5 The faculties will submit their Programme Board reports to Academic Council on an annual basis, usually around September. The reports will note any changes made to a programme as a result of External Examiners' recommendations.
- 7.6 On completion of her/his term of office the External Examiner/Assessor is invited to submit a final report to the HOF.
- 7.7 External Examiners will submit their expenses and fees along with a full and complete report.

8. External Examiners for Master by Research Degrees

8.1 The Award of Masters by Research

General regulations regarding the awarding of Masters by Research Degrees are covered by the Procedures and Guidelines for Research Degrees available on the IADT website

8.2 Appointment of examiners

Two examiners one internal and one external shall be appointed to examine the work of masters by research students.

The internal and external examiners will be nominated by the supervisor of the students with the agreement of the relevant Head of Department.

In the case of the external examiner the general guidelines as outlined above will apply. The names and CVs of external examiners will be presented to Academic Council by the relevant Head of Department for approval in advance of appointment.

9. **APPENDIX 1: EXTERNAL EXAMINER/ASSESSOR
NOMINATION FORM**



Nomination Form for External Examiner/Assessor

Name of nominee: _____

Academic Qualifications: _____

Professional expertise: _____

Areas of specialisation: _____

Place of work / Address: _____

Telephone: _____ Email: _____

Summary of relevant experience: _____

Nomination Form for External Examiner (continued)

Academic Year and Programme(s), subject(s) to be examined: _____

Other information: _____

Has the nominee agreed to act as proposed? Yes____ No____

Proposal made by : _____

Head of Faculty : _____

Date: _____

Signed: _____ Registrar _____ (date)

Nominee approved by the Dun Laoghaire Institute of Art, Design & Technology Academic Council on _____ (date) for a period of x years.

Guidelines for Nomination of External Examiners/Assessors

External Examiners/Assessors must have:

Academic qualifications and/or professional expertise appropriate to the programme being examined

At least 3 years of relevant industrial, commercial or academic experience

An ability to devote time to their role

An ability to arbitrate on or adjudicate on problem cases

An ability to respond quickly to requests for comments on exam papers and production of final reports within time deadlines

Ideally External Examiners/Assessors should have:

Experience of lecturing or working with graduates from those or similar programmes for which they are externs

Good written and verbal communication skills

Relevant lecturing or exam-setting experience

Course design experience

A willingness to comment and give advice on assessment methods in use

A willingness to discuss with Institute staff how courses/modules might be improved

10. **APPENDIX 2: IADT EXTERNAL EXAMINER/ASSESSOR CRITERIA FOR APPOINTMENT**

External Examiners/Assessors should satisfy the following criteria:

1. Their academic/professional qualifications should be appropriate to the award being examined, with both level and the subject(s) of those awards generally matching those to be examined. They should be able to command respect which may be demonstrated through academic expertise and/or professional achievement.
2. They will have expertise and experience in assessment at the appropriate level. If the nominee has no previous external examining experience, s/he will be expected to have extensive internal examining or other relevant experience. Externals with limited experience will initially only be required to act as one of a panel of External Examiners/Assessors on a programme of study.
3. In order to ensure impartiality, they will normally not have had close involvement with the Institute during the last three years. For example as a member of staff, a member of the Governing Body, a student, or an External Examiner/Assessor on a related programme in the Institute. They will not be personally associated with the sponsorship of students, involved in assessing colleagues who may be examined by the examination board, or involved closely with student placement. Any potential conflict of interest must be declared.
4. Any requirements laid down by relevant professional or statutory bodies.
5. Normally, there will not be any reciprocal external examining relationship between the Faculty concerned and the proposed External Examiner/Assessor's department.
6. A new External Examiner/Assessor should normally not be from the same institution as the outgoing External Examiner/Assessor.
7. An External Examiner/Assessor normally should hold no more than two concurrent substantive external examinations, including the one at IADT, without the prior agreement of IADT. It is essential that External Examiners/Assessors are able to devote sufficient time to their duties.

8. External Examiners/Assessors may be appointed from outside higher education, particularly for vocational or professional awards, but only as part of a team which includes External Examiners/Assessors with extensive experience in higher education. Nominees who have recently retired may be appointed where appropriate but consideration will need to be given to the means by which they will retain the currently of their experience.