

BPP University General Academic Regulations

Section E – Examinations, Assessment & Academic Practice

1. Examination and Assessment Principles

- 1.1. These General Academic Regulations on Examination and Assessment Principles provide the principles under which the Assessment & Examinations Framework and Procedures follow, which should be referred to in addition to these regulations.
- 1.2. **Types of examination and assessment:** In all programmes of study and non-award courses at the University, the three following types of examination and assessment are recognised:
 - a) Diagnostic examination and assessments to help identify student attributes and skills.
 - b) Formative examinations and assessments that are developmental in purpose, supporting students to learn effectively by giving them feedback on their performance and on how it can be improved, maintained, or both.
 - c) Summative examinations and assessments that are used to certify that students have achieved an appropriate level of performance, and to indicate to what extent a student has met the assessment criteria used to judge the intended learning outcomes of a module or a programme.
- 1.3. **Purposes of examination and assessment:** Examination and assessment is used by the University to provide the basis for decisions on students' learning needs; provide feedback to students to help with their learning; provide a basis for a decision on students' readiness to progress; provide a basis for a decision whether they qualify for an award; and, provide a basis for a decision about the grading of their achievement.
- 1.4. **Principles for the organisation and administration of examinations and assessments:** The following principles will apply in the organisation and administration of examinations and assessments:
 - a) For each programme there will be a schedule of the assessment component/elements within each module along with information on the form and weighting of each assessment, the deadline dates for the submission of coursework and the dates of examinations published at the start of each term.
 - b) Changes to the deadline for assessments and examinations should be avoided, but where such changes are necessary, approval must be sought from the Dean of the School.
 - c) Marks for completed items of module assessment must be aggregated and a result status determined for the module.
- 1.5. **Academic Misconduct:** The University's Academic Practice Policy outlines the University's policy and procedure with respect to Poor Academic Practice and Academic Misconduct. The following principles apply:

- a) Students shall not commit, or attempt to commit, any act leading to circumstances whereby they, or another, might gain an unpermitted or unfair advantage in an examination or assessment or in the determination of results, whether by advantaging themselves or by advantaging or disadvantaging another or others, or which might otherwise undermine the integrity or reputation of the University and its examination and assessment processes.
- b) It shall be for the University to bring an allegation of academic misconduct and to prove the allegation on the balance of probabilities. The Academic Council has approved sub-regulatory policy and procedures through the Academic Practice Policy to govern the investigation, and, where appropriate, the imposition of penalties, with regard to any allegation of academic misconduct. These procedures will have regard for natural justice and fairness.
- c) Where Academic Misconduct is found on programmes accredited by and/or leading to the award of a statutory or professional body, where agreed with those bodies, it shall be reported to them.
- d) Where a student is enrolled on a degree apprenticeship programme, client employers of degree apprenticeship students will be notified of any academic misconduct that has occurred.
- e) Academic Council delegates the management of issues relating to poor academic practice and academic misconduct to the University Proctor, who may in turn delegate certain responsibilities to nominee(s). Where there is uncertainty on the regulations, and sub-regulatory policy and procedure, the University Proctor has delegated authority to determine the procedure that shall apply. The decision shall be final and no reasons for the decision shall be given.

1.6. Responsibilities of Students: Students must adhere to the following principles with regards to examinations and assessments:

- a) Attend compulsory assessed elements of scheduled coursework, to submit work for assessment in the form specified by published deadlines and to attend examinations as required. It is also the student's responsibility to access, read, and reflect on the feedback they are given from assessments.
- b) Where a student requires reasonable adjustments to be made to assessments or examinations as a result of their entitlements as a disabled student and/or those from diverse ethnic and religious backgrounds, they must raise this with the University at the earliest opportunity upon registration through the provisions for Reasonable Adjustments in the Reasonable Adjustments Policy.
- c) Where the student fails to meet a specified examination or assessment requirement for good cause, then the student may apply for Extenuating Circumstances to seek amendment as outlined in the Extensions and Extenuating Circumstances Policy. Where a student fails to meet these requirements without using mechanisms as outlined in the Extensions and Extenuating Circumstances Policy, then they will have been deemed to fail the assessment requirements and will be expected to rectify this in discussion with the School. In this case the student will fail the assessment or examination, which shall have a mark of zero (0) assigned. Any subsequent assessments or examinations will be treated as reassessment and capped at the pass mark.

