



University of
Salford
MANCHESTER

External Examining for Taught Programmes Policy

Version Number 1.7

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Author: Quality & Enhancement Manager

Quality & Enhancement Office

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date
A Jones H Sharman	Inclusion of responsibility for levels 3 and 4. Updated to include references to the revised UK Quality Code for Higher Education and the associated Advice and Guidance: External Expertise and Assessment Links updated	V1.7	ASQAC 6/2/19
A. Ulhaq	Removed statements that an external examiner has to have knowledge of collaborative provision or knowledge of overseas assessment conventions if being appointed to such programmes. The reason being that an external examiner is verifying standards of a programme. The standards are the same regardless of whether the programme is delivered at UoS, at a collaborative partner or delivered overseas.	V1.6	14/11/17
A. Ulhaq	External examiners to comment on new articulation agreements with partner institutions	V1.5	Dec 2016
A. Ulhaq	Addition of processes for external examiners (meeting students, notice period, 4 week response to reports deadline) Change to application and approval form for Schools to make new appointments.	V1.4	ASQAC: 01/08/2016
A. Cooke	Annual update, inclusion of specifics for programmes governed by HCPO, removal of requirement for VC to review all annual reports	V1.3	Janet Lloyd: 2015
A. Cooke	Annual update	V1.2	June 2014
A. Cooke	Consideration of external examiner reports and availability of reports to students	V1.1	Sep 2013
Policy Management and Responsibilities:			
Owner:	The Head of Quality and Enhancement is responsible for implementation of this Policy at University level. Day to day responsibility is delegated to the Quality and Enhancement Manager, Quality and Enhancement Office,		
Others with responsibilities (please specify):	Deans of School and Associate Deans (Academic), Quality and Enhancement Office. All subjects of the Policy will be responsible for engaging with and adhering to this policy.		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form	<i>This is mandatory. August 2016. Attached as appendix.</i>		
Legal implications (LPG)	N/A		
Information Governance (LPG)	<i>Template advice provided Aug 2016</i>		

Student facing procedures (QEO)	<i>Throughout development</i>
UKVI Compliance (Student Admin)	<i>N/A</i>
Consultation:	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	<i>N/A</i>
Review:	
Review due:	Annually by summer 2017
Document location:	University Policy & Procedure Pages
http://www.salford.ac.uk/policies	
The owner and author are responsible for publicising this policy document.	

1.0 Purpose

- 1.1. The external examiner system is an integral and essential part of the University of Salford's quality assurance processes. This document outlines the University's general principles, regulations and guidance relating to the operation of external examining of taught programmes so as to enable the University to fulfil its responsibilities as defined by the [UK Quality Code for Higher Education](#), taking account of the associated Advice and Guidance relating to [External Expertise](#) and [Assessment](#).

2.0 Scope

- 2.1. This Policy applies to all taught programmes including those offered at partner institutions.

3.0 Policy Statements

3.1 The Role/Functions of an External Examiner

- 3.1.1 The Academic Standards and Quality Assurance Committee (ASQAC) has responsibility, on behalf of Senate, to determine and oversee the University's arrangements for external examining for taught programmes.
- 3.1.2 External examiners are core members of the Module and/or Programme Board of Examiners and are expected to attend and participate at the meetings of the Board and sign the record of all decisions, including the ratification of marks, taken by the Board. In doing so, they provide independent confirmation that the University's processes have been applied appropriately and that qualifications have been awarded equitably and in line with national standards including the core practices defined within [The UK Quality Code for Higher Education \(2018\)](#) and [UK Quality Code, Advice and Guidance: Assessment](#).
- 3.1.3 The functions of an external examiner are:
- a) to verify that academic standards are appropriate for the award, or part thereof, which they have been appointed to examine;
 - b) to ensure national comparability of academic standards;
 - c) to ensure that the assessment and classification processes are reliable, fair and transparent, and operate in line with the University's policies and regulations and the core practices outlined in the [Core Practices underpinning Expectations for Standards in the UK Quality Code](#).
- 3.1.4 The [UK Quality Code for HE, Advice and Guidance: External Expertise](#) states that the role of the external examiner is to review and comment on:
- "the degree-awarding body's standards and student performance in relation to those standards;
 - the consistent and fair application of policies and procedures ensuring the integrity and rigour of academic practices; and
 - good practice and possible enhancements".

