
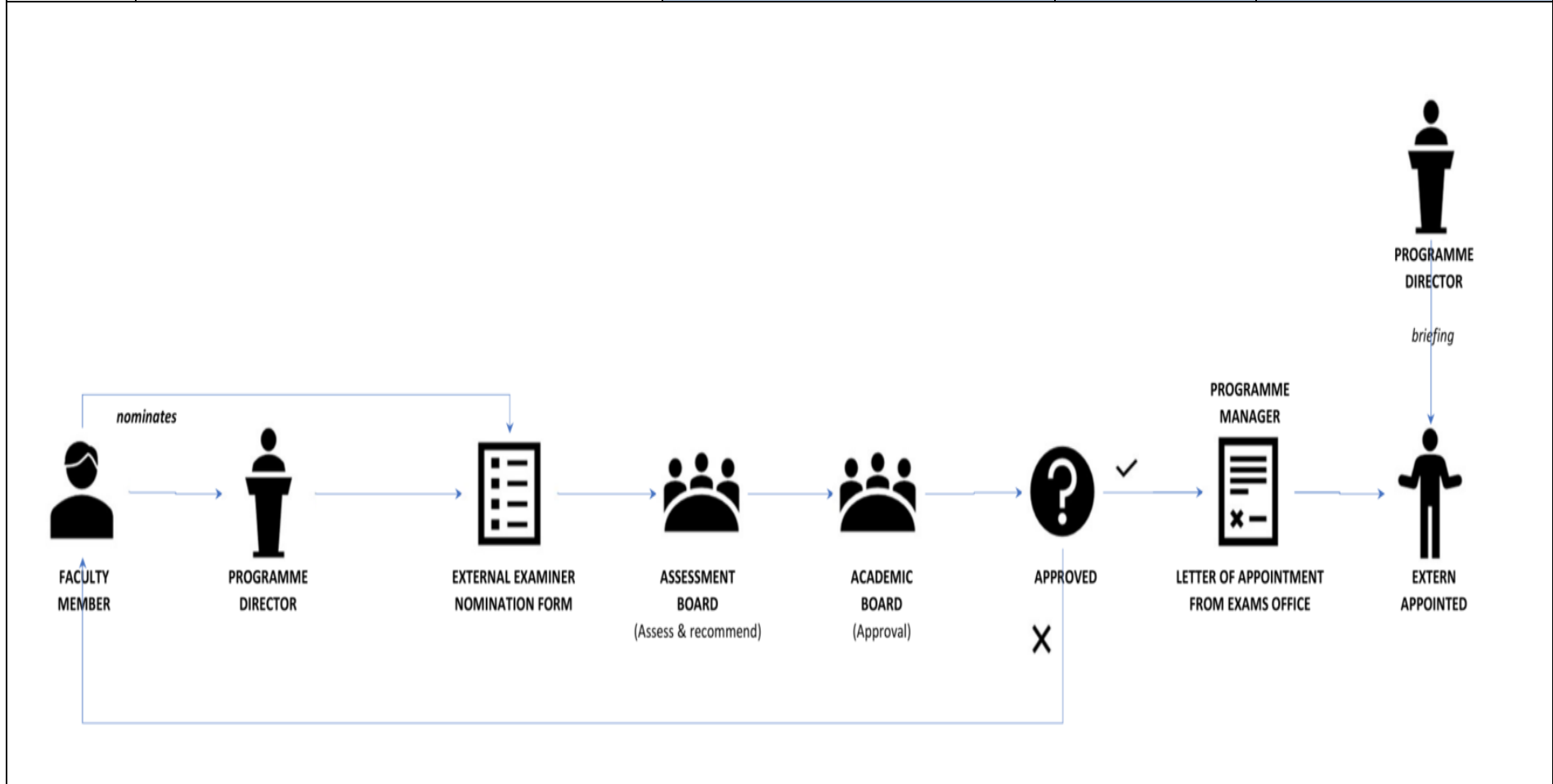


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED:
	6.10 NOMINATION & APPOINTMENT OF EXTERNAL EXAMINERS	6) ASSESSMENT OF LEARNERS	3.0	August 2020



Introduction and Context:

SNMCI, in line with national and international norms, recognises the importance of independent monitoring of its assessment practices. 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).

The purpose of this document is...

- To set out SNMCI's policy with regard to the nomination and appointment of External Examiners
- To outline procedures for the nomination and appointment of External Examiners

Policy Statement:

- An External Examiner will be appointed for each programme of study
- External Examiners are nominated in recognition of their qualifications, experience and ability to fulfil the duties of the role.
- External Examiners will have sufficient qualifications, knowledge, seniority and experience in the discipline to verify the academic standard of learners' work and the management of the programme
- External Examiners will have sufficient qualifications, knowledge, seniority and experience in the mode of delivery of the programme e.g. for blended learning programmes
- External Examiners will hold an academic qualification in the appropriate discipline, of a level higher than that of the programme(s) to which he/she has been nominated
- If the programme is associated with or may lead to a professional award, the External Examiner must have the relevant experience.
- Nominations for External Examiners who are expected to commence office at the beginning of the new academic year should be submitted to the Examinations Office, for review by the Assessment Board and approval by the Academic Board.
- It is the responsibility of the nominator to seek to ensure that any individual recommended as an External Examiner
- Has an appropriate level of expertise and experience
- Has no existing, or prior connection with the College that would call into question their ability to exercise objective, impartial and independent judgements.
- Is not a former member of staff before a lapse of five years (minimum)
- Is not a former External Examiner before a lapse of five years (minimum)
- Is not a former student of the College before a lapse of five years (minimum)
- It is the responsibility of the Examinations Office to ensure that a nominated External Examiner fulfils any criteria set down by any relevant validating or professional body
- It is the responsibility of the Examinations Office to issue letters of appointment following approval by the Academic Board

