External Examiners’ Handbook
(Taught courses)
Welcome to the University of Brighton

A  Introduction

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University of Brighton: External Examiners’ Handbook (October 2016 edition)  1
Welcome to the University of Brighton

1 Introduction

This External Examiners' Handbook provides information for external examiners, both new and continuing, for all undergraduate and postgraduate taught courses at the University of Brighton including collaborative provision. Its purpose is to:

- provide clear information on the roles and responsibilities which the University of Brighton asks external examiners to undertake, and the rights of external examiners;
- provide information on the University's examining and assessment processes;
- provide contacts and practical information to enable an external examiner to carry out their role;
- provide both academic and administrative staff, who work with external examiners, with further information about the external examining arrangements at the University.

This handbook and the University's General Examination and Assessment Regulations for Taught Courses (GEAR) are published annually on the University’s website. External examiners are asked to view both documents on the External Examiners’ homepage where the external examiner’s report template and claim form for fees and expenses can be accessed. Course/programme-specific information will be provided by the appropriate School or Partner institution.

This handbook should be read in conjunction with the University’s General Examination and Assessment Regulations for taught courses (GEAR) which includes information about:

- Assessment regulations (Section B)
- Progression regulations (Section C)
- Award regulations (Section D)
- Examination Boards (Section E)
- Academic misconduct (Section F)
- Learning Support Plans (Section G)
- Academic Appeals (Section H)
- External examiners (Section I)
- Assessment Policy (Section J)

2 University policies and procedures

This handbook also provides links to other University policies and procedures which may be of use to the external examiner during their appointment which can be found on the following pages:

- Quality and Standards
- Partnership

General information about the University of Brighton, its courses, Schools and research activity can be found at: http://www.brighton.ac.uk/

General information for students can be found at: https://www.brighton.ac.uk/current-students/my-studies/student-policies-and-regulations/index.aspx
3 Sector-wide reference documents

The following provide links to sector-wide reference documents for external examiners:

**QAA:**
- The Framework for Higher Education qualifications in England, Wales and Northern Ireland:
- QAA subject benchmark statements
- Foundation Degree qualification benchmark

**HEA:**
- A handbook for external examining

4 What if I have a query and how can I contact the University?

If you have an enquiry about:

- the course/modules for which you have been appointed;
- assessment information, including samples of students’ work;
- course regulations;
- examination board meetings;
- practical arrangements about visiting the University;
- all other enquiries relating to academic matters

External examiners should contact the relevant School or for courses taught at Partner Further Education Colleges, the relevant Partner College. Further details can be found in section F of this handbook.

If you have an enquiry about:

- your appointment letter
- claiming fees and expenses
- accessing forms
- submitting an annual report
- the University’s regulations and External Examiners’ Handbook

Please contact Academic Services (refer section F).
All external examiners can always contact the University through the dedicated email address for external examiners: externalexaminers@brighton.ac.uk

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<th>Academic Services will deal with your enquiry or forward it to the School/Partnership Office/Partner College for a response. Our postal address is:</th>
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<td>Academic Services</td>
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<td>University of Brighton</td>
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<td>Watts House</td>
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<td>Lewes Road</td>
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Section A: Introduction

1 About us

1.1 The University is a community of over 21,000 students and 2,700 staff based on five campuses in Brighton, Eastbourne and Hastings.

1.2 Academic Departments

The University comprises a number of Colleges and Academic Schools:

- **College of Arts and Humanities**
  - School of Art
  - School of Media
  - School of Architecture and Design
  - School of Humanities

- **College of Life, Health and Physical Sciences**
  - School of Environment and Technology
  - School of Pharmacy and Biomolecular Sciences
  - School of Computing, Engineering and Mathematics
  - School of Health Sciences
  - Brighton and Sussex Medical School\(^1\)

- **College of Social Science**
  - Brighton Business School
  - School of Applied Social Science
  - School of Sport and Service Management
  - School of Education
  - Centre for Learning and Teaching

1.3 The Vice-Chancellor of the University is Professor Debra Humphris who is supported by:

- Deputy Vice-Chancellor - Professor Chris Pole
- Pro-Vice-Chancellor (Research and Enterprise) - Professor Tara Dean
- Pro-Vice-Chancellor (Education and Student Experience) – Professor Stephen Denyer
- Chief Operating Officer and Director of Finance – Mrs Sue McHugh
- Registrar and Secretary – Mr Stephen Dudderidge

Further information can be found at [Senior Management Team](#).

1.4 The University offers a range of undergraduate and postgraduate degree courses and professional qualifications. Information about the range of courses offered at the University can be found on our website at [www.brighton.ac.uk](http://www.brighton.ac.uk)

1.5 The University also offers courses in partnership with other institutions:

Partner Further Education Colleges:

- Central Sussex College: [www.centralsussex.ac.uk](http://www.centralsussex.ac.uk)
- City College Brighton and Hove: [www.ccb.ac.uk](http://www.ccb.ac.uk)
- East Surrey College: [www.esc.ac.uk](http://www.esc.ac.uk)

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\(^1\) The BSMS is a partnership between the Universities of Brighton and Sussex
• Northbrook College: www.northbrook.ac.uk
• Plumpton College: www.plumpton.ac.uk
• Sussex Coast College Hastings: www.sussexcoast.ac.uk
• Sussex Downs College: www.sussexdowns.ac.uk

Other collaborative provision on a validation or shared delivery basis with smaller, often specialist providers:

• Kent and Medway Training, Dartford: http://www.kmtraining.org.uk/
• KLC School of Design, London: www.klc.co.uk
• Angell Akademie Freiburg, Germany: www.absf.de/cms/
• Wittenborg University of Applied Sciences, the Netherlands: www.wittenborg.eu/
• Ecole de Savignac, France: http://www.ecole-de-savignac.com/en/
• Mauritius Institute of Education: http://www.mie.ac.mu/

More information can be found at Educational Partnerships.

1.6 External examiners with responsibility for collaborative courses should also refer to section C for further information.

2 Appointment of external examiners

2.1 The authority for appointing external examiners rests with the Academic Board which delegates this responsibility to the Academic Standards Committee (ASC). ASC oversees the work of the Subcommittee for External Examiner Nominations (SCEEN) in relation to the appointment of external examiners for taught courses.

2.2 External examiners for Brighton and Sussex Medical School (BSMS) joint programmes are appointed on behalf of both the University of Brighton and the University of Sussex. BSMS external examiners operate under BSMS policy/regulations and practices managed and approved by the Joint Academic Review Board (JARB) for both Universities.

BSMS appointments are managed by the University of Sussex. BSMS external examiners will receive an external examiners’ handbook from BSMS which is a variant of this handbook, incorporating UoS requirements, and which details BSMS policy.

2.3 The University applies the UK-wide set of criteria for appointing external examiners set out in Chapter B7: External Examining of the UK Quality Code for Higher Education.

2.4 The nomination form for appointment of an external examiner and details of the appointment procedure are available from the external examiners’ homepage.

2.5 External examiners are appointed by the University normally for a period of four years, with an exceptional extension for one year to ensure continuity. Nominees should have had no formal association with the University or its Partner Institutions for at least five years. Full appointment criteria can be found in GEAR I3.1.1.

2.6 The University ensures that all of its courses and modules are allocated an external examiner, and that new external examiners are appointed promptly and with no gaps between their periods of tenure.

