
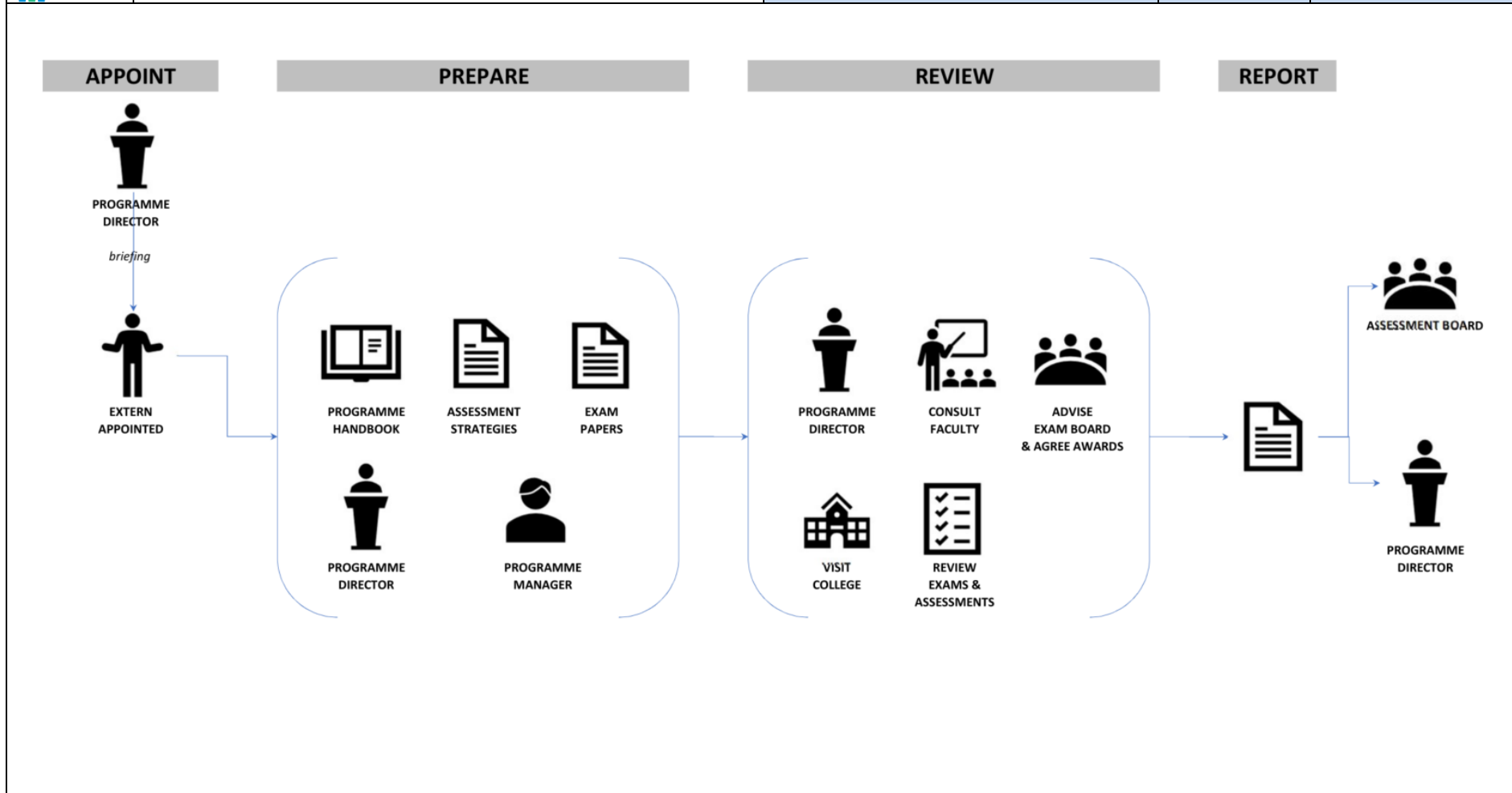


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED:
	6.11 ROLE AND RESPONSIBILITIES OF EXTERNAL EXAMINERS	6)ASSESSMENT OF LEARNERS	3.0	AUGUST 2020



Introduction and Context:

SNMCI, in line with national and international norms, recognises the importance of independent monitoring of its assessment practices. For the purpose of QA the External Examiner for each programme ensures that appropriate standards are applied to the award level of that programme. External Examiners are nominated in recognition of their qualifications, experience and ability to fulfil the duties of the role. SNMCI's policy and procedures for External Examination are developed with reference to QQI's Effective Guidelines for External Examination (2015) and Assessment and Standards (QQI, 2013).

External Examiner appointments are normally for a period of three years

External Examiner appointments are communicated to QQI

The purpose of this document is to define the role and responsibilities of External Examiners in assuring the quality and standards of the College's academic programmes.

The Role and Responsibilities of External Examiners

The main functions of the external examiner are to:

- To assist the College in ensuring that its programmes are comparable in standard with those awarded by other educational institutions
- To verify, or otherwise, for individual programmes that the standards expected of successful candidates are appropriate for the level of the award
- To seek to ensure that the assessment process is fair and is operated equitably through the marking, grading, feedback and classification of learner performance
- To determine whether the assessment methods chosen by the programme team effectively measure the attainment or otherwise of the intended learning outcomes of the programme
- To contribute to the continual development and enhancement of individual programmes of study through comment on the content, balance and structure of each programme.

