

TERMS OF APPOINTMENT FOR EXTERNAL EXAMINERS

1) Details

Name:

Course(s)/Unit(s) examined:

Tenure:

Annual fee:

2) Length of Tenure

Your appointment as an external examiner will be for four academic years, and for undergraduate courses will commence on 1st September where possible, and ending on 30th September in the fourth year. If the course is closed prior to this, your tenure may conclude sooner than the end date.

3) Responsibilities

As an external examiner your responsibilities will relate to the course(s)/unit(s) for which you are appointed to, and will include:

- Approval of assessment that contributes towards the award – under Ravensbourne's current assessment regulations, this applies to assessments set at Level 5 and 6.
- Sampling of student's work – in accordance with Ravensbourne's policies and procedures. The exact size of the sample will be set in agreement with the Course Leader.
- Oversight of retrieval work, where it is a requirement of a PSRB.
- Attendance at the final Assessment Board and the Retrieval Board(s) where it is a requirement of a PSRB.
- Commenting on proposed changes to validated courses.
- Submission of an annual external examiner report – to be submitted on the relevant template, within 1 month of the final exam board.

Lead Examiner

For courses with more than one external examiner Ravensbourne will appoint a lead examiner, who will undertake the additional responsibilities of:

- Meeting with the other external examiners
 - Resolving issues of disagreement between the external examiners
 - Mentoring new examiners to the course who lack external examining experience
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4) Induction

Following receipt of a signed copy of this form, you will receive a mailout from Ravensbourne which will include the following:

- External Examiner Policy
- Course definitive documents
- External Examiner reports for the last 2 years
- Previous Year's Annual Course Monitoring Report
- Completed External Examiner Action plan in response to previous year's report
- Copy of the Assessment Regulations

You will also be sent details of the annual External Examiner Induction, which external examiners are expected to attend, alongside their visits.

5) Termination of appointment

Should you be unable to continue in your role as examiner, you should email quality@rave.ac.uk as soon as possible to resign from your position.

Failure to meet the responsibilities as laid out in the Terms of Appointment may lead to Ravensbourne terminating your appointment.

6) Changes to personal circumstances

The terms of your appointment as an external examiner at Ravensbourne are based on your current employment details. Should these details change it is your responsibility to update Ravensbourne.

You should also be aware of the conflicts of interest that may arise during your tenure as an external examiner, which are taken from the UK Quality Code and are available [here](#). Should any conflict arise, in the reasonable opinion of Ravensbourne, your appointment may be terminated with immediate effect.

7) Payments

7.1 Proof of Right of Work in the UK

Before payment for either expenses or your fee can be paid to you, Ravensbourne is required to confirm your right to work in the UK. This can be verified through evidencing the original version of the following documentation:

- Valid Passport **and/or**
- Visa if you are from outside the UK

7.2 Expenses

Ravensbourne will meet reasonable costs incurred in the fulfilment of the above duties.

Expenses should be claimed as soon as possible and **within 3 months** of the expenditure being incurred. Claims should be submitted on the Expenses Claim form and be accompanied by receipts.

The following rates apply to expenses:

- Travel:
 - Travel by car: 40p per mile
 - Rail travel: standard class travel
- Accommodation:
 - Overnight accommodation: not to exceed £150 per night. Ravensbourne can recommend hotels nearby if required.
- Other expenses:
 - Daily expenses should not exceed £47 per day¹

7.3 Fees

All examiners are paid a fee of £500 per annum on receipt of their annual report. For courses with more than one examiner a lead examiner will be appointed which carries an additional payment of £50.

DECLARATION

- I am able to accept the position of External Examiner based on the Terms of Appointment outlined above.
- I consent to the storage of my personal information under the Data Protection Act.
- I consent to my name and institution being published on Ravensbourne's intranet page, in line the expectation in the UK Quality Code and OfS Conditions of Registration.

SIGNED: _____

DATE: _____

¹ Ravensbourne will not cover alcohol claims in expenses