



membership of the panel, with the responsibility for approaching and appointing External Assessors for each revalidation and validation event at the Regional Partners resting with the Academic Quality Standards and Conduct team. The panel's task is to consider the programme proposal and make a recommendation to the University on the revalidation or validation of the programme(s), including the setting of conditions where appropriate. The final decision regarding programme approval and the sign off of any conditions lies with the Lancaster panel members.

#### **4. Criteria for Appointment**

The following criteria will apply for the appointment of external assessors.

External Assessors will:

- 1) hold an academic or professional post of an appropriate level of seniority and/or have extensive practitioner experience where appropriate;
- 2) have knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
- 3) have expertise and experience in the fields covered by the programme of study, or parts thereof;
- 4) have relevant academic and/or professional qualifications to at least the level of the qualification being considered;
- 5) have sufficient standing, credibility and breadth of experience within the discipline;
- 6) have awareness of current developments in the design and delivery of relevant curricula;
- 7) have experience relating to the enhancement of the student learning experience.

#### **5. Roles and Responsibilities**

External Assessors must be completely independent from the College and the University. External Assessors bring their professional expertise to the revalidation/validation process and provide an external benchmark with the wider higher education sector. They are a valuable asset to the University in assuring that the programmes it validates are academically coherent and relevant to the needs of employers.

The descriptions below provide a general outline of the role of the External Assessor.

As a member of the panel, the External Assessor will be expected to:

- 1) provide guidance on the curriculum and other subject-related issues in relation to the wider higher education sector;
- 2) offer independent and objectivity to the decisions taken and provide a basis for comparability of academic standards across the higher education sector;
- 3) offer judgements on the setting and maintaining of academic standards and the quality of learning opportunities in the context of the FHEQ, subject benchmarks and other associated elements of the UK Quality Code;
- 4) advise, where appropriate, on whether proper consideration has been given to the requirements and regulations of professional and statutory bodies;
- 5) comment on the ability of the programme to provide a relevant and effective experience in the context of preparation for vocational or professional practice;
- 6) make recommendations to the Panel on syllabi, learning and teaching strategy, learning outcomes and assessment in the context of relevance to current professional and

employment practices, developments in academic research in the wider higher education sector;

- 7) contribute to the decision on the approval of the proposed programme, the setting of conditions;
- 8) comment on the response to those conditions as appropriate.

In order to do this, the External Assessor will be required to:

- 1) provide subject and/or teaching learning and assessment expertise during the validation or revalidation process for the programme being considered;
- 2) read documentation relating to the validation or revalidation of the relevant programme prior to the validation or revalidation event;
- 3) attend the validation or revalidation event for the programme and provide input into the discussions on programme content, assessment arrangements, professional requirements (if the award is seeking professional accreditation) and practical requirements (particularly for Foundation Degrees);

## 6. Payment and expenses

Payment is made through the University payroll and the amounts paid are subject to tax and National Insurance contributions. The external assessor fee is £450.

### Travel and Expenses

External Assessors can claim travel and expenses by liaising with Taylor Donoughue-Smith, contact details below. The expense claims must be made in line with the Expenses Manual available on the Lancaster University website.

We ask that you please send completed expenses forms in duplicate, with receipts, parking or rail tickets, to:

Academic Standards and Quality  
C Floor, University House  
Lancaster University  
Lancaster, UK  
LA1 4YW

## 7. Contacts

Any queries regarding the external assessor role should be directed to:

Taylor Donoughue-Smith  
[t.donoughue-smith1@lancaster.ac.uk](mailto:t.donoughue-smith1@lancaster.ac.uk)