2.7 Undergraduate appointments will normally commence on 1 October of a given year and expire on 30 September, although where appropriate, appointments may be for a full calendar year (commencing on 1 January and expiring on 31 December). In addition, an external examiner may be asked to
respond, after the formal expiry of his/her term of office, to queries raised during his/her term, or relating to work considered as part of his/her duties.

2.8 The University may agree to the appointment of a Chief External Examiner from within a team of approved external examiners and this will be included on the letter of appointment. The approval of the appointment of a Chief External Examiner who is to act in this capacity is subject to the normal criteria and the person will be expected to have subject and/or course responsibilities within the team.

2.9 In order to protect their independence, external examiners should not act as consultants to a course team on course design, or be members of any panel(s) established to review the course(s) they examine during the period of their appointment, although they may be consulted on proposed changes to the existing module(s) or course(s) for which they have responsibility.

2.10 Academic Services maintains the University database of external examiners (including those for partner colleges). This allows for the production of information to the Sub-Committee for External Examiner Nominations and to log incoming annual reports.

Copies of the personal information provided by external examiners to support the appointment are processed and held by the University in compliance with the Data Protection Act 1998. Information provided on the nomination form is kept securely both electronically and as a paper-based record for 6 years from appointment. Personal data is kept for the purposes of appointment, communication with external examiners and for payment of fees and expenses.

2.11 Details of the payment of fees and expenses can be found in section E.

In line with the Immigration, Asylum and Nationality Act 2006 external examiners undertaking paid work for the University of Brighton are required by law to provide evidence that they are entitled to work in the UK. External examiners are informed about this requirement in their letter of appointment. External examiners are asked to bring appropriate and original identification on their first visit to the University/Partner Institution. This will be photocopied by a member of the administrative staff and forwarded to Human Resources, University of Brighton.

The following are acceptable documentation:

- If you are a UK citizen:
  - your passport or
  - full birth certificate issued in the UK which includes the name(s) of at least one of the holder’s parents and an official document giving the person’s permanent National Insurance Number and their name, issued by a Government agency or previous employer;
- If you are from a European Economic Area: your passport or National Identity Card;
- If you are a non-European: your passport and Visa/entry clearance stamp/biometric immigration card issued by the UK Border and Immigration Agency giving permission to stay in the UK.

Payment of fees may be delayed where proof of eligibility has not been received by the University.

2.12 It is now a requirement that the University includes the name, current position and institution of the appointed external examiner in module or course information (e.g. handbooks) provided to students. Where the external examiner has been appointed to fulfil a role on behalf of a PSRB this will also be included in course information.
Students are made aware that it is inappropriate for them to make direct contact with external examiners. Where students have issues regarding academic performance in assessments, they may use other appropriate University procedures such as the appeals procedure or complaints procedure or should contact the Students' Union Support Service and/or their Course Leader.

In the event of any student making contact, external examiners are asked to refer such contacts to the University immediately.

Please inform externalexaminers@brighton.ac.uk of any changes to your contact information so that we can keep your details up to date.

2.13 As part of the nomination process, external examiners are asked to declare any relevant interests. If your circumstances change significantly please inform the University (Chair of examination board) as soon as possible so as to avoid a conflict of interest.

External examiners who retire during their period of appointment may normally be permitted to continue at the University provided there is sufficient evidence of continuing involvement in their academic area.

2.14 If you are unable to continue with the appointment please let the University know (refer section A6). The University may discontinue an external examiners’ appointment where it is deemed appropriate (refer section A7).

2.15 In line with QAA guidelines, the University expects that its external examiners will normally hold no more than two external examiner appointments for taught programmes/modules at any point in time. You are asked to inform the University if you are considering taking on additional external examining duties at another institution which would be in excess of this.

3 Information and documentation provided to external examiners

3.1 Your letter of appointment

3.1.1 Following the approval of an external examiner’s appointment by the Academic Board of the University of Brighton, the external examiner will receive a letter of appointment from the Pro-Vice-Chancellor (Education & Student Experience), setting out contractual arrangements. This will include details of:

- the course/programme or subject area for which the external examiner has been appointed, including any specific modules which the external examiner is asked to take responsibility for;
- the period of appointment, including start and end dates;
- information about the fee for external examining;
- information about the University’s examination and assessment regulations;
- information about the requirement to submit an annual written report to the Vice-Chancellor;
- information about the requirement to provide proof of eligibility to work in the UK;
- details of the annual External Examiners’ Induction Workshop held annually at the University.

3.1.2 External examiners are requested to send a written acknowledgement and acceptance of the appointment to the University.

3.1.3 The letter of appointment will also provide details of how the external examiner can access the University’s examination and assessment regulations, and External Examiners’ Handbook. In particular the external examiner will be directed to view the following documentation on the University website:

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1 A list of modules for which the external examiner has responsibility will be provided by the School following appointment (also refer nomination form for details)
• the University’s *General Examination and Assessment Regulations for Taught Courses (GEAR)*;
• the *External Examiners’ Handbook*.

### 3.2 Documentation

**3.2.1** Schools and Partner Colleges\(^2\) have responsibility for the day-to-day liaison with external examiners. The Head of School/HE Manager will ensure that the external examiner is provided with course-specific information and that if you are new to external examining, you are provided with appropriate support for the first year of your appointment. This could take the form of being part of a team of external examiners or a mentoring arrangement with a more experienced external examiner.

**3.2.2** The School/Partner College/Course team will provide relevant information on the course and modules for which you have responsibility including:

- the programme specification for the course for which the external examiner has responsibility (including course aims and learning outcomes);
- course and module handbooks (as applicable);
- any course-specific regulations, including any PSRB requirements and relevant professional issues, such as fitness to practise;
- the external examiner’s role in relation to the overall external examining team (where appropriate);
- mentoring arrangements\(^3\) (where appropriate);
- assessment information/schedule and marking/grading criteria;
- arrangements for commenting on final draft examination papers;
- marking and internal moderation procedures;
- the dates of examination board meetings at which attendance is required.

You will be provided with the name of the person to act as primary contact.

It is expected that the course team will provide an incoming external examiner with:

- a copy of the final report of the outgoing external examiner previous external examiner’s report and course response.
- a copy of the most recent Course annual monitoring report.

**3.2.3** During your appointment, the School/Partner College or course team will liaise with you about arrangements for the external moderation of students’ work.

**3.2.4** The course team should keep the external examiner informed about appropriate developments to the course and its modules, including providing the external examiner with information about the annual evaluation of the course and any amendments to its regulations. The external examiner has the right to be informed of major changes to the course and may be consulted in advance about proposed changes.

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\(^2\) Liaison with external examiners will either be managed by the Partner College concerned (non-consortium courses) or Partnership Office (consortium courses where the university is not a delivering partner). Where the university is a delivering partner in a consortium, liaison remains with the School.

\(^3\) Refer *Application for the approval of an external examiner for a taught course*, for further details.
3.3 Extension and/or reallocation of your appointment

3.3.1 Where an external examiner’s period of appointment at the University has been extended for one further year, or where a current external examiner is willing to have their duties at the University reallocated (within the permitted period of appointment) a letter from the Pro-Vice-Chancellor (Education & Student Experience) detailing the changes to the appointment will be sent to the external examiner.

4 Preparing for your role - induction and briefing of external examiners

4.1 Induction and briefing of external examiners new to the University of Brighton is shared between the School/Partner College and Academic Services. The School/Partner College has responsibility to provide all material relevant to assessment, to advise external examiners of the arrangements for examiners’ meetings and to brief external examiners on all relevant aspects of the operation of the course/programme. This may involve an informal visit by the external examiner to the School/Partner College to meet staff.