3.2 The Duties of an External Examiner

3.2.1 In undertaking their role at the University, an external examiner will be expected:

- a) to familiarise themselves with the University's policies, procedures, programme and/or module specifications, procedures and functions of Module and Programme Boards of Examiners¹ and assessment schedule, as provided by the University;
- b) to comment and give advice on programme and/or module content, coherence, currency, balance and structure;
- c) to provide feedback on whether the module and/or programme outcomes are aligned with the relevant qualification descriptor as set out in [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](#) and meet the requirements of Professional Statutory and Regulatory bodies (where applicable);
- d) to comment on the efficacy of teaching and learning methods and assessment procedures, including whether assessments in modules at the same level are of a comparable standard and that the assessments enable achievement of intended learning outcomes;
- e) to approve assessment briefs through the verification process and to monitor the suitability of marking criteria, marking schemes and model answers, as applicable;
- f) to check adherence to internal moderation processes;
- g) to moderate samples of student work in order to make judgements about the academic achievement of cohorts of students at modular level, in line with the University's marking scale. As a result of the moderation process, it may be necessary for the external examiner to reconsider the marks awarded for the entire cohort of students and, as a consequence, propose changes in marks to the Module Board of Examiners.
- h) to attend ephemeral assessments as necessary;
- i) to identify good practice and innovation in relation to learning, teaching and assessment;
- j) to identify opportunities to enhance the student learning opportunities for students;
- k) to assist in assuring equivalence of standards and examining procedures between the University and its partner institutions for the University's awards, where appropriate;
- l) be prepared to offer comment (where appropriate) on new or revised articulation agreements with partner institutions;
- m) to familiarise themselves with newly approved programmes which commence operation at level 3 or 4 only, advising on proposals for any minor amendments;
- n) to attend as a full member of the Module Board of Examiners' meetings which ratify module marks at:
 - levels 3 and 4 where modules contribute to the final award of the University (such as foundation degrees, higher nationals and foundation years), taking account of any Professional Statutory and Regulatory Body requirements; and
 - levels 5, 6 and 7.
- o) where required, to attend Programme Board of Examiners' meetings which determine the final award of qualification as a full member of the Board;
- p) to facilitate the decision-making process and provide advice and guidance to the

¹ As set out in [Boards of Examiners](#)

Module and/or Programme Board of Examiners;

- q) to sign the record of awards from the Programme Board of Examiners' meeting(s) attended, in order to endorse the assessment outcomes and signal that assessment processes have been carried out in accordance with the University's policies and regulations;
- r) to submit a written report annually by the published deadline.

3.2.2 Where an external examiner is unable to endorse the record of awards, further discussion should take place with the Board of Examiners to try to identify a satisfactory way forward. If this is not possible, the external examiner should notify the Quality and Enhancement Office in writing as soon as possible setting out their reasons for concern.

3.2.3 In addition, the external examiner should meet with students during their term of office to assist the external examiner in making judgements about academic standards and the quality of the learning experience. Where an external examiner has been appointed to oversee provision at a collaborative partner, this may be facilitated in a number of ways, for example through 'video conferencing' or similar.

3.3 Nomination and Appointment of External Examiners

3.3.1 For every programme or group of modules leading to a qualification awarded by the University there shall be at least one examiner who is external to the University.

3.3.2 The appointment of external examiners shall be the responsibility of School Executive under the delegated powers of Senate.

3.3.3 The number of external examiners for any award should be sufficient to cover the full range of modules.

3.3.4 The appointment of external examiners should be informed by the principle of "balance" e.g. to avoid a high proportion of external examiners from a single institution or type of institution or to avoid an imbalance between the numbers of academic and practitioner external examiners on a particular programme of study.

3.3.5 To take account of the balance of appointments, Schools should consult the University's list of external examiner appointments.

3.3.6 Schools should, where appropriate, consult Professional, Statutory and Regulatory Bodies in order to achieve a deeper pool of candidates. The identification of possible external examiners may occur at programme or directorate level; there should be consideration of the suitability of the nomination, including the application of selection criteria, at the level of Head of Directorate or equivalent and/or at School level via the School Executive.

