



## Contents

Welcome .....	3
External Examiner Duties.....	3
Timeline .....	4
Improvement and Enhancement at Ravensbourne .....	5
External Examining of Undergraduate Courses .....	5
Examining Core Modules .....	6
Quality Assurance Agency (QAA) Revised Quality Code .....	6
External Examiner Checklist .....	6
Induction.....	7
Key Dates and Accommodation Requests .....	7
Fees, Expenses and Reports.....	7

## **Welcome**

Thank you for joining (or continuing with) Ravensbourne's team of external examiners, whose contribution to the academic life of the institution we value highly as we strive to develop and enhance our learning provision.

### **External Examiner Duties**

External examiners play a key role in assuring Ravensbourne University London that threshold academic standards are being maintained; that assessment process measure student achievement against learning outcomes; and that the standards & achievements of students are in line with other institutions.

This is achieved through the following duties:

- Review and comment on specific assessment instruments for modules that contribute towards the acquisition of credit. This includes project briefs and any examination papers.
- Scrutinise student work that contributes to an award, or prepares students for a higher level of study
- meet with groups of students at all levels to gain an understanding of whether the assessments set are appropriate for the students and to allow comment on the student experience at the University.
- sample student work. External examiners do not have the right to intervene in the marks awarded to an individual student. However, should they have concerns about the internal marking, they should raise these with the Course Leader at the first relevant opportunity.
- attend the final assessment board annually and at least one external examiner is required to attend the final Assessment Board for it to proceed. In exceptional cases the external examiner may not attend the Assessment Board, however, they will be required to submit comments in advance of the board.
- Submit a written report on the relevant template following the Assessment Board.
- Review and comment on any proposed minor modifications for the course you are examining.

The above activities enable external examiners to endorse the assessment outcomes for the relevant course and offer a verbal report at the Assessment Board to formally record their agreement.

## Timeline

- 1) Appointment  
Your appointment as an external examiner will be considered by the relevant Academic Board on behalf of Ravensbourne University London. Following this you will be sent a confirmation letter that outlines the specifics of your appointment as an examiner, including tenure, course(s) to be examined and a copy of the Terms of Reference that you should sign and return.
- 2) Mailout  
Following confirmation of your appointment you will receive an annual mailout that will provide you with the documentation required to help carry out your role. This will also let you know the dates of the final assessment board, staff contact details and any other relevant information.
- 3) Dates agreed for interim and final visit  
The dates for your interim and final visits should be arranged with the Course Leader(s) for the course(s) you are examining.
- 4) Visit(s)  
When you visit Ravensbourne you will have the opportunity to view student work and should also have the opportunity to meet with students. You may moderate work during your visit or, if possible, this can be done remotely using AULA, which is our VLE.
- 5) Final Assessment Board  
As an examiner you are expected to attend the final assessment board for your course(s). At the Board you will have the opportunity to make comments on the courses and, should you agree with the marks awarded, sign-off on the board sheet.
- 6) Submission of annual report  
You should submit your annual report on the relevant template within 1 month of the final assessment board to [Quality@rave.ac.uk](mailto:Quality@rave.ac.uk). On submission of your report your fee for the year will be paid. Following receipt of your report you will receive a draft of the Action Plan from the Course Team outlining the actions proposed to be taken in response to your comments.

Where an external examiner examines on a course with a collaborative partner, annual reports should be sent to both the delivery institution and Ravensbourne University's Quality Office at [Quality@rave.ac.uk](mailto:Quality@rave.ac.uk). Ravensbourne will prepare the Action Plan with the collaborative partner for their completion.

### **Improvement and Enhancement at Ravensbourne**

At Ravensbourne external examiner reports are shared with members of the Senior Management Team, and are available to all staff and students via our intranet.

An action plan is constructed for each report to clearly outline what action the University is taking in response to any areas of concern raised by the examiner. Any good practice identified in an examiner's report is also highlighted in their associated action plan. External examiner reports and action plans are discussed with Student Course Representatives at Student Voice Committees and Boards of Studies, as well considered by the Academic Board. Boards of Studies monitor and review the action plans at each meeting to ensure actions are completed in a timely manner.

This process supports Course Leaders and Programme Directors in the development and implementation of measures for improvement and enhancement. A summary of external examiners' reports is also compiled annually which includes analysis of strengths and areas for development in provision across the institution and this is considered by Academic Board. Should you wish to see the reports and action plans for all courses this can be obtained from the Quality department at [quality@rave.ac.uk](mailto:quality@rave.ac.uk).