4.2 You will also be invited to the University’s External Examiners’ Induction Workshop run annually by Academic Services, to which all external examiners new to the University are invited. The workshop covers generic information on:

- the role and responsibilities of the external examiner at the University of Brighton;
- the University’s *General Examination and Assessment Regulations*;
- examination boards at the University;
- administrative arrangements including: submission of reports, claims for fees and expenses and contact information.

The day also provides an opportunity for external examiners to meet with members of staff and colleagues.

Please see the External Examiners’ homepage for more information about the next workshop. Materials from the workshop are also published on the homepage for external examiners to download.

4.3 Together with the information in this handbook and materials sent to the external examiner, these arrangements aim to ensure that external examiners become familiar with the course/programme for which they are appointed, develop working relationships with appropriate staff within the School/Partner College, and gain knowledge of the University's examination and assessment regulations, including its assessment and award processes.

5 University guidelines for the engagement of and with external examiners

5.1 Introduction

The following guidelines supplement those in the University’s *General Examination and Assessment Regulations* for taught courses (GEAR) and aim to ensure that the University’s expectations for external examiner involvement in the assessment process, and sector quality assurance requirements continue to be met.

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4 AS&P/HG/May 2013/Approved ASC May 2013/Revised July 2013 post ASC and APC (7July 2013)
5 The guidelines take into account the QAA Quality Code chapters B7: external examining and B6: assessment of students and APL
5.2 Ongoing engagement during the academic year, moderation of students’ summative assessment and examination boards

5.2.1 It is an institutional expectation that course teams proactively engage with external examiners when moderating student summative assessment and that external examiners attend all examination boards for which they are members as determined by the University.

5.2.2 Ongoing engagement

i. The Course Leader\(^6\) is responsible for engaging with the external examiner(s) for the course throughout the academic year. This includes ensuring that there are appropriate arrangements for the external moderation of students’ summative assessment and for the participation of external examiner(s) in examination boards.

ii. Where this engagement appears to be at risk (whatever the reason) the Course Leader should contact an appropriate member of the School e.g. Head of School, Division or Assistant Head, and Partner College based Course Leaders should contact their HE Manager and the Partnership Manager at the University, so that alternative arrangements can be made and the Pro-Vice Chancellor (Education & Student Experience) (as Chair of ASC) advised where necessary.

   This may include where the external examiner has indicated that they will be unable to fulfil their role for a period of time due to extenuating personal circumstances and another external examiner will need to be approved and appointed by the University as a stand in.

5.2.3 Moderation of students’ summative assessment

i. The Course Leader should ensure that the external examiner is provided with a representative sample of students’ summative assessment at all levels which contribute to the award in line with the University’s guidelines on moderation.

ii. The arrangements for the external moderation of work, including how and when external moderation is to take place should be explicitly agreed through consultation between the Course Leader (or course team) and the external examiner. For example, whether samples of students’ work are sent to the external examiner or the external examiner reviews students’ work/artefacts at the University/partner institution prior to the examination board meeting.

   External examiners are asked to confirm in their annual report that the provision of material and arrangements for external moderation was sufficient to enable them to fulfil their role as an external examiner. This should be monitored by course/programme boards.

iii. Where the external examiner raises serious issues about the accuracy of marking with the Course Leader these should be brought to the attention of the Chair of the examination board.

iv. External moderation of students’ summative assessment should take place and the observations of the external examiner received prior to the examination board meeting\(^7\) at which the marks for the students’ assessment are agreed.

5.2.4 Examination boards

i. Chapter B7 of the QAA UK Quality Code for higher education indicates that membership of the relevant examination board is ‘fundamental to carrying out the role of an external examiner’.

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\(^6\) or Programme Leader or nominee as appropriate

\(^7\) Area Examination Board in a two tier system and Course Examination Board in a single tier system
External examiners are full members of examination boards and should be given the opportunity to attend all examination boards, including additional and reconvened examination board meetings. The external examiner appointment letter indicates the requirement to attend examination boards and Schools/Partner colleges are responsible for providing external examiners with the dates of examination board meetings at which attendance is required. Heads of School or the Partnership Office (for college based courses) should write to external examiners to advise them of the requirement to attend end of year examination boards.

ii. External examiners should attend main session examination boards, including Area Examination Boards and Course Examination Boards that make decisions about students’ performance on modules and recommendations for awards.

Attendance normally means in person but can, in exceptional circumstances, be via Skype or via the use of teleconferencing technologies with prior authorisation from the Registrar and Secretary.

iii. External examiners need not attend referral examination boards at which the outcomes of referrals are considered. However where awards are being considered the external examiners should be available for consultation via email or telephone, where necessary.

iv. External examiners appointed as Area external examiners for a module(s) only are not required, but may request, to attend the Course Examination Board which considers the progression and awards of students registered on courses to which that module(s) contributes.

v. In the case of a programme with a number of routes, a Chief external examiner may be appointed, from a group of Course external examiners, to attend the Course Examination Board.

vi. In exceptional circumstances, where several courses share a Course Examination Board, a Course external examiner need not attend the examination board which considers the course for which he/she is responsible provided that the Course external examiner(s) for the other course(s) being considered is/are present.

vii. Where an external examiner has indicated that they exceptionally cannot attend an examination board in person, the Course Leader should:

a. report this to the Chair of the Examination Board and the reason for this;

b. make arrangements to ensure that the external examiner’s observations of external moderation of students’ work are considered at the examination board, for example through a written report. In addition, where awards are to be recommended at the examination board, the external examiner should be available for consultation by telephone or other method as appropriate.

viii. The Chair of the Examination Board is required to confirm, through an item on the agenda, that students’ summative assessment has been moderated by the external examiner(s) even if the external examiner(s) is not present at the examination board, and that there are no

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8 Typically course teams
9 GEAR I 2.7.2
10 ASC minute 1745. This is particularly important where an external examiner has not been able to attend a semester one Area Examination Board at which marks for modules for which they are responsible were considered
11 Dependent on the organisation of the examination board, see also 5.2.4 vi
12 Requirements for external moderation, including sample size are provided in the University’s guidelines for the moderation of summative assessment
outstanding issues with the internally agreed marks, before marks are agreed by an examination board.

If the external examiner’s involvement to date cannot be confirmed by the Course Leader, the Chair of the Examination Board should enquire what alternative arrangements have been put in place. The examination board should proceed with its recommended decision making based on the internally moderated marks. The matter should be referred to the Chair of the Sub-Committee for Assessment (SCA) to consider where further action should be taken to safeguard examination board decisions, or for Partner college based courses, refer to the Chair of Further Education College Sub-Committee (FECSC). Following the outcome of the Chair of SCA or FECSC’s decision regarding whether further action is necessary, the Chair of the examination board has the authority to finalise the recommended decisions of the examination board or where necessary, advise the examination board of the actions to be taken to secure the marks.

ix. Failure to attend examination boards without good cause, and where the external examiner makes no alternative arrangement, is considered by the University to be a reason for early termination of the external examiner’s appointment. Attendance at examination boards should be monitored by School Boards or relevant sub-committee of the FECSC and issues reported to Academic Services.
6 **Resignation and interruption of appointments**

6.1 Where an external examiner is unable to continue to the end of their period of appointment, or where the external examiner is likely to be unavailable for an extended period of time during their appointment, the external examiner should resign and, where possible, give the University three months notice so that a replacement can be found and appointed in good time.

6.2 An external examiner also has the right to terminate their appointment early for non-payment of fees by the University if these have not been paid within three months of the University receiving the external examiner’s annual report and claim form for fees.