3.3.7 The University appoints as external examiners those who demonstrate appropriate evidence of the following:

- a) knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
- b) competence and experience in the fields covered by the programme of study, or parts thereof;

- c) relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
- d) competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
- e) sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
- f) familiarity with the standard to be expected of students to achieve the award that is to be assessed;
- g) fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements);
- h) meeting applicable criteria set by professional, statutory or regulatory bodies;
- i) awareness of current developments in the design and delivery of relevant curricula; and
- j) competence and experience relating to the enhancement of the student learning experience.

3.3.8 For programmes approved by the Health and Care Professions Council (HCPC) at least one external examiner must be appropriately experienced and qualified and, unless other arrangements are agreed with the HCPC, be from the relevant part of the Register.

3.3.9 When nominating external examiners, Schools should ensure that the nominee's expertise is complementary to that of other current external examiners for the programme(s) and/or module(s) involved (e.g. practitioner or academic subject specialist).

3.3.10 External examiners are appointed to a School and may be involved in one or several modules/programmes; they may not be reappointed to any module/programme within the University until a lapse of at least five years since their last appointment.

3.3.11 In order to give sufficient time for the proper performance of their functions, individuals should not normally hold more than two external examinerships, and the University does not appoint external examiners without asking how many examinerships they hold.

3.3.12 Potential conflicts of interest - In order to ensure external examiners are "impartial in judgement and wholly independent of the provider" and "do not personally benefit from any student outcomes, nor have any connection to any student being assessed" ([UK Quality Code for HE, Advice and Guidance: External Expertise](#)), the University does not appoint as external examiners any individuals in the following categories or circumstances:

- a) a member of a governing body or committee of the appointing body or one of its partners, delivery organisations or support providers, or a current employee of the appointing body or one of its partners, delivery organisations or support providers;
- b) anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;

- c) anyone required to assess colleagues who are recruited as students to the programme of study;
- d) anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study;
- e) 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(s) or modules in question;
- f) former staff or students of the higher education provider unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s);
- g) a reciprocal arrangement involving cognate programmes at another higher education provider;
- h) the succession of an external examiner by a colleague from the examiner's home department and provider;
- i) the appointment of more than one external examiner from the same department of the same higher education provider;
- j) for collaborative provision, no external examiner may be appointed from an institution which has previously accredited the programme, unless a period of 5 years has elapsed between the disestablishment of the partnership or the last student leaving the programme.

Finally, particular attention should be paid to nominees who have been involved in programme development or programme approval of the same programme to ensure that there is no possible conflict of interests and that the nominee is able to provide a fully independent perspective.

- 3.3.13 A [checklist](#) is used to ensure that external examiners have appropriate academic and, where relevant, other professional expertise, and that potential conflicts of interest are identified and resolved prior to appointment. The checklist covers the criteria for appointment set out above.
- 3.3.14 For collaborative programmes approved or accredited by the University but delivered by another institution or organisation, there shall be at least one examiner who is external to both the University and the other institution or organisation.
- 3.3.15 For collaborative programmes it is expected that the same external examiner(s) will be appointed to a programme/modules in both the partner institution and the University (as the awarding institution), and that the partner institution will adopt demonstrably equivalent external examining procedures to those at the University (as the awarding institution).
- 3.3.16 Potential external examiners should complete and submit Part A of the [Application and Approval Form](#). Schools should complete Part B and forward the completed form to the Quality and Enhancement Office no later than three months prior to the start of the period of appointment.
- 3.3.17 The formal limit for the period of service of an external examiner shall be four years with the possibility of limited extension of one year in exceptional circumstances. Where extensions may be required, a case outlining the academic rationale for extension should be made on the [Request for Extension Form](#) to the School Executive for approval (e.g. the running out of a programme which has been discontinued).

3.3.18 The name, position and institution of external examiners shall be provided in module or programme information made available to students via the University's VLE.

3.4 Termination of appointment

3.4.1 Where an external examiner wishes to terminate their contract of appointment early, a minimum of three months' notice is required. The Dean of School must report this request to the School Executive and the Quality and Enhancement Office. Steps must be put in place to appoint a new external examiner as quickly as possible.

3.4.2 Where the University wishes to terminate the appointment early, for example where a programme is due to close, a minimum notice period of three months will be given.

3.4.3 Where a School considers an external examiner has failed to fulfil their obligations satisfactorily this must be reported to the Dean of School. The Dean will take appropriate steps to contact the external examiner and resolve the matter. If it is felt necessary to terminate the appointment then this shall be formally undertaken by the Dean and reported to the School Executive.