- d) Where a student fails to submit work for an assessment by the deadline, or attend an examination without good cause, the student will fail the assessment or examination, which shall have a mark of zero (0) assigned. Where there is however good cause a student may be given approval for the late submission of assessed coursework in accordance with the Extensions and Extenuating Circumstances Policy.
- e) Where a student believes performance on assessment and examinations has been affected by good cause, it is their duty to raise this as the soonest possible opportunity through the Extenuating Circumstances provisions in the Extensions and Extenuating Circumstances Policy.

2. Board of Examiners

- 2.1. **General Requirements:** All examinations and assessments on a programme of study must be conducted under the supervision and control of a board of examiners and the chair of the board shall be responsible to the Dean of Academic Quality & Policy for ensuring that the regulations, relevant sub-regulatory instruments, rules, policies and procedures and the relevant programme regulations are followed. The Policy and Procedure that relates to this section can be found in the Internal Examination and Assessment Feedback, and External Examination Policies.
- 2.2. **Structure:** a programme constituting one in a group of programmes may have a two tier structure of boards of examiners, provided this applies also to each programme within the group, with each module within the programmes having a module board of examiners responsible for determining the aggregate mark and pass or fail result on the module, and an upper tier programme group board of examiners with responsibility for determining the result on stages in each programme and the result to be recommended on each programme exit award;
- 2.3. **Membership:** The terms of reference, composition and voting rights of boards of examiners are set out in the University Governance Structures. Where a member of the Board of Examiners has a link with a student on a relevant programme or module which might influence, or be thought to influence, a decision on that student, the member must inform the chair who must decide whether the member shall withdraw. Any such report of a possible conflict of interest and the action must be recorded, with reasons stated, and reported to the Dean of Academic Quality & Policy.
- 2.4. **Proceedings of Boards of Examiners:** The following principles are to be observed in the proceedings of Boards of Examiners:
 - a) A programme or programme group board of examiners shall be convened by the chair of the board as required.
 - b) Where a two tier structure of examination boards applies module boards must be held when appropriate to determine the aggregate mark and pass or fail result on the module. To be properly constituted the external examiner or examiners must be present at the module board when results are to be determined.
 - c) When required external examiners must be present for a programme or programme group board of examiners to be properly constituted if the board's business includes deciding results on stages in the programme(s) or deciding on results to recommend on programme awards.

- d) When required or otherwise at the end of a stage external examiners must be present for programme boards to be properly constituted.
- e) No decision may be made by a board of examiners unless a quorum is present¹. Notwithstanding the quorum stated, all those members of staff appointed as internal members of the boards of examiners, as provided in the terms of reference, are expected to be present at a meeting of the board. Where a member of a board of examiners is unable to attend a meeting they must notify the secretary. External examiners' obligations are specified in the terms of reference.
- f) Only in exceptional circumstances and with the express permission of the Dean of the School may external examiners be allowed to make written submissions by e-mail in place of being present.
- g) Where, through untoward circumstances, an external examiner forming one in a team of external examiners is not present at a board of examiners and that meeting of the board is to consider results on a module, results on a stage in a programme or results to recommend on a programme award, the external examiner must be consulted by other means and the chair of the board shall be responsible for ensuring that the views of an absent external examiner are presented to the board.
- h) A board of examiners shall seek to make decisions by consensus following a discussion of any contentious matters.
 - i. If a consensus eludes the board, the chair may decide that a resolution will require a vote of the members in which case a decision shall be reached by a simple majority of those present and voting with, where necessary, the chair having both an original and a casting vote.
 - ii. However, for any matter upon which the external examiners present collectively, and unanimously declare a decision to be one of principle, the guidance of the external examiners shall either be accepted by the board or the board shall defer taking a decision and seek guidance from the Academic Regulations and Awards Panel (ARA). The board shall reconvene to note the guidance from the Committee and shall reach a decision. Should the external examiners dissent from the decision their dissent and the reasons for it must be recorded.
- i) The chair of a board of examiners may be authorised by the board to take action on its behalf provided, first, that there is prior consultation with the external examiners on any decision on the result to be recommended on a programme award, and, second, that all decisions taken in the name of the board are reported to the next meeting of the board.
- j) The secretary of the board of examiners must keep a record of all decisions taken at a board and the reasoning behind them, which are then signed off by the Chair and by ARA.

¹ The quorum for Examination Boards is four voting members, which must include the Chair of the Board, one internal member and two external members. Where a board is not quorate the business of the board may receive attention providing that any conclusions reached only become decisions when the board is quorate and confirms the outcomes from the non-quorate meeting.

