External Examiners are appointed by the University specifically to ensure that standards are maintained on a comparable level with universities throughout the UK and that the system of assessment is seen to be transparent and fair to all students. This is in accordance with the Quality Assurance Agency (QAA) ‘UK Quality Code for Higher Education’, the standards for external examining being in ‘Part B, Chapter B7: External Examining’.

QAA Quality Code: [http://www.qaa.ac.uk/AssuringStandardsAndQuality/quality-code/Pages/default.aspx](http://www.qaa.ac.uk/AssuringStandardsAndQuality/quality-code/Pages/default.aspx)
Chapter B7: External Examining: [http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B7.aspx](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B7.aspx)

The University’s academic quality assurance policies, procedures and practices can be found in the ‘Academic Quality Handbook’: [http://www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php](http://www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php). Information on the role of the external examiner at the University can be found in Section 9 and information on assessment and examination can be found in Section 7.

Your attention is drawn in particular to the University’s Code of Practice on Assessment:

and to the University’s degree regulations which can be found in the University Calendar:
- General Regulations for First Degrees: [http://www.abdn.ac.uk/registry/calendar/generalregulations.php](http://www.abdn.ac.uk/registry/calendar/generalregulations.php)
- Regulations for Postgraduate Degrees: [http://www.abdn.ac.uk/registry/calendar/postgraduate.php](http://www.abdn.ac.uk/registry/calendar/postgraduate.php)

**PRINCIPAL ROLE OF EXTERNAL EXAMINERS**

The principal role of external examiners is as follows:
- Participate in the setting of examination papers.
- Review a sufficient number and range of assessments to confirm the marks awarded to students.
- Moderate internal marks where appropriate.
- Participate in other assessment activities (eg clinical and oral examinations), where relevant.
- Comment on and give advice on course and programme content, balance and structure, and on assessment processes.
- Annually provide formal comment on the standards of the University’s awards by completing an External Examiner’s Annual Report.
Further Guidance

The Higher Education Academy (HEA) provides resources on their webpages for external examining, including an External Examiners’ Handbook:
HEA external examining webpages: http://www.heacademy.ac.uk/external-examining
HEA External Examiners’ Handbook:

INFORMATION PROVIDED BY THE SCHOOL

At the beginning of each academic year, Schools will provide you with information specific to the course(s) and programme(s) you examine. As a minimum, this will include:
- Course Guides/Programme Handbooks.
- Schedule for the scrutiny of draft examination papers.
- Schedule for the review of student assessments (continuous assessment and examination scripts).
- Dates of the examination meetings.

In addition, at the start of your appointment the School will provide you with a copy of the outgoing external examiner’s Final Annual Report.

INFORMATION GIVEN TO STUDENTS

Following the expectations of the QAA Quality Code, information regarding external examiners (name, position and institution) is published in the course and/or programme information provided to students. Students are advised that they must not contact external examiners directly. Should a student contact you, please redirect this correspondence to the School rather than responding to the student.

CONFIDENTIALITY

Confidential information that is not in the public domain will often be made available to external examiners during the examination process. Such information may only be used for purposes connected with your examining role and should not be divulged to a third party without the prior written consent of the University and of any student to which the information relates.
ANNUAL REPORTING

In addition to any report that you might provide to the Examination Meeting(s), you are required to complete an Annual Report at the end of each academic year. The comments you provide in your Annual Report are central to the University’s quality assurance mechanisms and your Report will be considered by the relevant School and College and by the Quality Assurance Committee and may be made available to other appropriate University Committees. Reports are made available to staff and to students and to panels for the purposes of internal and external review.

Your attention is drawn particularly to Part B of the Annual Report, where we would welcome comments on, and the identification of, good practice in learning and teaching. Please use this opportunity to identify programmes, courses or aspects of individual courses within which you are able to highlight activities in learning and teaching from which others might benefit and learn. These may include, for example, particular methods of delivery, specific activities that students undertake or interesting or novel assessment methods. By doing this, it will assist the University in identifying and collating examples of good practice that can be shared across the Institution. An Examiner who has serious concerns about the quality or standards of provision should do so in a separate report to the Principal.

Please ensure that your Annual Report does not include reference to students or staff by name or in a way that makes individuals identifiable.

Please submit your Annual Report as soon as possible after the examinations. The final dates for submitting undergraduate and postgraduate taught reports are:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>No later than 15 June each year</th>
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<tbody>
<tr>
<td>Postgraduate Taught</td>
<td>No later than 30 October each year</td>
</tr>
</tbody>
</table>

The Annual Report form can be downloaded from the University’s External Examining webpages at: [http://www.abdn.ac.uk/staffnet/teaching/external-examining-831.php](http://www.abdn.ac.uk/staffnet/teaching/external-examining-831.php)

Please email your completed Annual Report to extexam@abdn.ac.uk.

Annual Reports are held for up to 6 years but are destroyed thereafter.

DATA PROTECTION AND FREEDOM OF INFORMATION

Data subjects have the right of access to material under the Data Protection Act 1998 and, even if marked confidential, your Annual Report, comments on student assessments or other reports or correspondence will be made available to data subjects on request. There are some exceptions to this within the Act; however, you should not assume – just because something is marked confidential – that it will not be released to the data subject, whether that be a student or a member of staff. Annual Reports will also be released to others if specifically requested under the Freedom of Information (Scotland) Act 2002. You will be informed should any requests for disclosure of your Report be received.
FEES AND EXPENSES

All reasonable out-of-pocket expenses, including those incurred in relation to essential visits to the University, will be paid on production of a completed expenses claim form and the appropriate receipts. Expenses are not subject to income tax.


The External Examiner Expenses Claim form can be downloaded from the University’s External Examining webpages at: http://www.abdn.ac.uk/staffnet/teaching/external-examining-831.php

Fees are paid after receipt of the Annual Report. Fees are subject to income tax and are paid by BACS to your nominated bank account on the last working day of the month. A payslip will also be sent by post.

All general queries regarding external examining at the University of Aberdeen should be addressed to extexam@abdn.ac.uk