6.3 Letters of resignation should be addressed to the Pro-Vice-Chancellor (Education & Student Experience). Resignations by external examiners will be reported to Sub-Committee for External Examiner Nominations.

7 **Early termination of external examiner appointments**

7.1 External examiners have an important role in contributing to the University’s management of standards and quality. Any failure to fulfil the role is viewed seriously and action taken, including early termination of the appointment, where appropriate. The Academic Board may terminate the appointment of an external examiner, at any time before the completion of his/her period of appointment for the following:

i. failure to comply with the University academic regulations relevant to their appointment as set out in the University’s *General Examination and Assessment Regulations for Taught Courses* and where the appropriate Head of School or Pro-Vice-Chancellor (Education & Student Experience) are unable to resolve the matter with the external examiner;

ii. failure to attend examination board(s) (where attendance is required) without good cause and without the prior agreement of the Chair of the Examination Board;

iii. failure to submit an annual report within the specified time, or the provision of an incomplete report;

iv. where there has been a change in the personal circumstances of the external examiner and where a potential conflict of interest arises which cannot be satisfactorily resolved;

v. where there has been a significant change in the circumstances related to the course/programme of study to which the external examiner has been appointed e.g. discontinuation of the course/modules.

7.2 Where circumstances arise which meet the criteria for early termination of an external examiner’s appointment, the following procedure should be used:

i. the Course Leader provides details of the external examiner and the circumstance(s) under which they wish to terminate his/her appointment to the Head of School/Chair of the Further Education College Sub-Committee (FECSC);

ii. the Head of School/Chair of FECSC should consider the matter and where appropriate refer the matter in writing to the Pro-Vice-Chancellor (Education & Student Experience) as Chair of the Academic Standards Committee (ASC), giving reasons for the request;

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13 The University should give sufficient advance warning to external examiners of the dates of Examination Boards.
iii. the Pro-Vice-Chancellor (Education & Student Experience) will write to the external examiner on behalf of the Academic Board. The letter will outline the circumstances and ask for a response from the external examiner. If a satisfactory solution cannot be found, the appointment will be terminated;

iv. the early termination of an external examiner’s appointment will be noted at SCEEN.
Section B: The role and responsibilities of external examiners

1 The role of the external examiner at the University of Brighton

1.1 The QAA UK Quality Code for Higher Education chapter B7: External examining indicates that the essential role of the external examiner is in assisting the awarding institution to maintain the academic standards of its awards. Responsibility for the setting of academic standards lies with the awarding institution and is carried out through formal processes of validation using other forms of externality.

1.2 In carrying out their role, the University expects its external examiners to provide informative comments and recommendations on whether or not:

- the University is maintaining the **threshold academic standard** set for its awards in accordance with the frameworks for higher education qualifications and applicable subject benchmark statements;

- the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the institution’s policies and regulations;

- the academic standards and the achievement of students are comparable with those in other UK higher education institutions of which the external examiners have experience.

In addition to their role in relation the threshold academic standards, external examiners also have an important role in the enhancement of quality by contributing to the development of the University’s provision, through identifying examples of good practice and potential areas for development. In particular, the University expects its external examiners to provide information comment and recommendations on:

- good practice and innovation relating to learning, teaching and assessment observed by the external examiners;

- opportunities to **enhance the quality of the learning opportunities** provided to students.

1.3 External examiners are asked to report annually to the Vice-Chancellor, as Chair of the Academic Board, on the standards of awards and the appropriateness of procedures used to determine progression and awards. The external examiner has the opportunity to provide this information through their annual report and attendance at examination boards. For further details refer section D.

1.4 External examiners should not divulge to any third parties any confidential information or material provided by the University of Brighton in connection with their role and responsibilities as an external examiner.

2 Responsibilities of the external examiner: Assessment

2.1 The University’s **Assessment Policy** sets out the requirements for marking and moderation of summative assessments. Schools/Partner Colleges have responsibility to establish procedures for marking and internal moderation, taking into account discipline differences.
Course teams are responsible for ensuring that there is appropriate internal review and approval of summative assessment tasks and that there are appropriate arrangements for the marking and moderation of students’ work.

2.2 The involvement of external examiners is required for all levels of assessment that contribute to the award classification.

2.3 Review of assessment tasks

2.3.1 To fulfil their role and to obtain evidence on which to base their judgements, external examiners are asked to consider the form and content of the assessment tasks that are used to assess students.

2.3.2 External examiners should be given the opportunity to review and comment on final draft examination questions and papers, together with model answers/outline answers/ marking schemes, or assessment criteria as appropriate, before they are given to students. The Module Leader will clarify with the external examiner the procedures for consideration of examination questions and papers. External examiners asked to comment on the clarity, fairness and consistency of the proposed assessment, including whether it is at an appropriate level of study. A response to the external examiner on any suggested amendments to papers should be provided.

2.3.3 There is no University requirement for external examiners to be consulted on other types of assessment tasks before being taken by students. It is expected that external examiners would receive details of the assessment scheme/schedule (which provides details of the range of coursework tasks set) at an appropriate point in time. External examiners may however request to see a sample of assessment tasks, before they are given to students and in consultation with the appropriate internal examiner(s).

2.4 External moderation of student assessment

2.4.1 External examiners are expected to review students’ summative assessed work that contributes to a module mark including coursework elements and examinations, to ensure internal consistency of marking and external comparability of standards. This is achieved through a review of a representative sample of student work, although external examiners have the right to see all assessed work in order to select an appropriate sample for moderation and may request a larger sample. How the sample will be selected should be agreed between the course team and external examiner in advance.

2.4.2 The precise size and distribution of the sample will vary according to student numbers. For components which have been studied by a small number of students, it may be appropriate that each item is reviewed. However, as a rule of thumb, it is anticipated that the sample will represent either 10% or the square root of the number of students studying the component. There is no requirement that external examiners see all work which has been awarded a fail, or all that has been awarded a mark in the first class range. The emphasis is rather on gaining confidence in the standards and procedures adopted by the marking team.

2.4.3 The work may be sent to the external examiner in advance of the examination board meeting or arrangements made so that the external examiner can view work at the University before the examination board meeting.

2.4.4 External examiners should not be used as third markers and it is not the role of external examiners to adjudicate between internal examiners who have arrived at different marks or grades for the same piece of assessed work, which should be resolved by the School/Colleges. The Chair of the Examination Board is fundamentally responsible for the resolution of internal disputes. External
examiners are regarded as having an auditing role to check marking standards and make judgements separately from internal examiners.

2.4.5 External examiners are not responsible for the assessment of individual students, except where this role is required of the external examiner by a Professional Body and this is justified and agreed at the time of validation, or where expressly invited to review a student's work by the Chair of the Examination Board. Some Masters courses offered by the University do not have a set curriculum; the curriculum is instead agreed with the student when he/she enrols. These courses include the MA Design by Independent Project, and the MSc by Work-based Learning. An external examiner for these programmes is asked to consider the level of the student's work, and whether it is of a similar standard to other Masters courses elsewhere. This may include an assessment of the stated learning objectives of the programme, and their suitability for an award at Masters Level.

2.4.6 The responsibility for moderation arrangements and agreeing marks and awards rests with the members of the Examination Board. As a full member of the Examination Board, the external examiner has the right to contribute to any discussion about the moderation of marks, and on progression and award decisions of individual students.