2.5. **Functions of Boards of Examiners:** The following principles are to be observed in the functions of the Boards of Examiners:

- a) Boards of examiners determine results on modules and stages in programmes and recommend results on programme awards and in doing so they have a duty to uphold the academic standard of each award and its component parts.
- b) Boards are further responsible for exercising oversight over the assessment and examining of those registered on relevant modules and programme(s).
- c) In executing these responsibilities boards of examiners' functions include:
 - i. the setting of examination papers and of coursework assessments including the arrangements for external examiners to scrutinise assessment instruments;
 - ii. the conduct of coursework assessment consistent with rules governing the submission of assessments, rules on compulsory attendance, the extensions of deadline date procedure, and deferral of assessment procedure;
 - iii. the conduct of examinations consistent with rules applying;
 - iv. examination and assessment arrangements for students with Learning Support requirements consistent with the guidance set out in the Learning Support Policy and Reasonable Adjustments Policy.
 - v. the arrangements for marking assessments and examinations consistent with University rules on marking scales and the marking procedures approved for the relevant programme by the School Education and Standards Board;
 - vi. the aggregation of marks for modules and programmes in accordance with the rules applying;
 - vii. the treatment of borderline results consistent with the rules on the limits of discretion available to boards of examiners;
 - viii. determining what assessments and/or examinations should be re-taken or modules or stages repeated consistent with the relevant rules when students achieve a fail result.
- d) Aggregate marks and pass or fail results on modules shall be decided by module boards of examiners in a two tier structure of boards of examiners or by programme or programme group boards of examiners in a single tier structure.
- e) Results on stages in a programme or programmes and results to recommend on awards shall be decided by programme or programme group boards of examiners.
- f) Boards of examiners, acting consistently within their responsibilities, must take due account of rules made under these Regulations on:
 - i. Anonymity and confidentiality;
 - ii. protocol relating to personal interest or knowledge;
 - iii. students with disabilities or special needs;

- iv. extenuating circumstances;
 - v. academic malpractice;
 - vi. aegrotat and posthumous awards;
 - vii. deferrals of any element or elements of examination or assessment;
 - viii. re-taking assessments and examinations and re-submission of dissertations and projects;
 - ix. repeating modules and stages.
- g) Programme or programme group boards of examiners, and module boards where established, which are convened to decide on results on modules, results on stages in a programme and results to recommend on programme awards, must receive a report from the Award Lead, as appropriate, reviewing the setting, conduct of assessment and examinations and marking and must report any occurrence of general relevance to the determination of results or progression between levels.
 - h) Programme and programme group boards of examiners, and module boards where relevant, may establish a subsidiary panel of an equal number of external and internal examiners to examine a student *viva voce* solely to:
 - i) determine difficult or borderline cases, but only to raise and not to lower a student's marks; or,
 - j) as an alternative or additional assessment where valid reasons for poor performance have been established.
 - k) A student may decline to attend a *viva voce* examination, in which event decisions shall be based on the extant evidence.
 - l) Notwithstanding k) above, an obligatory *viva voce* examination may form part of the assessment alongside a scrutiny of a dissertation or project in determining a result or mark in a taught master's degree, and in determining a result on a claim for accreditation of prior experiential learning.
 - m) Each programme board shall take an overview of the academic provision for which it has responsibility, including the operation of the University's rules, procedures and policies and annually review the provision and any recommendations for changes to the University regulations to the Education and Standards Committee.

2.6. **Release of Results:** The following principles should be observed with regard to the release of results:

- a) **Raw Marks:** Raw marks of summative assessments shall not be released to students or published. Raw marks are those that have been assigned by individual examiners to assessments but which have not been internally moderated.
- b) **Provisional Results:** On the authority of the Dean of Academic Quality & Policy, provisional results of programme awards, including classifications and results on the completion of designated stages in programmes, may be published to

candidates prior to the meetings of the boards of examiners, provided that it is made clear that the recommendations for awards are subject to confirmation by the Board of Examiners and approval by the Academic Council. Provisional results on individual module summative assessments may be released to students on the authority of Dean of School, once those results have been internally moderated.

- c) **Confirmed Results:** When results of awards have been approved by the respective Board of Examiners the results may be published to students as confirmed results.
- d) **Final Results:** When results of awards have been approved by the Academic Council the results shall be final.

