

College/Faculty Chief External Examiner

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Eligibility and selection

1. In the selection of a nominee for appointment as a Chief External Examiner, the following criteria shall apply:
 - a. An appointee should have a minimum of three years’ experience as an External Examiner (either at King’s College London or another UK HEI). Permission from the Academic Standards Sub-Committee to appoint an External Examiner from overseas is required;
 - b. An appointee must have an appropriate level of academic and/or professional expertise and should be recognised as a figure of authority in their subject area;
 - c. An appointee should be able to comment on the effectiveness of processes across disciplines (including those outside their own subject area) and across range of delivery methods;
 - d. If an appointee has recently retired, they must demonstrate how they have retained an ongoing involvement in UK HEI activity, thereby ensuring the currency of their knowledge and skills;
 - e. An appointee shall not hold a current external examiner role with King’s College London.

Appointment

2. A College/Faculty Chief External Examiner is normally appointed for a period of four years with no option for an extension.
3. Except as provided for below on completion of the appointment, they will not normally be eligible for re-appointment until a further five years have elapsed. In exceptional circumstances reappointment may occur earlier on agreement with the Vice Principal (Education).
4. On completion of the appointment a Faculty Chief External Examiners may be eligible for re-appointment in the role of College Chief External Examiner without any time having elapsed.

5. Where a nomination is approved, the appointee shall be informed within one month of the date of the approval. Normally, the appointment will commence upon the expiry of the appointment of the previous College/Chief External Examiner and will coincide with the start of the academic year.
6. If a College/Faculty External Examiner is no longer eligible to hold office (under the above or is unable or unwilling to fulfil the duties specified below), or there is a conflict of interest that cannot be satisfactorily resolved, their appointment shall be terminated on the recommendation of the Vice Principal (Education).
7. If either party has cause to terminate the appointment, this should normally be arranged to take effect at the end of an academic year, but in any case, is subject to three months' notice by either party.

Duties College Chief External Examiner

8. The College's Chief External Examiner has a broad remit and provides a strategic oversight of the soundness and robustness of the College's assessment framework.
9. The College's Chief External Examiner will attend Academic Standards Sub-Committee, contributing to discussions on regulations and assessment policies.
10. The College's Chief External Examiner will provide advice on assessment and progression regulations and guidance relating to Assessment Board and Assessment Sub-Board meetings.
11. The College's Chief External Examiner will contribute to discussions on any perceived grade inflation within the College, including providing advice on sector comparisons.
12. The College's Chief External Examiner will contribute to discussions when a review is undertaken on the College's degree algorithm.
13. The College's Chief External Examiner will provide oversight of the College's Degree Outcome Statement.
14. The College's Chief External Examiner will provide advice on sector developments relating to assessment.
15. The College's Chief External Examiner will review Faculty summaries of External Examiner reports and provide input into the annual summary report of External Examiner reports (UG and PGT).
16. The College's Chief External Examiner will Chair an annual meeting with Faculty Chief External Examiners.

17. The College's Chief External Examiner plays no role in the verification of academic standards or in the award of degree qualifications by Assessment Sub-Boards.

Duties Faculty Chief External Examiner

18. The Faculty Chief External Examiner will attend Assessment Boards, contributing to the strategic decisions around assessment practice.
19. The Faculty Chief External Examiner will comment on assessment process and marking/classification schemes used within the Faculty, highlighting good practice where appropriate.
20. The Faculty Chief External Examiner will provide oversight of the effectiveness of the Faculty's moderation process and comment on such to the Assessment Board.
21. The Faculty Chief External Examiner will contribute to discussions on grade/progression data, available to the Assessment Board, identifying areas of grade inflation for further investigation and comment.
22. The Faculty Chief External Examiner will review the minutes and other relevant documentation relating to the Assessment Sub-Boards reporting into the Assessment Board.
23. The Faculty Chief External Examiner will review Faculty summary of External Examiner reports and summarise key comments and recommendations from the report, commenting to Assessment Boards areas for action to be taken.
24. The Faculty Chief External Examiner will act as External Examiner for any Faculty interdisciplinary module or innovation module where it is deemed a subject specialist is unable to fulfil the role. This would include attending the Assessment Sub-Board meeting.
25. The Faculty Chief External Examiner will attend an annual meeting with the College's Chief External Examiner.
26. The Faculty Chief External Examiner will submit an annual report to the Academic Standards Sub-Committee once per academic year. The headings in the report template will be tailored to the specifics of the above duties and will be informed by the discussions and observations at the Assessment Board meetings.