3.4.4 Examples of an external examiner's failure to fulfil their obligations include, but are not limited to:

- a) failure to attend Boards of Examiners meetings where attendance is required, without making alternative arrangements;
- b) failure to provide a written report by the published deadline;
- c) submission of an incomplete report.

3.4.5 Where a conflict of interests arises during the external examiner's terms of office, and where the conflict cannot be resolved satisfactorily, normal practice is that the external examiner resigns. However, as a last resort the University will terminate the external examiner's contract.

3.5 Induction for External Examiners

3.5.1 External examiners shall be provided with appropriate induction arrangements.

3.5.2 The University organises an annual induction event and all examiners are invited to participate with the expectation that all new appointees should participate where practical to do so. The event comprises central information about University regulations and policies and a local element at School level. External examiners are invited to give feedback on the efficacy of the induction arrangements.

3.5.3 The University reviews the efficacy of induction arrangements for external examiners on an annual basis.

3.5.4 The Quality and Enhancement Office sends each external examiner confirmation of their appointment/re-appointment (if applicable) and either notification of the online location or an electronic copy of the current version of:

- a) Final report from the previous external examiner and School's response (sent on appointment);
- b) [External Examining of all Taught Programmes](#) (online);

- c) [Assessment and Feedback for Taught Awards](#) (online);
- d) [Academic Regulations for Taught Programmes](#) (online);
- e) [Boards of Examiners](#) (online);
- f) [Academic Misconduct Procedure](#) (online);
- g) [Equality, Diversity and Inclusion Strategy and Policy](#) (online);
- h) [UK Quality Code for Higher Education – Expectations and Practices for External Expertise](#) (on-line)
- i) [UK Quality Code for Higher Education – Expectations and Practices for Assessment](#) (on-line)
- j) [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](#)
- k) (on-line)
- l) [Contractual arrangements](#) (fees, tenure) (online);
- m) [Annual Report Form](#) (online);
- n) [Expenses Form](#) (online);

3.5.5 For modules and programmes delivered by the University, the School is responsible for providing the following information:

- Programme and module specifications (sent on appointment and re-appointment, if revised) or available online via the University VLE;
- Programme and module handbooks (sent annually) or equivalent information available online via the University VLE;
- Assessment schedule for programmes/modules (sent annually) or available online via the University VLE;
- Dates of Board of Examiners Meetings (sent annually);
- Arrangements for assessment of programmes/modules offered at partner institutions, where applicable (sent on appointment and re-appointment if revised).

3.5.6 For modules and programmes delivered by accredited partners, the partner is responsible for providing the following information:

- a) Programme and module specifications (provided on appointment and re-appointment, if revised);
- b) Programme and module handbooks (provided annually);
- c) Assessment schedule for programmes/modules (provided annually);
- d) Dates of Board of Examiners Meetings (provided annually);

3.5.7 Information and resources for Schools and external examiners are stored on the [External Examiner website](#) including information about the University's regulations, policies and procedures.

3.6 Verification

3.6.1 External verification must take place for modules, or parts thereof, at levels 5, 6 and 7. In addition, external examiners should also undertake verification at levels 3 and 4 where the programme leads to a final qualification or where this is a requirement of a Professional, Statutory and Regulatory Body. Schools should agree the scope of

external verification with their external examiners. The external examiner may ask to see all assessment briefs (i.e. all exam question papers and coursework assignments) or choose to sample them, perhaps auditing a set number each year.

- 3.6.2 Marking criteria, developed in line with University grade descriptors, are made available to external examiners and in some subjects model answers are provided with the assessment briefs.

3.7 Moderation

- 3.7.1 The role of the external examiner in the moderation process is to check the robustness of internal moderation and to verify academic standards; if appropriate to raise issues about the spread of marks for consideration at the Module Board of Examiners, but not to reconsider any individual mark.
- 3.7.2 External examiners should have evidence to determine that internal marking and classifications of an award are of an appropriate standard and consistent. External examiners should therefore moderate work which forms the internally moderated sample from each module at levels 5, 6, and 7, in order to confirm that standards are appropriate. In addition, external examiners should also undertake moderation at levels 3 and 4 where the programme leads to a final qualification or it is a requirement of a Professional, Statutory and Regulatory Body. External examiners should also moderate work submitted for reassessment that counts towards a final award. The external examiner should have access to the feedback given to students.
- 3.7.3 Information regarding the constitution of the sample to be moderated can be found in the University Policy on [Assessment and Feedback for Taught Awards](#).
- 3.7.4 In the case of ephemeral assessments (e.g. a music performance, a clinical activity or an oral presentation) the assessment record (e.g. a video/audio recording or a feedback sheet) is an appropriate substitute for sampling purposes in order to confirm standards. External examiners should be invited to be present in the case of ephemeral assessments, subject to practical and ethical considerations.
- 3.7.5 An external examiner may wish to conduct oral interviews with a selection of students as a further mechanism to assess overall standards but not as a means to change the classification of individual students. In such circumstances, students who are asked to meet with an external examiner are given clear guidance as to the scope and purpose of the meeting.