- It is the responsibility of the Examinations Office to ensure that new External Examiners are provided with all relevant information (See procedure below)
- Where possible a new External Examiner should take up his/her appointment on or before the retirement of his/her predecessor
- It is the responsibility of the Examinations Office to establish and maintain a schedule of the College's External Examiners.
- The Examinations Office is responsible for ensuring that External Examiners are informed of any changes affecting their roles and responsibilities.
- External Examiner appointments are communicated to QQI.

Period of Appointment:

- External Examiners are normally appointed for a maximum three-year period¹
- The College reviews the performance of External Examiners on a yearly basis and reserves the right to withdraw the External Examiners contract prior to the expiry of the initial contract period
- If an External Examiner wishes to resign before the expiry of his/her normal period of office, he/she must write formally to the Examinations Officer, giving sufficient notice for the appointment of a replacement.

Staff/Bodies Involved:

Examinations Officer; Programme Directors/Deputy Programme Directors; Director of Quality and Academic Affairs (DQAA) ; Academic Board; Assessment Board

Procedure	Person/s Responsible	Records generated to ensure evidence of follow through
<p>Procedure for Appointing External Examiners: Stage One</p> <ul style="list-style-type: none"> - Any member of the academic staff may nominate an individual for the position of External Examiner - Nominations are brought to the relevant Programme Director - Nominator and Programme Director complete the External Examiner Nomination Form (FQA 6.10) - The Programme Director will bring relevant documentation to the Head of Examinations 	<p>Nominator</p> <p>Nominator/PD</p>	 <p>External Examiner</p>

¹ Occasionally, circumstances may exist where it is beneficial for an External Examiner's contract to be extended for an additional academic year.

<ul style="list-style-type: none"> - The Examinations Officer will submit the nomination to the Teaching, Learning and Assessment Board for review - It is the role of the Teaching, Learning and Assessment Board to assess the nominees qualifications and experience and to identify any conflict of interest - Once a nomination has been assessed and agreed by the T,L&A Board it is brought to the Academic Board for final approval <p>Stage Two</p> <ul style="list-style-type: none"> - Once the nomination has been approved by the Academic Board the Examinations Officer contacts the nominee to discuss the proposed appointment and to assess availability etc. - Following verbal agreement on the roles and responsibilities all details are formally agreed in a letter from the Head of Examinations and Registrations. <p>Provision of Information to External Examiners</p> <p>The following information will be provided to External Examiners by the Examinations Office:</p> <ul style="list-style-type: none"> - External Examiner’s Handbook - The Learner / Lecturer Handbook - General Programme information - The names of other External Examiners programmes for which they are responsible - The dates of Examination Board meetings and any other relevant dates - Programme regulations - The opportunities for reassessment / compensation for failure - Programme & module aims, learning outcomes and syllabus - Methods of assessment and marking schemes - The marking conventions applied by the College - A copy of the External Examiner's Report form - A copy of the report made by the previous External Examiner at the conclusion of his/her term of office <p>The Head of Examinations will liaise with the relevant Programme Director and Programme Manager to ensure that the new External Examiner is briefed in person on their task to allow him/her to satisfy him/herself that he/she is comfortable about being able to perform the</p>	<p style="text-align: center;">PD</p> <p style="text-align: center;">Head of Examinations</p> <p style="text-align: center;">T, L& A Board Academic Board</p> <p style="text-align: center;">Examinations Officer</p> <p style="text-align: center;">Examinations Officer</p> <p style="text-align: center;">Head of Examinations and Registrations</p> <p style="text-align: center;">Programme Director</p>	<p>Nomination Form (FQA 6.10)</p> <p>Minutes of T,L&A Board</p> <p>Minutes of Academic Board</p> <p>e-mail/letter</p> <p>Formal Letter of appointment</p> <p>Confirmation by External Examiner</p>
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necessary functions of the role. This briefing should include but is not limited to: <ul style="list-style-type: none"> - College policy on External Examining - The mission and values of the College - The overall structure of the programme - The programmes assessment strategy 	Programme Manager Examinations Officer	Programme Committee minutes
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Policy Control Sheet

Policy	QA 6.10 Nomination and Appointment of External Examiners
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 and Director of Quality and Academic Affairs
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). QQI (2016) <i>Core Statutory Quality Assurance Guidelines</i> QQI (2016) <i>Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i>
Related SNMCI Policies / Forms	QA 6.11: Role and Responsibilities of the External Examiner FQA 6.10: External Examiner Nomination Form FQA 6.11: External Examiner Report Template

Revision

Revision Number	Revision Description	Originator	Approved By
2.0 08/2020	Revision to consider blended learning application	Office of DQAA	AB