2.7. **Review of Decision of Boards of Examiners:** The decision of a programme or programme group board of examiners on a result on a stage in a programme and on a result recommended on a programme award is subject to review by the Academic Council. The following principles are to be observed:

- a) The relevant programme or programme group board of examiners alone has authority to recommend the conferment of an award in respect of the programme for which it is responsible and the recommendations of a board may not be amended provided the board has been properly constituted and has acted within its powers and according to the regulations, rules and procedures applying to the programme. A board of examiners may be required to review a board's decision; a board's decision on a result on a stage may be annulled; and a result recommended by a board on an award may not be confirmed.
- b) The Academic Council, or a body authorised by it to act in reviewing the decision of a board of examiners, may require that a board of examiners is reconvened for the purpose of reconsidering a decision or recommendation where at least one of the following grounds has been established:
 - i. those stated in the Academic Appeals Regulations in respect of a valid appeal which has been judged to be upheld;
 - ii. academic misconduct has been established subsequent to a recommendation by a board of examiners in accordance with the Regulations on Academic Misconduct;
 - iii. there has been a material administrative error, or the examination or assessment was not conducted in accordance with the current regulations and rules for the programme, or some other material irregularity relevant to the examination or assessment has occurred.
- c) The board of examiners after duly considering the evidence shall decide, and record the reasons for so deciding, whether to amend or confirm its original decision or recommendation.
- d) If the board of examiners does not modify its original decision or recommendation, the Academic Council, or body authorised to act for it, may annul a result on a stage or not confirm a result recommended on an award if, in its considered opinion, due and proper account has not been taken of the relevant evidence and its significance and, where apposite, the findings of the Academic Appeals Board. The Academic Council shall then decide on appropriate consequential action.

- e) In cases of serious procedural irregularity, the Academic Council has power to annul a result on a stage decided by a board of examiners, or not to confirm a result recommended by a board without making a prior request for reconsideration. If a serious error or irregularity is found to have affected more than one candidate the Academic Council may take consequential action including in respect of the examination and assessment and the determination of results. Where a result decision or recommendation is annulled or not confirmed by the Academic Council, the Council shall be responsible for taking appropriate action, which may include appointing a new board of examiners or new external examiners, to ensure that recommendations are made by an approved board of examiners in respect of the candidate or candidates concerned.

3. *External Examination*

3.1. External examiners are expected to report on the following:

- a) Whether the standards set are appropriate for the University's awards or components of awards.
- b) The standards of student performance in programmes, parts of programmes, or modules which they have been appointed to examine.
- c) The extent to which the University's assessment processes are rigorous, ensure equity of treatment for students, and have been fairly conducted within University regulations, policies, and procedures.
- d) Whether the assessment instruments enable students to demonstrate the achievements of the intended learning outcomes for the module and for the programme.
- e) The comparability of the standards and student achievements with those in other UK higher education institutions using absolute thresholds and benchmarking metrics.

3.2. There are two types of external examiner; modular level and programme level, which are defined below:

- a) A modular level external examiner has responsibility for signing off marking and moderation, in addition to providing commentary as to modular exams, assessment instruments and processes.
- b) A programme level external examiner has oversight of at least one whole programme. They may also take on responsibilities of a module level external examiner where required. Programme level external examiners have the responsibility to review and comment on the overall performance of a programme according to completion and progression metrics.

3.3. To fulfil these purposes, module external examiners must:

- a) Be in a position to make informed, independent, and impartial judgements on the academic standards set, the measurement of student achievement, and the rigour and fairness of the assessment process.
- b) Be prepared to advise on any proposed changes to the assessment regulations which will directly affect students currently registered on the programme.

- c) Scrutinise and approve all summative assessment instruments including coursework assessments, takeaway assignments, seen and unseen examination papers.
- d) evaluate those students with a result status on a module in the fail grade band; review the result status of those students in the highest grade band; either individually or, where the external examiner so advises, on the basis of a representative sample; review result statuses from each grade boundary sufficient to endorse that the module assessment process has been carried out in accordance with the published regulations, policies and procedures and that the standards applied are appropriate to the award. External examiners will be consulted about the method for sampling students' work for external scrutiny, and in respect of marks around borderlines, the range of borderline marks and the size of the sample to cover the full range of marking bands. External examiners will have access to all students' work submitted for assessment counting towards an award. The regulations governing the endorsement of the assessment outcomes and procedures for resolving disagreement are set out in the examination and assessment regulations;
- e) Immediately report to the Chair of the Board of Examiners concerning any candidate that they consider to have engaged in academic misconduct.
- f) be a full member of the relevant board or boards of examiners and be present and participate when the board's business includes deciding results on modules, or when the board's business includes deciding on results on stages in programmes or results to be recommended on programme awards as provided; and otherwise participate in the work of the relevant board including in *viva voce* examinations (where appropriate);
- g) Participate as required in the review of decisions about individual student awards.
- h) Submit an annual report to the Dean of Academic Quality & Policy at the end of each year of appointment; and,
- i) Be fluent in English.