3.8 Module and Programme Board of Examiners' Meetings

- 3.8.1 An external examiner may attend any meeting of a Board of Examiners as a full member of the Board.
- 3.8.2 As a Module Board of Examiners operates on a discipline-specific basis, comment from the external examiner at that stage is particularly relevant and therefore the attendance of all external examiners is expected.
- 3.8.3 At a Programme Board of Examiners meeting, the external examiner's principal function is the oversight of the fair operation of the assessment process. The attendance

requirement of a Programme Board of Examiners meeting may be met by a single external examiner who shall attend a Programme Board taking decisions concerning the award of final qualifications. This includes reassessment Programme Boards of Examiners meetings which are determining final awards.

- 3.8.4 Where an external examiner, for good cause, cannot attend a meeting that they are expected to attend, then they shall be available for consultation.
- 3.8.5 Responsibility for decision making lies with the Module or Programme Board of Examiners collectively.
- 3.8.6 The signature of all those external examiners attending a Programme Board of Examiners meeting must be appended to the final record of awards, which may be the spreadsheet used by the Board of Examiners. The purpose is to ensure that the external examiner(s) has confirmed that the decisions made by the Programme Board are correct and have been made in accordance with University regulations. If, exceptionally, an external examiner cannot attend the meeting, the Programme Board of Examiners should request their signature of confirmation without delay following the meeting.
- 3.8.7 The full Module or Programme Board of Examiners should normally make all decisions. Chair's action may be used exceptionally but should adhere to guidelines set in the [Boards of Examiners](#) Policy. In such cases the external examiner should be consulted with respect to decisions concerning final awards.

3.9 Preparation and Submission of External Examiners' Reports

- 3.9.1 External examiners are required to formalise their comments, to make an annual written report and to provide an evaluative overview of the module(s) and programme(s) at the end of their period of office.
- 3.9.2 The University provides a [standard report form](#) for use by external examiners. This is not to restrict freedom to comment but in order to facilitate internal comparison of reports being made within the University.
- 3.9.3 External examiners are asked to submit their reports by the published deadline which is the Friday of the second week in August. A report should be submitted even if it does not cover the full academic year (e.g. external examiners appointed part way through the year or on postgraduate taught programmes should still submit a report by the August deadline).
- 3.9.4 External examiners are free to make any comments they wish, including observations on teaching, programme structure and content, and on award/degree schemes as well as assessment procedures. External examiners should include observations made during the academic year in discussions with programme teams as well as issues raised at Boards of Examiners' meetings. External examiners should refrain from naming and commenting on the performance of individual students.
- 3.9.5 External examiners' reports should be submitted electronically to the Quality and Enhancement Office (ExternalExaminers@salford.ac.uk). This Office will arrange circulation of reports as necessary.

- 3.9.6 Payment of fees to external examiners is conditional upon the receipt of an annual report.
- 3.9.7 In the case of non-receipt of an annual report by the deadline, the Quality and Enhancement Office will contact the external examiner at the end of August. Non-submission of a report will be reported to the Dean of School and may result in termination of the external examiner's appointment.