### **External Examining of Undergraduate Courses**

Under Ravensbourne's Assessment regulations a student's degree classification is calculated using the best 30 credits at Level 5 and the best 90 credits at Level 6 and so you are required to consider work at both levels. Please find more details on the Undergraduate Assessment Regulations in the [General Academic Regulations, Section 8, Chapter 1](#).

Ravensbourne uses AULA as its Virtual Learning Environment (VLE) where students submit and receive feedback on their work. As an external examiner you have access to the relevant course page, using the email from your home institution. New Examiners will receive an email with log-in information. Should you need a password reminder or a new account set up, please let the Course Leader for the course(s) you are examining know.

### Sampling

A key part of the external examiner's role is to report on whether the academic standards of the University's awards are appropriate and that the performance of students meet those standards. In order to ensure this, the University adopts a sampling process in accordance with the below in the production of the external examination bundle:

No of Students	Min No of Assessments	Max No of Assessments
10 or Fewer	10	-
11-100	10	20
101-399	10%	50
Greater than 400	40	100

The composition of a sample must include:

- a. All fails within 5% of the pass borderline;
- b. A sample of assessments throughout the top classification (including the top classification)
- c. An appropriate sample of assessments above the grade classification boundary and below the top classification.

Wherever possible the external examination bundle should come from scripts or assessments which have been second marked or moderated internally.

Whatever sample is provided, external examiners reserve the right to seek additional student work for sampling up to and including the sampling of all student work for the year.

### Changes to Validated Courses

Where the course team proposes to modify a validated course, the Course Leader must request the external examiner(s) to comment on the proposed changes. Their response must be submitted as part of the approval request.

### Quality Assurance Agency (QAA) Revised Quality Code

Ravensbourne University's external examining arrangements meet the expectations for quality and standards as laid out in the revised UK Quality Code for Higher Education<sup>1</sup>. This provides one of the principal means for maintaining nationally comparable standards within autonomous higher education institutions.

### External Examiner Checklist

In order to successfully carry out your role you should have received the following documentation:

- Ravensbourne General Academic Regulations that sets out the Assessment Regulations
- Programme specifications for the course(s) and curricula you are examining
- Annual Course Monitoring Report
- External Examiner Report 2020-21
- External Examiner Report 2019-20
- External Examiner Action Plan (completed in response to the previous year's report)

Should you not have any of these documents, or would prefer to receive them again, please contact a member of the [Quality Team](mailto:quality@rave.ac.uk) at [quality@rave.ac.uk](mailto:quality@rave.ac.uk)

### **Induction**

All new external examiners (and any continuing Examiners who wish to refresh their knowledge) are invited to complete Ravensbourne's e-learning induction on AULA. The [AULA guidance for External Examiners](#) can be accessed with your own institution's email address and a password that will be supplied to you in a separate email once set up.

### **Key Dates and Accommodation Requests**

External examiners are invited to attend site visits to meet with students throughout the duration of the academic year. The Course Leader for the course(s) you are examining will be in touch to arrange the dates with you.

Assessment Boards are scheduled to take place on the following dates:

**January 2022**

**April 2022**

**July 2022**

Registry will be in touch closer to these dates to confirm the timing of the Boards that you are expected to attend and if there are any changes to this date.

Should you require travel or accommodation during your tenure, you should book this yourself and claim this back using the expenses claim form. If you have any questions about this, please contact the [Quality Team](#).

### **Change of Circumstances**

Please be sure to let us know of any change in circumstances which may have implications for your appointment, which is on the basis of the criteria for nominations set down by the Ravensbourne Academic Board to ensure the independence of external examiners.

Please also ensure that you inform us as soon as possible in the event of a change of e-mail address or any other change in your contact details.

### **Fees, Expenses and Reports**

We have to confirm examiner's right to work in the UK before we can pay your expenses or fees.

This can be confirmed by sight of one of the following documents on your first visit to Ravensbourne University London:

[\\_https://www.gov.uk/government/publications/right-to-work-checklist](https://www.gov.uk/government/publications/right-to-work-checklist)

If you are a returning examiner and are unsure if you need to provide proof of your eligibility to work in the UK, please contact a member of the Quality Team.

The relevant forms and templates are available from the link below:

- External Examiner's Report Template and Fees and expenses claim form can be found on our website:

Please ensure completed reports and fee/expense claims are sent to [quality@rave.ac.uk](mailto:quality@rave.ac.uk) no later than a month after the Final Assessment Board has taken place.

**Ravensbourne Quality Office**