

External Examiner (Taught Programmes) Duties

The External Examiner role is a key function in the maintenance and safeguarding of standards, whilst acknowledging and recognising that those standards are set autonomously by each institution. The University will provide its External Examiners with all materials, guidance and information on its academic and quality procedures necessary to carry out this role. In return the University expects its External Examiners to engage fully with their duties, particularly with respect to Examination Boards and Annual Reports.

Departments will identify specific activities which they would like their External Examiners to undertake, but these should always include:

- a. commenting on draft examination papers and other assessment tasks that count towards the award;
- b. reviewing an agreed sample of work;
- c. attending the examination board(s) for the programme(s);
- d. providing an annual report on the modules/programme(s);
- e. when necessary, commenting on any proposed new programmes in the subject area and any proposed changes to existing modules/programmes.

Examination Boards

It is an expectation that External Examiners will attend Examination Boards for the programmes for which they are acting. Full details of the responsibilities of External Examiners in relation to this duty are laid out in the [Manual of Academic Regulations and Procedures](#) sections pertaining to assessment and award.

Reporting

Every External Examiner is required to provide annually at least one report on the programmes that they cover. Only reports submitted on the annual Report template will be accepted, and External Examiners should ensure that they provide a comprehensive response to each question posed within the report template.

Reports should be submitted within 4 weeks of the Examination Board, and sent electronically to externalexaminers@lancaster.ac.uk.

Note: if annual reports are not received, the University reserves the right to withhold the External Examiner fee.

Once received, reports are circulated to Heads of Department, Faculty Quality Assurance and Enhancement Officers, the Assistant Registrar with responsibility for External Examining, and the University Dean for Academic Quality or designate.

External Examiner Annual Report provide a crucial and informative piece of evidence for the University's annual programme review process, as well as feeding in to periodic reviews of provision through re-approval and Strategic Teaching and Learning Review processes.