3.10 Serious Concerns

- 3.10.1 Should an external examiner have serious concerns about the academic standards or quality of provision, these concerns may be raised directly with the Vice-Chancellor of the University via the [Quality and Enhancement Manager](#), Quality and Enhancement Office. In addition, an external examiner may notify the Office for Students to report a matter that may be of regulatory interest to them. Further information can be found at: <https://www.officeforstudents.org.uk/contact/complaints-and-notifications/>

3.11 Use of External Examiners' Reports within the University

- 3.11.1 A copy of the external examiner's report is sent to the relevant School upon receipt. If an external examiner is appointed to a module or group of modules which are delivered on a number of programmes across the School, their report shall be sent to the School which is the designated owner of the module(s). The 'home' School is responsible for disseminating the report to other appropriate Schools, and for taking action and preparing a response.
- 3.11.2 The external examiner's report is discussed within the School (and Directorate, where relevant) by the Programme Team, Director (where relevant) and the Associate Dean (Academic). Action points are identified and a response to the external examiner is formulated. A response should be provided to the external examiner within 4 weeks of receipt of the report. Reports and responses are shared with students through the VLE and through Staff Student Committees.
- 3.11.3 An annual overview report is prepared by the Quality and Enhancement Office which draws out themes arising from external examiner reports. The reported is submitted to Senate via the Academic Standards and Quality Assurance Committee.
- 3.11.4 The Quality and Enhancement Office has responsibility for monitoring responses to external examiners who have responded negatively to key questions (i.e. "partially agree" or "disagree") on quality and standards.

3.12 Feedback to External Examiners on their Reports

- 3.12.1 Schools/partner institutions may seek clarification/further information from the external examiner where appropriate in order to assure the quality of academic standards.
- 3.12.2 The Dean of School is responsible for ensuring that external examiners receive a considered response to their comments and recommendations, including any information on any actions taken or proposed. This shall include any actions required by collaborative partners institutions.

- 3.12.3 The Dean of School will ensure that responses are forwarded to the Associate Dean (Academic) and will also monitor the efficacy of the actions taken, keeping the Associate Dean (Academic) informed.
- 3.12.4 For programmes approved by the University for delivery at partner institutions, responsibility for responding to external examiner reports lies with the partner institution in liaison with the School link tutor. The Associate Dean Academic will send a final copy of the response to the Quality and Enhancement Office for information.
- 3.12.5 External examiners' reports inform the [Programme Monitoring and Enhancement Procedure \(PMEP\)](#). As part of the PMEP, a log is created which includes any relevant issues raised by the external examiner and action(s) to be taken.
- 3.12.6 PMEP programme action logs (PALs) are readily accessible to all authorised users via the [PMEP SharePoint Site](#). A summary version is available to students at [Student PMEP](#).

4.0 Related Documentation

The following documents can be found on the University Policies & Procedures pages <http://www.salford.ac.uk/policies> or under 'Q' via the Quality and Enhancement Office on the Staff Channel A-Z index

- [Academic Regulations for Taught Programmes](#)
- [Boards of Examiners](#)
- [Resources for external examiners](#)

