

**To:** Deans of Faculty  
Associate Deans (Learning and Teaching)  
Heads of School  
Faculty and School Departmental Secretaries and Administrators  
Faculty Examination Officers  
Chairs of Boards of Examiners  
External Examiners  
Ms H Preston, Student Administration and Support  
Ms A Hughes, Complaints and Appeals Manager  
Professor G Bradshaw, Pro-Vice Chancellor (Learning, Teaching and Enhancement)  
Ms C Moran, Director of Academic Quality and Partnerships  
Staff in AQPO

**FROM:** Alison Carass & Sue Ledger, Academic Quality and Partnerships Office

**DATE:** 8<sup>th</sup> May 2015

#### **ATTENDANCE OF EXTERNAL EXAMINERS AT BOARDS OF EXAMINERS AND SAMPLING OF WORK**

Following the changes relating to the Academic Regulations Relating to Assessment and the Regulations on External Examiners for Award-bearing Taught Programmes which took effect from the 2014/15 academic session, I write to clarify the role of External Examiner in respect of the following:

##### Attendance at Boards of Examiners

For Undergraduate Boards of Examiners, an External Examiner for a programme of study is required to attend meetings of the Board of Examiners which are considering *for the first time* progression and award for that cohort of students. Attendance is not required at Supplementary Boards of Examiners considering progression and award following re-assessment if no issues have been identified with module assessments at the main Board of Examiners and none are anticipated in relation to supplementary assessments. If, however, significant issues have emerged in the supplementary assessment period then External Examiner will be expected to attend.

For Taught Postgraduate Boards of Examiners, the attendance of the External Examiner for a programme of study is required for any Board considering awards *for the first time* for a cohort. Attendance will not be required at any Interim Board of Examiners held at the end of the taught component to consider either the supplementary assessment required for students to gain the award or making awards to students following re-assessment in the project/dissertation. Again, if issues were identified in the original assessments or significant issues are

anticipated or have emerged in relation to the supplementary assessments then External Examiner will be expected to attend.

The arrangements for the outstanding business of the Board, including supplementary assessment, is an agenda item for the Board of Examiners and the outcome should be noted in the minutes.

### Consideration of Module Samples

External Examiners are required to view an appropriate sample of student scripts for each component of a module *at the first attempt* for that cohort of students. The External Examiner is not required to view any supplementary work *unless* the supplementary task is different from the original assessment, i.e. not 'as original' on the module descriptor. This applies to both Undergraduate and Taught Postgraduate modules.

The rationale for both these clarifications is that the External Examiner has confirmed confidence in the academic standards and the integrity of the procedures followed in relation to the original assessments.

I would be grateful if you could disseminate the above information to all appropriate staff within your School.

If you have any queries or require any further information please do not hesitate to contact Ext 3897 or at [a.j.carass@bradford.ac.uk](mailto:a.j.carass@bradford.ac.uk) or Ext 3231 or at [s.ledger@bradford.ac.uk](mailto:s.ledger@bradford.ac.uk)

A copy of this memo can be found on the AQPO website at the following link: <http://www.bradford.ac.uk/aqpo/documents-templates-and-downloads/> under the letter 'M' for Memo.