



External Examiners, Chairs and Members Selection Procedure

1. Purpose

This procedure addresses the processes involved in selecting and appointing external individuals to the roles of External Examiners as well as members/chairs of any College board or committee.

2. Roles and Responsibilities

This procedure aims to guide the Academic Director in how best to select and appoint external individuals into the roles described in this procedure.

3. Documentation

UPOL016 UniHaven QQI External Examining Policy Rev 1 outlines the guidelines for selecting and appointing External Examiners. The UFORM021 UniHaven External Examiner/Member Nomination Form Rev 1 and the External Examiner/Member Agreement Rev 1 should be used in conjunction with this procedure, and both are attached in the Appendix.

4. Procedure

Selection Criteria to Justify Nomination

External Examiners and Members must have:

- Academic qualifications and/or professional expertise appropriate to the programme being examined and/or the role they have been nominated to hold.
- At least 3 years of relevant industrial, commercial, or academic experience.
- A willingness to devote time to their role.



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- A willingness to arbitrate on or adjudicate on problem cases.
 - A willingness to respond quickly to requests for comments and input within time deadlines.

The following criteria are adopted by AC for consideration during the appointment of proposed External Examiners. External Examiners should¹:

- Have experience in delivering programme assessment or work in the industry/field.
- Agree to undertake appropriate training and attend appropriate briefings.
- Have the qualities necessary to interact with students, internal assessors, and senior staff members i.e., have good communication skills.
- Have administrative and IT skills e.g., report writing, time-management skills.
- Undertake to operate within the code of practice and guidelines issued by QQI².
- Be available to the College at appropriate times.
- Be independent of the College.

Also, External Examiners should:

- Have academic qualifications and/or professional expertise appropriate to the programme being examined (minimum of an Honours Bachelor's degree – NFQ Level 8).
- Have at least 3 years of relevant examining experience.
- Have a willingness to devote time to their role.
- Have a willingness to arbitrate on or adjudicate on problem cases.
- Have a willingness to respond quickly to requests for comments on exam papers and production of final reports within time deadlines.
- Be external to the College and must not be already a member of any of its other boards or committees.

¹ Quality Assuring Assessment Guidelines for Providers Revised 2013 (Version 2 - revised 2018), section 4.3.2

² Quality Assuring Assessment Guidelines for Providers Revised 2013 (Version 2 - revised 2018), Appendix 11



Nomination and Approval

Any staff member can complete the External Examiner/Member Nomination Form (see Appendix) by stating how a nominee meets the selection criteria above. Nominee credentials are then assessed at AC and the Academic Director either sign on behalf of the Academic Council to approve nominees to select roles or denies the nomination.

External Examiners Induction

On approval of an External Examiner and before induction the following material will be supplied:

- The mission of the college and its context.
- The overall structure of the programme.
- Any professional requirements, recognition and consequence of that recognition in the context of educational requirements for entry into the profession, and how the programme prepares learners for entry into the relevant profession.
- Programme Title.
- Invitation to Induction.
- External Examiner/Member Agreement (see Appendix).
- Name and contact details of all relevant staff.
- Contract and dates of the relevant Board, Committee, and Council meetings.
- Programme Outline.
- Programme Schedule.
- Assessment Schedule/Student Handbook.
- UPOL015 UniHaven Assessment and Awards Policy Rev 2 to include programme structure, grading scheme, award calculation and classifications.
- Effective Practice Guidelines for External Examining QQI Revised Feb 2015.
- Past External Examiner Reports, including trends in assessment outcomes, retention data etc.



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- Other programme-based reports as required (e.g., Annual Reports, response to External Examiners etc.)
 - How feedback will be given - i.e., report, forms etc. Such templates will be agreed upon with External Examiners before the request for such information.

The External Examiner will agree with the Programme Manager what material is to be pre-approved to include some or all:

- A minimum of all exam papers.
- Continuous assessment usually is worth at least 30% of a module at the award stage.
- A schedule of times for receipt of material, feedback forms and deadlines for feedback.

External Member Induction

On approval of an External Member and before induction the following material will be supplied:

- The mission of the college and its context.
- The overall structure of the programme.
- Any professional requirements, recognition, and consequence of that recognition in the context of educational requirements for entry into the profession, and how the programme prepares learners for entry into the relevant profession.
- Programme Title.
- Invitation to Induction.
- External Examiner/Member Agreement including confirmation of an absence of conflicts of interest (see Appendix).
- Name and contact details of all relevant staff.
- Contract and dates of the relevant Board, Committee, and Council meetings.



5. Quality Control

The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed timetables, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/qqi review and reporting process.



APPENDIX

UFORM021 UniHaven External Examiner or Member Nomination Form Rev 1

Name of Nominee:	
Academic Qualifications:	
Professional expertise:	
Areas of specialisation:	
Place of work / Address:	
Telephone:	
Email:	
Summary of relevant experience:	
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:	Name: Title:
Signed:	Date:
Academic Director Approval of Nominee on Behalf of UniHaven AC for 3 years.	Name:
Signed:	Date:



UDOC010 External Examiner/Member Agreement Rev 1

I, _____ (PRINT NAME), agree to be bound by UniHaven’s agreement terms as outlined below.

Start Date of Agreement: _____

I declare that

- I have expertise and experience in relevance to the role I will now hold with the College and as provided to the College as part of my nomination process.
- I comply with all relevant requirements laid down by relevant professional or statutory bodies.
- I am not engaged in any reciprocal external examining relationship between the College and my department.
- I have not had close involvement with the college during the last three years as, for example, a member of staff, a member of the AC or as a student.
- I have no conflict of interest in taking up this role or, where there is a potential for conflict of interest, I have declared as much.
- I am aware that my term of appointment will be a maximum of three years starting on the start date listed in this agreement and that my re-appointment would be considered by the College in exceptional cases only.
- If I must withdraw my services during the three years of appointment due to professional or personal reasons, I accept that the College will identify and appoint a suitable replacement in a timely manner.
- As relevant to External Examiners, I do not hold more than two concurrent substantive external examinership, including the one at the College, nor will I do so without the prior agreement of the College.

Signatures

External Examiner/Member

Date

Academic Director on behalf of UniHaven Academic Council

Date:



Quality Assurance Manual (QAM) Chapter 7

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