External examiners may not alter the marks awarded by the internal examiner(s) to individual students. This is because, as only a sample of scripts is considered, it would be unfair for marks to be changed only for those students whose scripts were included within the sample. The role of the external examiner is to comment on the marking and highlight any areas or concern. If, having sampled the assessed work, the external examiner is seriously concerned about the accuracy of the marking for a course component, then the assessed work for all the students studying that component should be reconsidered by appropriate staff within the University, with the involvement of the external examiner, and marks for all the students moderated as necessary.

2.4.7 External examiners have authority to report their concerns about standards of assessment and performance, particularly where they consider that assessments are being conducted in a way that jeopardises either the fair treatment of individual students or the standard of the University's awards. These concerns should be expressed prior to decisions being made at the Examination Board.

2.5 Meeting with students.

2.5.1 At the University of Brighton, there is no formal requirement for the external examiner to meet with students. However providing external examiners with an opportunity to meet with student may be deemed appropriate by the course team depending on the nature of the discipline and/or assessment method.

2.5.2 External examiners may also find it useful to have a more general meeting with groups of students in order to help them form a view about the course(s)/subject area(s), the assessment process, the overall quality and standards of the course and obtain feedback on the student experience. Where the course team provides an opportunity for the external examiner to meet and to talk to students, clear guidance should be provided to students about the purpose of the meeting. If an external examiner wishes to meet with students this should be discussed with the Course Leader so that appropriate arrangements can be made.

2.5.3 External examiners do not normally have the right to request to conduct a viva voce or oral examination of any student on a course unless agreed at the time of validation of the course, e.g. there is a PSRB requirement.

An external examiner may be invited to be involved in interviewing a student for the purpose of
providing an alternative or additional assessment where valid reasons for poor performance have been established (refer General Examination and Assessment Regulations for Taught Courses section D3).

3 Responsibilities of the external examiner: Examination Boards

3.1 Examination board structure

3.1.1 Membership of all examination boards is approved annually by the Sub-Committee for Assessment/ FEC Sub-Committee on behalf of the Academic Board. Schools/Partner Colleges/Partnership Office are responsible for determining the timing of examination boards.

3.1.2 The University operates a two-tier examination board structure for most of its modular courses, comprising:

- Area Examination Boards (AEB) and
- Course Examination Boards (CEB).

In some cases a joint AEB/CEB operates for a course, undertaking the role of both boards.

3.2 Area Examination Boards

The Area Examination Board considers the results of individual modules.

The Area Examination Board is responsible for:

- confirming the numerical marks in modules for students
- determining the result as pass, refer or fail
- determining the nature of any referral.

The circumstances in which an Area Examination Board may moderate marks are outlined in the General Examination and Assessment Regulations.

Once marks have been confirmed by the AEB, they are submitted to the appropriate CEB and cannot be subsequently changed.

AEBs are also responsible for reviewing assessment procedures for each module to ensure that they remain appropriate to test the respective learning outcomes.

3.3 Course Examination Boards

3.3.1 The Course Examination Board considers results of individual students (i.e. the aggregate performance of individual students).

Course Examination Boards meet at the end of a stage of study and again to consider the outcomes of student referrals and deferrals.

The Course Examination Board receives the marks awarded to each student on the course from the respective Area Examination Board(s) responsible for the modules that the student has studied and the recommendations about retrieval arrangements for students that have failed module(s). The Course Examination Board may not alter the marks it receives from Area Examination Boards.

3.3.2 The Course Examination Board endorses referral decisions and is responsible for making decisions about:
• Progression
  o Unconditional or conditional (repeat trailing)
  o Compensation

• Do not progress
  o Repeat at same level of study

• Exclude on academic grounds (exit award where applicable)

• The final award (including classification).

3.3.3 Only the Course Examination Board has authority to recommend to the University the conferment of an award. The decision of a properly constituted Examination Board cannot be amended by any other body except in cases of academic appeal.

3.3.4 A sub-group of the Course Examination Board will meet prior to the board to consider claims for mitigating circumstances and will decide whether these are upheld or not upheld. The Chair of the Course Examination Board will be provided with this information. The Course Examination Board will take this into account when making its decisions. Where a claim is upheld the Course Examination Board will normally give the student a deferral (opportunity to take the assessment as if for the first time and the module is not capped).

3.3.5 The Course Examination Board will also receive reports from Academic Misconduct Panels which meet to consider cases of academic misconduct. The CEB will implement the decision of an Academic Misconduct Panel.

3.4 External examiners and examination boards

3.4.1 External examiners are notified of the dates of examination boards in advance, and are required to attend all Examination Boards meetings that agree marks and final awards, at which their attendance is required.

As full members of examination boards, external examiners participate in the decision-making process and assist the Examination Board in reaching its decisions. External examiners should draw any issues of concern that remain unresolved to the attention of the Chair of the Examination board, before the start of the meeting. External examiners have an opportunity to provide oral feedback on their observations of the assessment process and comparability of standards, usually towards the end of the Examination Board.

If an external examiner exceptionally cannot attend an Examination Board meeting where his/her attendance is required, appropriate arrangements should be made by the School/Partner College to ensure that the external examiner receives all the relevant information before the Examination Board meeting and that his/her observations and views are considered at the meeting e.g. through a written report. In addition, the external examiner should be available for consultation by telephone or other method as appropriate.

3.4.2 The University deems that, in confirming the academic standards of a final award, an external examiner confirms that he/she endorses the level and standards of its component parts as appropriate to the structure of the award.

3.4.3 External examiners are asked to sign a Statement of Procedural Compliance (along with the Chair of the examination board) at the end of all examination boards to indicate that:
the academic progress and performance of each student has been fully and fairly discussed;
- the decisions reached were in accordance with the published regulations;
- the attached attendance sheet records the staff that were present and constituted the examination board.

Whilst the external examiner has the right not to sign the *Statement of Procedural Compliance*, the final recommendations of an examination board are the collective, consensus views of examination board members, including the external examiner(s), and the final decision on the outcome of assessment rests with the Chair of the examination board.

Where the external examiner is unwilling to sign the *Statement of Procedural Compliance*, they should make a separate written report to the Vice-Chancellor as Chair of the Academic Board detailing their concerns within 7 days of the examination board. Following the examination board, the Chair of the Examination Board will report the matter to the Registrar and Secretary who will consider the matter taking advice from the Chair of the examination board, evidence submitted by the external examiner and advise the Chair of the Academic Board. The results of the examination board will be ‘held’ until the matter is resolved to the satisfaction of the Chair of the Academic Board.

3.4.4 Although external examiners, as members of an examination board, must be fully associated with all appropriate decisions of that examination board, they have no legal responsibility for any subsequent action taken by the University in connection with a student’s performance (such as the suspension or exclusion of a student from the University). Likewise, the external examiner may not be held responsible for any violation or variation of the approved assessment arrangements.

Where an external examiner disagrees with the recommendation of an Examination Board, the matter should be decided by the Chair of the Examination Board who has ultimate responsibility.

3.4.5 External examiners have the right to submit a confidential report to the Vice-Chancellor, as Chair of the University’s Academic Board, on any matters of serious concern arising from the assessments which put at risk the standards of the University’s awards.

3.5 Mitigating circumstances and academic misconduct cases

3.5.1 The University has separate procedures for considering mitigating circumstances and academic misconduct cases and these are provided in the *General Examination and Assessment Regulations for taught courses*. The decisions about whether or not to accept mitigating circumstances submitted by students are considered by a sub-group of the Course Examination Board and allegations of academic misconduct are investigated by an Academic Misconduct Panel. As such they are outside the immediate remit of external examiners.