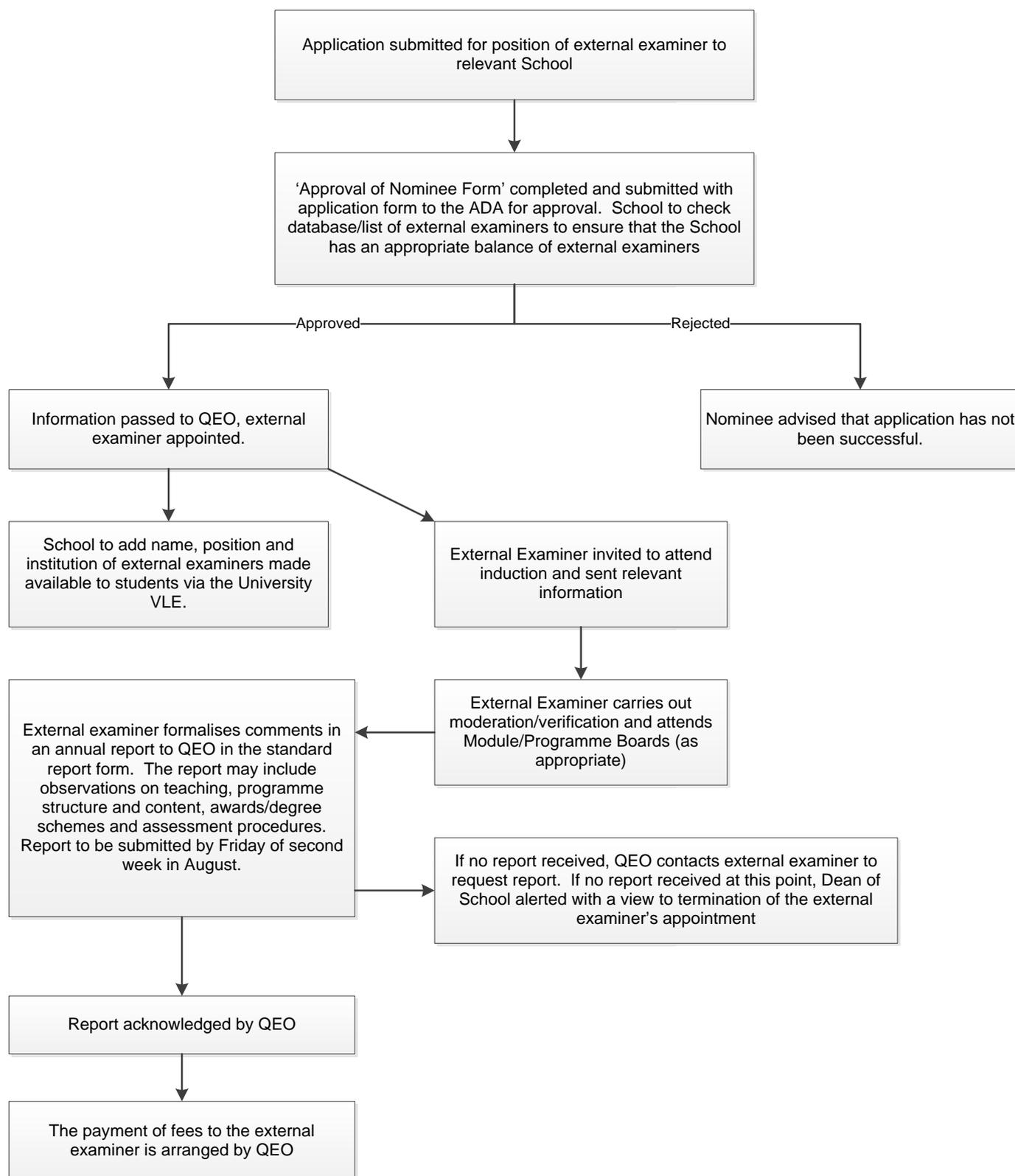
5.0 Appendices

Appendix A: Flowchart – Appointment of the External Examiner and Submission/Receipt of Annual Report

Appendix B: Flowchart – Consideration of the Report

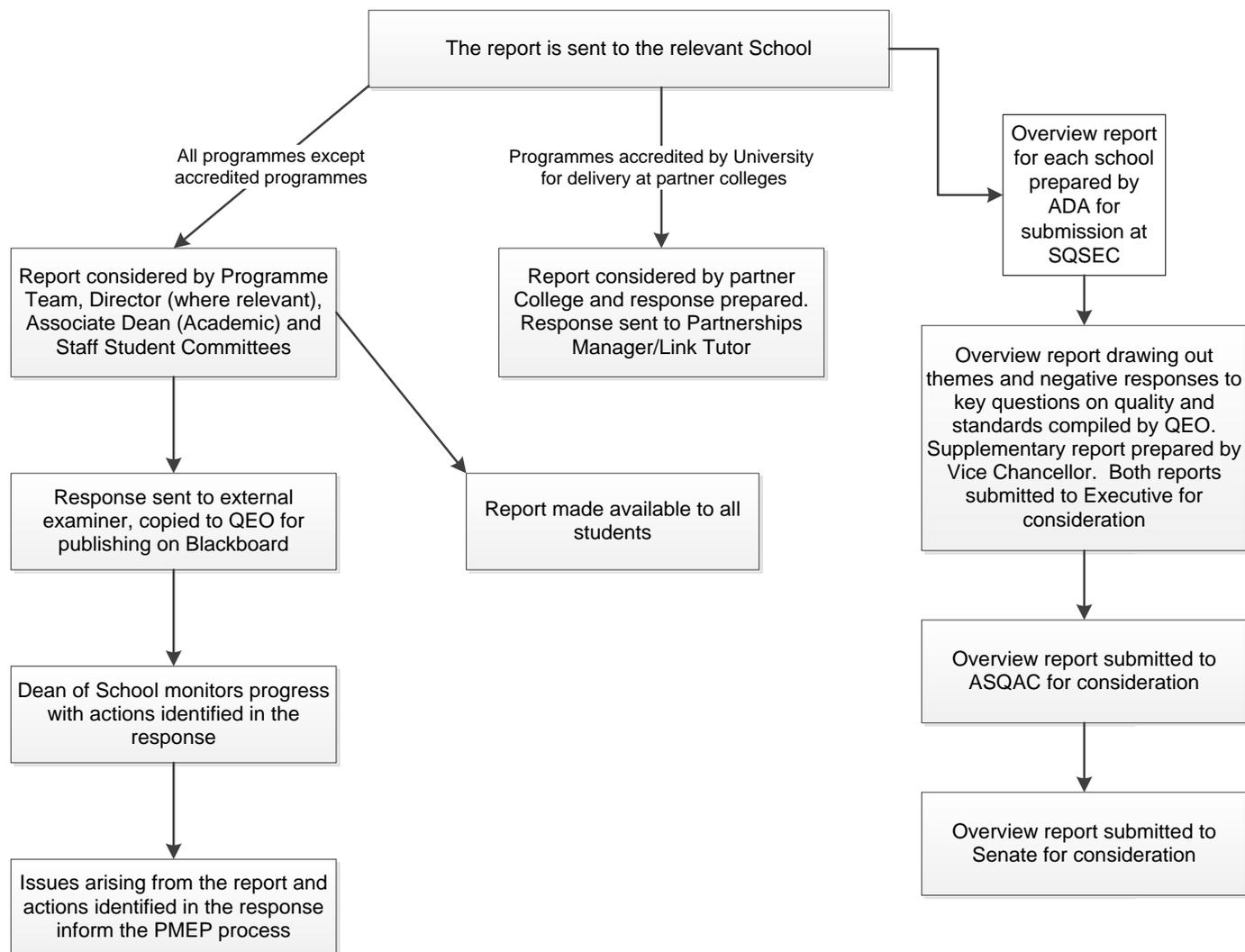
Appendix C: Equality Assessment (mandatory)