The External Examiner is expected to fulfil this role by:

	Person/s Responsible	Records generated to ensure evidence of follow through
<ul style="list-style-type: none"> - Attending a briefing session on the role and responsibilities of External Examiners - Reviewing and being fully aware of External Examiner guidelines, programme regulations and other information provided by the College. - Reviewing assessment strategies with regard to the extent to which they cover the syllabus 	Head of Examinations PD External	Correspondence

<p>and whether they are an appropriate means of assessing whether learners have satisfied the stated programme and module learning outcomes</p> <ul style="list-style-type: none"> - Reviewing all examination question papers and commenting on marking schemes, assessment criteria and model answers - Liaising with the Programme Director and the Programme Manager to agree the most appropriate means of sampling scripts and/or continuous assessment work, in order to monitor the standard of marking and the quality of the candidates - Reviewing sample scripts issued and assessing the appropriateness of the marking at all levels of classification including borderline cases. - Consulting, if necessary, with College staff members who have assessed and graded assignments and examinations, in relation to their approval and moderation. - Advising the Examinations Board on appropriate action where the marks for any option are significantly outside the normal pattern - Visiting the College at least once in each academic year to review assessment material and to: <ul style="list-style-type: none"> o Review borderline cases o Participate in the determination of final marks and results of each candidate at the Examination Board Meeting¹ o Confirming, by joint signature with the other members of the Examination Board, the pass and classified lists of candidates, including recommendations for awards - Making him/herself available after the Examination Board in order to deal with any subsequent reviews of decisions - Submitting a full report on each programme with which they are involved not later than three weeks following the date of each Examination Board meeting. - Informing the College as soon as possible in relation to potential conflicts of interest in the performance of their role. - Contacting the Examinations Officer, Programme Director or Programme Manager to seek 	<p>Examiner</p> <p>External Examiner</p> <p>Head of Examinations</p> <p>External Examiner</p> <p>PD PM</p> <p>Examinations Officer PD</p> <p>College academic staff</p> <p>External Examiner PD/PM External Examiner</p>	<p>Correspondence</p> <p>Moderation paperwork</p> <p>Minutes of any such consultation</p> <p>Minutes Examination Board</p> <p>Signed sheets from Examinations Board</p>
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¹ Where exceptional circumstances prevent attendance at the Examinations Board it is the responsibility of External Examiners to confer with the Chair of the Examination Board in order to agree arrangements, which ensure that the business of the meeting can still be affected properly and thoroughly.

support as needed.		External Examiner Report (FQA6.11)
<p>It is the RIGHT of the External Examiner to:</p> <ul style="list-style-type: none"> - Be facilitated in visiting the College to meet both staff and learners; - Have access to nominated support contacts in the event of queries, difficulties or any issue relating to the performance of their role as External Examiner; - Conduct their work independently, without interference and in the spirit of openness and transparency; - Attend Examination Board meetings where the programme for which he/she has acted as External Examiner is under review; - Be consulted about and agree to any proposed changes in the approved progression and assessment regulations, which will directly affect learners currently on the programme; - Have access to all assessed work; - Have access to the most recent Annual Programme Report and information re any modifications made as a result of that report; - Have his/her Report made available to the appropriate staff and responded to in writing via the Examinations Office; - Withhold consent from a recommendation on the conferment of an award; - Make direct representations to the Chair of the College's Academic Board on any matter of serious concern regarding any aspect of the assessment process. 	<p>Head of Examinations PD</p> <p>External Examiner</p> <p>PD/PM</p> <p>Head of Examinations</p> <p>External Examiner DQAA</p>	<p>Examination Board minutes</p> <p>Programme Manager moderation records</p> <p>External Examiners Report</p> <p>Minutes</p>
<p>It is the responsibility of the External Examiner to:-</p> <ul style="list-style-type: none"> - Submit a report to the Examinations Officer within 3 weeks of the date of the Examination Board. - The report should consider the following: <ul style="list-style-type: none"> - The structure, organisation and design of all assessments; - The approved criteria and the assessment process; - The appropriateness of assessment methods to programme / module learning outcomes and teaching strategy; - The overall performance of learners in relation to their peers on comparable 	<p>External Examiner</p>	<p>External Examiner Report (FQA6.11)</p>

Policy Control Sheet

Policy	QA 6.11 Role and Responsibilities of External Examiner
Version	3.0
Adopted/Effective	August 2020
Supersedes	Version 2.0
Monitoring/Next Review Date	Every Two Years /August 2022
Responsible Officer(s) Designated Reviewer(s)	Head of Examinations; DQAA
Scope	All Academic Staff/Examinations Office/Programme Administration

References

SNMCI Policy area	6) Assessment of Learners: QA Vol 2
Developed with reference to	QQI's Effective Guidelines for External Examination (2015) Assessment and Standards (QQI, 2013).
Related SNMCI Policies / Forms	QA 6.10: Nomination and Appointment of External Examiners QA 6.13: tor Examinations Board a FQA 6.10: External Examiner Nomination Form FQA 6.11: External Examiner Report Template FQA 6.13: Guidelines for joining an online Examinations Board

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/August 2020	General update based on application for Blended Status	Office of DQAA	