External examiners have no special role in individual cases relating to mitigating circumstances or academic misconduct except, as members of the examination board, to ensure that the University’s relevant procedures have been applied appropriately. Examination boards determine the impact of mitigating circumstances and academic misconduct on students’ progression and award and external examiners can provide valuable advice in cases which have been upheld.

3.5.2 In cases where there is a formal allegation of plagiarism or collusion (*General Examination and Assessment Regulations for Taught Courses*, Section F) on the part of a student, an external examiner has the right to see all of the student’s assessed work and may request to see some or all of the student’s work, where the work concerned relates to components within the remit of the external examiner.
3.5.3 The Chair of the Examination Board may consult with the external examiner about cases of mitigating circumstances prior to the examination board.

3.6 Area External Examiners

3.6.1 External examiners who are appointed for modular courses will be asked to cover certain modules in a discrete area of expertise. Each module is the responsibility of one external examiner. External examiners are known as Area External Examiners and report to the Area Examination Board (the terms of reference for the Area Examination Board can be found in the General Examination and Assessment Regulations for Taught Courses). The group of modules for which an individual Area External Examiner is responsible will be specified at the time of his/her appointment, and may be extended or changed during the term of appointment with prior agreement. Normally a separate external examiner will be responsible for Level 7 modules in the subject area.

3.6.2 The specific responsibilities of an Area External Examiner are to:

i. receive information about the full range of assessments for each module for which he/she is responsible, and make judgements about their clarity, fairness and consistency, where appropriate;

ii. review the assessment process and outcomes by sampling the assessed work for each module for which he/she is responsible;

iii. attend the relevant Area Examination Board which makes decisions about students' performance on modules for which he/she is responsible.

3.6.3 In order to fulfil his/her role an Area external examiner is required:

i. to receive and comment on the form and content of proposed assessed work, where appropriate, that counts towards any University awards for which he/she is responsible, in order to ensure that all students are assessed fairly in relation to the approved programme specification and regulations and in such a way that the external examiner will be able to judge whether they have fulfilled the learning outcomes and standard required. Where he/she is not satisfied with the responses made to comments on the form and content of proposed assessed work, to raise the matter with the Chair of the Area Examination Board as soon as possible. In the event of any conflict not being resolved prior to setting or submission of the piece of work concerned, to ensure that the students concerned are not disadvantaged by any final resolution;

ii. to judge students only on the basis of the work submitted for assessment;

iii. to compare the performance of students with that of their peers on comparable levels of study elsewhere. In judging the standard of assessed work, to sample assessed work within each module in their specified remit;

iv. to have the right only to moderate globally the marks awarded by internal examiners for a particular element of the assessment except when (vi) applies;

v. to agree the method(s) of referral as appropriate, but he/she need not attend the meeting of the Area Examination Board at which the outcome of the referral is considered;

vi. to participate as required in any reviews of marks or grades or decisions about individual students’ academic performance taken during his/her period of appointment as invited by

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14 A specific exception to this may be a project/dissertation module or a work placement or clinical/school experience module, which may be covered by more than one external examiner.
the Chair of the Area Examination Board or the Secretary of the Academic Board;

vii. to report back to the University on the effectiveness of the assessments and any areas for improvement or of good practice;

viii. to provide an annual written report to the Vice-Chancellor, as Chair of the University’s Academic Board, on the processes in which he/she has been involved and comments, critical and constructive, on these processes. In exceptional circumstances, to provide a confidential report to the Vice-Chancellor, as Chair of the University’s Academic Board on any matters of serious concern arising from the assessments, which put at risk the standard of the award.

If an examiner has serious concerns about issues related to standards within the institution, and has exhausted all internal procedures including a confidential report to the Vice-Chancellor, then he or she is invited to raise these via the Quality Assurance Agency’s mechanism for addressing concerns about standards and quality in higher education15.

3.6.4 An Area External Examiner not responsible for a module under discussion within an Area Examination Board is not required to comment on or support any decisions reached regarding the students' performance on that module.

3.6.5 Unless he/she is also the Course or Chief External Examiner, the Area External Examiner for a module is not required, but may request, to attend (not as a member), any Course Examination Board considering the progression of and making awards to students enrolled on courses to which that module contributes.

3.7 Course External Examiners and Chief External Examiners

3.7.1 For each course there is a Course External Examiner who will attend the Course Examination Board (the terms of reference for the Course Examination Board can be found in the General Examination and Assessment Regulations for Taught Courses). In the case of a programme with a number of routes, a Chief External Examiner may be appointed (from a group of Course External Examiners) to attend the Course Examination Board.

3.7.2 A Course External Examiner may be involved in the moderation of the assessments for all of the modules studied by the students registered on the course or this may be shared across a number of Area External Examiners. On some courses students select modules from a wide range of options, and may in addition take some modules in a separate subject area altogether. For example, an engineering student might take modules in business. One Course external examiner may be appointed to a number of courses which share one Course Examination Board.

3.7.3 The Course external examiner is appointed to ensure that justice is done to each individual student, and that appropriate standards are maintained. This may be achieved by considering the learning outcomes for the course as a whole and considering whether or not the modules which make up the award continue to be appropriate.

3.7.4 A Course External Examiner may be given the responsibility for any synoptic modules which are exclusive to a single course. In such a case he/she may expect to:

i. receive information about the form and content of the full range of assessments for these modules and to make judgements about their fairness and consistency, where appropriate;

15 Further information is available on the QAA website: http://www.qaa.ac.uk/Complaints/concerns/Pages/default.aspx
ii. review the assessment process and outcomes by sampling the assessed work for these modules.

3.7.5 The Course (or Chief) External Examiner is required to attend the Course Examination Board which considers the course for which he/she is responsible. In exceptional circumstances, where several courses share a Course Examination Board, the Course External Examiner need not attend the Examination Board which considers the course for which he/she is responsible provided that the Course External Examiner(s) for the other course(s) being considered is/are present.

3.7.6 A Course External Examiner not responsible for the course under discussion within a Course Examination Board is not required to comment on or support any decisions reached regarding the students enrolled on that course.

3.7.7 In order to fulfil his/her role a Course (or Chief) external examiner is required:

i. to ensure that the regulations are applied equitably;

ii. to ensure that standards of the award(s) are upheld by judicious application of the regulations;

iii. to participate as required in any reviews of decisions about individual students’ academic performance taken during his/her period of office as invited by the Chair of the Course Examination Board or the Secretary of the Academic Board;

iv. to report back to the institution on any areas for improvement or of good practice;

v. to provide a written annual report to the Vice-Chancellor as Chair of the University’s Academic Board on the processes in which he/she has been involved and comments, critical and constructive, on these processes. In exceptional circumstances to provide a confidential report to the Vice-Chancellor, as Chair of the University’s Academic Board, on any matters of serious concern arising from the procedures and regulations and which put at risk the standard of the award.

If an examiner has serious concerns about issues related to standards within the institution, and has exhausted all internal procedures including a confidential report to the Vice-Chancellor, then he or she is invited to raise these via the Quality Assurance Agency’s mechanism for addressing concerns about standards and quality in higher education16.