Flowchart – Appointment of the External Examiner and Submission/Receipt of Annual Report



APPENDIX B

Flowchart – Consideration of the Annual Report



		Inclusion and Equality Assessment (V2.1 May 2016)		
Proposal Title	External Examining Taught Programmes Policy	Key aims & purpose	The Policy outlines the appointment process for external examiners for taught programmes, the role of external examiners and the process for considering reports and feedback from external examiners for taught programmes.	
Committee / Board	ASQAC	Meeting date		
Contact name & details	Name: Annette Cooke	Assessment date	22 nd August 2016	
	Phone: x54123	Consultee details	Naseem Yasin	
	Email: a.l.cooke@salford.ac.uk			
<p>To comply with the Equality Act 2010 we are required to consider the possible consequences of decisions the University makes on people from different groups. For more information about the Equality Act follow this link: http://www.ecu.ac.uk/wp-content/uploads/external/psed-specific-duties-for-england-sept11.pdf</p>				
		Yes	No	Notes
1.	Is it likely that this proposal will affect people who have protected characteristics (<i>age, disability, gender reassignment, religion and belief, race, sex, sexual orientation, pregnancy and maternity and marriage and civil partnership</i>) who are employees, students, service users or other stakeholders, or the wider community?	Yes		Data about protected characteristics of external examiners is collected upon appointment and provided to HR. This does not form part of the appointment process.
2.	Could this proposal support the university to meet the following three requirements of the Public Sector Equality Duty?			
	a) Does it support the University to... <i>eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010?</i>	Yes		

	b) Does it enable the University to... <i>advance equality of opportunity between different groups of people?</i>	Yes		
	c) Does it help the University to... <i>foster good relations between different groups of people?</i>	Yes		
<p>To comply with the Counter-Terrorism and Security Act 2015 Universities are under a legal duty to prevent people from being drawn into terrorism. For further information about the duty follow this link: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445916/Prevent_Duty_Guidance_For_Higher_Education_England_Wales_.pdf</p>				
		Yes	No	Notes
3.	Is this proposal likely to contain or increase risks that people may be drawn into terrorism?		No	
	Is a separate risk assessment required?		No	
4.	Equality Assessor Recommendations and Notes:			
5.	Please select an outcome:		✓	Notes
	a) No major change to is required:		✓	
	b) The proposal will be adjusted (as above) and submitted for decision:			
	c) The proposal will be continued without change and monitored.			
	d) The activity will be stopped and the policy will be removed:			
	e) Further assessment is required:			