3.4. **Marking and Moderation:** The sampling of students' work by external examiners is central to fulfilling the above purposes and providing the appropriate scrutiny of standards. The following formula is used to assist module teams to determine the number and range of students' assessed work to be sent to an external examiner in order to ensure the external examiner has sufficient evidence on which to come to a judgement on the University's classification standards. The external examiner shall have the right to increase the size and composition of the sample as they see fit:

No of Students	Minimum No. of Assessments	Maximum No. of Assessments
Fewer than 10	All	-
11-100	10 or 10% (whichever is highest)	20
101-399	10%	50
Greater than 400 - 1000	40	100

This sample must consist of the following:

- a) A 1/3 containing a sample of fails within 10% of the pass borderline; and,
- b) A 1/3 containing a sample of assessments above the grade classification boundary; and,
- c) A 1/3 containing a sample of assessments throughout the top classification.

External examiners will be invited to confirm that, on the basis of the sample that they have marked, the marking standards are reasonable. Where a whole cohort or a whole cohort grade for an examination or assessment has been sampled the marks of individual students may not be amended. To do so may lead to unfairness to other students whose work was not part of the sample.

Where an external examiner finds repeated instances of cases where they disagree with the mark awarded they may either recommend that a recalling of the marks adjusted up or down be applied to the whole cohort or recommend that the whole cohort be remarked. In the latter case, individual marks may then be amended. Where an external examiner requests a remark of the whole cohort, the school must inform Dean of Academic Quality and Policy.

- 3.5. **Professional and Statutory Body Responsibilities:** Where external examiner appointments are made by professional or statutory bodies for those programmes delivered under agreement by the University, the principles and procedures set out in these Regulations shall apply except where they contradict the requirements laid down by the validating authority. Where there is an apparent contradiction the Dean of Academic Quality & Policy will explore with the relevant professional or statutory body a means of accommodation and such accommodation will be reported to the Education and Standards Committee and to the Academic Council.
- 3.6. **Appeals:** The Academic Appeals Board shall appoint at least one programme external examiner, or an external adviser appointed for the purpose, to be a member of the Panel or Board, respectively, to serve as a reassurance of fairness. The establishment a central Academic Appeals Board seeks to ensure equity of treatment for all students within the University and to facilitate the expeditious conduct of business in the University's boards of examiners. Where an external examiner or adviser disagrees with the Panel or Board about the action to be taken, they have the power to require the Academic Appeals Board, to report the full case and the external examiner's views to the Dean of Academic Quality & Policy, who shall report the matter to the Vice-Chancellor and the Chair of the Academic Council.
- 3.7. **Communication with, and Induction of, External Examiners:** Once appointed external examiners must be provided with sufficient information and support to enable them to carry out their responsibilities effectively. This will include an induction session, meetings with the programme leader and/or head of programmes, as appropriate, and relevant module leaders and internal examiners, the provision of institutional information relating to the functions of the external examiner including examination and assessment regulations, course handbooks, examination materials and marking and classification criteria, and the timetable within which functions should be carried out.
- 3.8. **Appointment of External Examiners:** External examiners must be formally appointed for a period of one year with the option to extend a maximum of three terms, at the discretion of the University. The appointment is subject to annual renewal. An

external examiner may, in specific circumstances and with the express approval of the Academic Council, be re-appointed for one further year, but no extension for more than one year and no immediate re-appointment is permissible. Procedures subordinate to these Regulations, and approved by the Academic Council, will apply to the nominating, appointment and induction of external examiners and to action taken on reports from them. The following principles of appointment apply:

- a) An external examiner's academic and or professional qualifications must be appropriate to the programme or programme group to be examined and those appointed as external examiners must be in a position to make independent and impartial judgements.
- b) An external examiner must have appropriate standing, expertise and experience to carry, within higher education and any relevant professional body, credibility to review and report on academic standards and the fairness of operational procedures.
- c) External examiners must be drawn from as wide a variety of appropriate institutional contexts as possible.
- d) Appointments are, therefore, subject to the following restrictions:
 - i. external examiners must not have a close professional, contractual or personal relationship with a member of staff or a student involved with the programme of study;
 - ii. examiners should not hold more than the equivalent of two substantial external examinerships concurrently;
 - iii. among the team of external examiners on a programme or programme group there must not be more than one examiner from the same institution;
 - iv. there must be no reciprocal examining between the University and the external examiner's own institution;
 - v. an external examiner may in specific circumstances and with the express approval of the Academic Council, be re-appointed for one further year, but no extension beyond this and no immediate reappointment are permissible;
 - vi. an external examiner must not be succeeded within one year by another examiner from the same institution;
 - vii. no examiner may, within the previous five years have been a member of staff or Academic Council, or a student or been an external examiner on a cognate programme in the University; nor may an examiner be a near relative of a member of staff of the University;
 - viii. no examiner may be associated with a programme through student placements, through sponsorship of a student or through being in a position to influence significantly the employment of students on the programme;
 - ix. an external examiner should not be engaged in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question.

- e) External examiners may, at their discretion, terminate their appointment subject to providing three months' notice.
- f) Where potential or actual conflicts of interest arise during a period of appointment an external examiner must advise the chair of the relevant programme or programme group board of examiners and, on reference to the Dean of Academic Quality & Policy, or a representative must determine in consultation with the external examiner the action appropriate to the situation.
- g) Whilst it is hoped that such a situation will not arise, an external examiner whose performance or general conduct is unsatisfactory may be warned in the first instance and advised on appropriate remedial actions which must be taken. The University reserves the right to terminate prematurely the appointment of an external examiner who has previously received a warning. In exceptional circumstances, the Dean of Academic Quality & Policy of the University may authorise a letter of premature termination to be sent to an external examiner concerned without prior warning.
- h) There should be at least one external examiners for each programme or programme group leading to a named award.
- i) In the case of large programmes, programmes that are delivered on more than one sites, or programme groups the programme leader or head of programmes, as appropriate, and the Dean of School must take into account the spread of expertise required, the workload that each component of the programme(s) is likely to generate and the point in the academic calendar when the workload will occur. Additional nominations should be considered to ensure that the body of external examiners appointed is able to cover the range of expertise and workload satisfactorily.

3.9. **Reports of External Examiners:** External examiners are required to make a report annually to the Vice-Chancellor on the standards being set and achieved on the relevant programme or programmes; on the conduct of assessments; on the relationship between assessment instruments and intended learning outcomes and on the comparability of the standards and students' achievements with those in other higher education institutions. The following principles shall apply for the reports of external examiners:

- a) An external examiner has the authority to report confidentially directly to the Vice-Chancellor at any time when there is concern about standards and performance, particularly if it is considered that assessments are being conducted in a way which jeopardizes either the fair treatment of individual students or the standards of the University's awards.
- b) Annual reports should be submitted no later than one month after the meeting of the examination board at which the awards are decided on the provided form.
- c) A final report should be submitted where an external examiner's period of office has expired. In addition to the matters that would usually be addressed in the annual report, this report should include an overview of their impression of the standards and quality of provision, salient issues that have arisen during their period of office and any matters that should be brought to the attention of the incoming external examiner.

- d) The annual summary of external examiner reports will be scrutinised by the School Education and Standards Boards, the Education and Standards Committee and the Academic Council, shared with the student representatives on the University's committees and published on the The Hub (Virtual Learning Environment).
 - e) The full external examiner reports will be made available to student representatives at School Education and Standards Boards and to any student upon request, with the exception of any confidential report made directly to the Vice-Chancellor.
 - f) External examiners should specifically identify any sections of their report which they would not be content for the University to publish.
 - g) External examiners must receive a considered and timely response in writing to their annual and final reports from the Dean of Academic Quality & Policy on behalf of the Vice-Chancellor.
 - h) External examiners' annual fees will be paid upon receipt of the annual or, where appropriate, final report.
- 3.10. **External Examining for other Higher Education Institutions:** Recognising the vital role of the external examinership system for the quality assurance of academic standards within UK higher education, the University encourages its staff to undertake external examining posts with other institutions, provided that these are agreed with the relevant Dean of School and do not cause conflict with the criterion above.

Policy Revision History

Version Number	Description	Author	Reviewed by	Approving Authority	Date
1.0	Revised and re-presented GARs following Stage 2 of the Regulatory Review.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	July 2023
2.0	Updated GARs to reflect updating and reorganisation of the UPPs.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	July 2024