3.8 Responsibilities of an external examiner in a single tier scheme

3.8.1 Where there is a single examination board to confirm marks and consider the progression and award of students, the external examiner is required:

i. to receive and comment on the form and content of proposed assessed work, where appropriate, that counts towards any University awards for which he/she is responsible, in order to ensure that all students are assessed fairly in relation to the approved programme specification and regulations and in such a way that the external examiner will be able to judge whether they have fulfilled the learning objectives and standard required. Where he/she is not satisfied with the responses made to comments on the form and content of assessed work, to raise the matter with the Chair of the Examination Board as soon as

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16 Further information is available on the QAA website: [http://www.qaa.ac.uk/Complaints/concerns/Pages/default.aspx](http://www.qaa.ac.uk/Complaints/concerns/Pages/default.aspx)
possible. In the event of any conflict not being resolved prior to setting or submission of the piece of work concerned, to ensure that the students concerned are not disadvantaged by any final resolution;

ii. to judge students only on the basis of the work submitted for assessment;

iii. to compare the performance of students with that of their peers or comparable levels of study elsewhere. In judging the standard of assessed work, to sample work within each discrete element of assessment within their specified remit;

iv. to have the right only to moderate globally the marks awarded by internal examiners for a particular element of the assessment except when (vi) applies;

v. to agree the method(s) of referral as appropriate, but he/she need not attend the meeting of the Course Examination Board at which the outcome of the referral is considered;

vi. to participate as required in any reviews of marks or grades or decisions about individual students' academic performance taken during his/her period of appointment as invited by the Chair of the Course Examination Board or the Secretary to the Academic Board;

vii. to report back to the University on the effectiveness of the assessments and any areas for improvement or of good practice;

viii. to provide an annual written report to the Vice-Chancellor, as Chair of the University’s Academic Board, on the processes in which he/she has been involved and comments, critical and constructive, on these processes. In exceptional circumstances, to provide a confidential report to the Vice-Chancellor as Chair of the University’s Academic Board on any matters of serious concern arising from the assessments, which put at risk the standard of the award.

If an examiner has serious concerns about issues related to standards within the institution, and has exhausted all internal procedures including a confidential report to the Vice-Chancellor, then he or she is invited to raise these via the Quality Assurance Agency’s mechanism for addressing concerns about standards and quality in higher education17.

4 Responsibilities of the external examiner: Annual reports

4.1 External examiners must submit an annual report to the Vice-Chancellor of the University, as Chair of the Academic Board, on the assessment processes in which they have been involved and any issues relating to these assessments and on the standards and quality of the course(s) and awards for which they are responsible.

4.2 This should be in the format prescribed by the University, detailed guidance is provided in section D.

4.3 External examiners for Brighton and Sussex Medical School joint programmes should use the report template provided by BSMS.

17 Further information is available on the QAA website: http://www.qaa.ac.uk/Complaints/concerns/Pages/default.aspx
1 University guidelines for responsibilities for ensuring the operation of the external examiner process at Partner Institutions

1.1 The following section provides further information and guidance to external examiners who are appointed to courses which are part of the University’s Partnership activities.

The University operates a number of partnership activities including delivery of University-validated programmes (on a sub-contractual and validation funding basis) by partner further education colleges, by other educational providers in the UK, shared delivery of University programmes with overseas partner institutions, and joint awards in collaboration with the University of Sussex.

1.2 The external examining arrangements for programmes which are offered in collaboration with the University’s partner institutions are identical to those for the University’s other provision. In particular:

- external examiners are approved and appointed by the University of Brighton;
- the roles and responsibilities of external examiners for collaborative provision are identical to those of external examiners for other taught provision;
- external examiner reports should be submitted directly to Academic Services and will be circulated to the relevant School and/or to the partner institution. Depending on the nature of the partnership arrangement, response to external examiners will be co-ordinated by the relevant School or by the partner institution.
- the University of Brighton is responsible for the payment of expenses and annual fees to external examiners and all claims should be sent, in the first instance to the identified contact at the University.

1.3 The University will advise external examiners appointed to courses delivered at our partner institutions about any changes to their external examining duties for the start of 2016-17, as appropriate.

2 Responsibilities of partner institutions and the University in relation to the examination process

2.1 Further education colleges

The University works with City College Brighton and Hove, East Surrey College, Northbrook College Sussex, Sussex Coast College Hastings, Plumpton College, Sussex Downs College and Central Sussex College to deliver foundation degrees and honours provision. This work is overseen by the University’s Partnership Approval and Review Committee (PARC) and the Further Education College Sub-Committee (FECSC).

The University appoints a subject representative who is the academic point of contact for a group of programmes in a defined subject area; the partner college appoints a course leader for each programme. Advice and guidance on University policy, process and regulation is provided by the Partnership Office in Academic Services.

For consortium-based programmes that are delivered by a number of colleges, the consortium programme leader is appointed by the University and also acts as the subject representative. Each college in the consortium appoints a site leader responsible for the local management of the programme. The external examiner is appointed for each consortium programme with responsibilities for across all sites of delivery.
2.2 Other delivering partners

The University works with a number of other delivering partners and these are set out in more detail below. Partners may have sole responsibility for delivering programmes leading to University awards, or this work may be undertaken on a shared delivery basis.

2.3 Joint awards

The University offers a number of awards jointly with the University of Sussex. For each course there is a primary administering university responsible for the receipt and distribution of annual external examiner and the payment of fees and expenses.

2.4 Assessment and moderation procedures

2.4.1 The University’s Assessment Policy provides a framework for summative assessment and aims to promote good practice, consistency and rigour in summative assessment design and practice. The Policy acts as an internal reference point for implementation at local level, where local assessment policies/practices reflect the nature of the subject discipline and any PSRB requirements.

2.4.2 PARC and ASC FEC Sub-committee is responsible for ensuring that partner FE colleges and their course teams implement assessment practice including marking and moderation procedures, in line with University requirements. External examiners will be sent information about implementation of policy at partner FE colleges by the Partnership Office.

2.4.3 For programmes delivered by a consortium of colleges, there are two models.

- Model A - where an identical programme is delivered across multiple sites and each delivering partner uses the same programme specification and module specifications. Each delivering partner uses the same assessment briefs which are agreed annually. Cross-College moderation takes place and this is coordinated by the Consortium Programme Leader.
  FdA Business currently operates this model.

- Model B - where the delivering partners in the consortium deliver the programme using the same programme specification and learning outcomes but a degree of variation in the delivery of the programme is allowed and partners may use some different modules. Where identical modules are shared the mode of assessment is consistent across the partners, however assessment briefs and submission deadlines are set up by each individual delivering partner and will vary. Moderation of assessment takes place individually at each delivering partner.
  FdA Travel and Tourism Management operates this model.

For programmes delivered in partnership by other partner institutions in the UK and overseas, the relevant School/Partner College is responsible for ensuring that assessment practice at that partner is in line with relevant University policy and procedure.

2.5 Operation of examination boards at partner institutions

2.5.1 The University of Brighton chairs all examination boards for provision delivered by partner institutions, and approves all examination board constitutions and memberships. The responsibility for collating student achievement information for examination boards varies depending on the nature of the agreement for individual partners and programmes. Guidance and
templates are provided to partner institutions responsible for compiling and presenting this information to examination boards to ensure consistency of practice.

2.5.2 The University of Brighton is registered to use the TurnitinUK Plagiarism Detection Service. Students at partner institutions who, under the terms of the agreement between the University and the partner, are required to enrol with the University are able to access TurnitinUK.

2.6 **Visits to the partner institution**

2.6.1 The number and frequency of visits made by the external examiner to a partner institution should be agreed between the course/programme leader and the external examiner. This may be one visit a year at the end of the academic year to coincide with the examination board, or several where the course/programme has particular requirements e.g. reviewing students’ work that cannot be transported/ sent easily to the external examiner.

2.6.2 Where the external examiner is newly appointed he/she may wish to make an introductory visit to meet teaching staff and/or students and to find out more about the course/programme.

2.7 **External examiner annual reports**

2.4.1 External examiner reports should be submitted directly to the University and will be circulated to the relevant School, to the partner institution and the institution’s chief executive.

2.4.2 As part of the procedures for academic health reporting, all external examiner reports for provision delivered at partner FE colleges are received by the University’s FEC Subject Groups. They are also received and reviewed by partner FEC Higher Education Boards.

3 **University guidelines for responsibilities for ensuring the operation of the external examination process at partner FE Colleges**

3.1 **Introduction**

3.1.1 These guidelines apply to the majority of provision delivered by: Central Sussex College, City College Brighton and Hove, East Surrey College, Northbrook College Worthing, Plumpton College, Sussex Coast College Hastings and Sussex Downs College

This also includes consortium courses where the University is not a delivering partner:
- FdA Business (CCBH and ESC)
- FdA Travel and Tourism Management (CCBH and ESC)
- FdA Event and Tourism Management (CCBH and ESC)

3.1.2 **Exceptions** to these guidelines currently apply to the following consortium courses delivered by partner FE colleges, because the courses are also delivered by the University.

BSc(Hons) Business Management (top-up) (East Surrey College)

PGCE/Cert Ed Further Education and Training (Central Sussex College, CCBH, Northbrook College, SCCH, SDC)

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18 AS&P/HG/May 2013/Approved ASC May 2013/Revised July 2013 post ASC and APC (7July 2013)
Oversight of quality assurance for these programmes will continue to be managed by the relevant School. Additionally, Schools will retain responsibility for the management and quality assurance of collaborative provision delivered by or with its smaller, specialist providers.

3.1.3 ASC Further Education Colleges (FEC) Sub-committee will receive and approve the constitution and membership of examination boards for provision delivered by partner colleges, including appointing a member of University staff to Chair examination boards.

3.1.4 External examiner nominations will be approved by the relevant College HE Board and the FEC Sub-committee before submission to SCEEN.

Information to be provided to external examiners following appointment is included in GEAR (section I 2.7.2). The Course team at the relevant College, or the Partnership Office for consortium provision, is responsible for meeting this requirement.

3.1.5 Requirements for the moderation of students' summative assessment are set out in the University guidelines on moderation. These include minimum requirements for the internal and external moderation of students' work. The Course team is responsible for meeting these minimum requirements.

3.2 Responsibilities of partner institutions and the University in relation to the external examination process

Responsibilities of Partner FE Colleges

3.2.1 The College HE Board (CCBH, Plumpton, SCCH, SDC and Northbrook) is responsible for:

i. receiving proposals for new external examiners, or extensions of tenure, reallocation of duties for existing external examiners, and recommending their approval to the University19;

ii. keeping under review the schedule of external examiner appointments;

iii. oversight of the College’s external examiner reports.

3.2.2 The Course Leader is responsible for:

i. engaging with the external examiner(s) for the course throughout the academic year. Where this engagement appears to be at risk (whatever the reason) the Course Leader should contact the Chair of Examination Board and the Partnership Office so that alternative arrangements can be made and the Chair of SCEEN advised where necessary.

This may include where the external examiner has indicated that they will be unable to fulfil their role for a period of time due to extenuating personal circumstances and another external examiner will need to be approved and appointed by the University as a stand in.

ii. ensuring that the external examiner is provided with the required information on appointment (refer External Examiners’ Handbook sections 3.2.2 – 3.2.4), including details of the assessment scheme/schedule for all modules that the external examiner has responsibility for and briefing the external examiner on all relevant aspects of the operation of the course;

iii. advising the external examiner of the arrangements, including the dates/time and venue of all examination boards that the external examiner is required to attend;

19 A member of University staff is appointed by the Chair of APC for review before submission to SCEEN
iv. ensuring that there is appropriate external moderation of all examination papers by the external examiner prior to students sitting the examination (refer University moderation guidelines);

v. ensuring that the external examiner is provided with a representative sample of students’ summative assessed work at all levels which contribute to the award. The selection and composition of the sample of students’ work and when this is provided to the external examiner should be agreed through consultation between the Course Leader (and consortium programme leader where appropriate) and the external examiner (refer 1.6)

vi. making appropriate arrangements for the external examiner to meet with students and for making sure that students are provided with guidance about the purpose of the meeting (refer GEAR);

vii. reporting to the Chair of the Examination Board on all cases where the external examiner has raised serious issues about the accuracy of marking;

viii. reporting to the Chair of the Examination Board on all cases where the external examiner has indicated that they will not be able to attend the examination board and the reason for this;

ix. providing confirmation to the Chair of the Examination Board at the examination board of the external examiner’s involvement to date (and if possible from the external examiner themselves, e.g. through a written report) where the external examiner is absent;

x. writing to an external examiner who has not been able to attend a semester one Area Examination Board at which marks for modules for which they are responsible were considered, to confirm requirement of attendance at the end of year examination boards;

xi. providing a written response to the external examiner’s annual report indicating proposed action to address issues identified by the external examiner, together with a copy of the course annual monitoring report;

xii. ensuring that the external examiners’ annual report is made available in full to students on the course.

Responsibilities of the University of Brighton

3.2.3 The Academic Board (through SCEEN) is responsible for:

i. the approval and appointment of all external examiners to taught courses of the University of Brighton.

3.2.4 The ASC Further Education Colleges Sub-Committee is responsible for:

i. receiving proposals for new external examiners for partner college based programmes, or extensions to tenure, reallocation of duties for existing external examiners, and recommending their approval to the University.

3.2.5 Academic Services (Academic Standards and Assessment) is responsible for:

i. the appointment, induction of new external examiners and the payment of external examiners;

ii. the receipt and distribution of annual external examiners’ reports to Partner Colleges and to FEC Subject Groups which report to the FEC Sub-committee in order to monitor the academic standards of education delivered through the university’s partner FE colleges.
3.2.6 **FEC Subject Groups** are responsible for:

i. reviewing external examiner reports from the subject area specified (including consortium programmes) and reporting the outcomes of the review to FECSC which monitors the standards of education delivered through the university’s partner FE colleges.

3.2.7 **The Partnership Office** is responsible for:

i. ensuring that University procedures for external examining and University/School policies for moderation\(^{20}\) of students’ work are communicated to the appropriate partner college staff

ii. ensuring colleagues at partner institutions are supported in the implementation and operation of external examiner relationships

3.2.8 **Consortium Programme Leader**, is responsible for:

maintaining oversight of the programmes.

The duties of the Consortium Programme leader depend upon the consortium model:

**Model A (FdA Business)**
- To act as the academic lead for the programme
- To maintain oversight of the programmes across the delivering partners
- To coordinate cross-college activities, such as assessment setting and cross-college moderation
- To coordinate module and programme changes
- To attend Course and Examination Boards
- To submit an annual Consortium Programme Leader report, reporting on the academic health of the programme, responding to external examiners and any cross-college issues
- To lead the periodic review of the programmes

**Model B (FdA Travel and Tourism Management, FdA Event and Tourism Management)**
- To maintain oversight of the programmes across the delivering partners
- To approve any module changes or changes to the programme specification prior to proposals reaching the FEC Sub-committee
- To attend Course and Examination Boards
- To submit an annual Consortium Programme Leader report, highlighting any concerns regarding the degree of variation between the programmes and responding to any concerns raised by the external examiner
- To support the periodic review of the programmes

3.2.9 **The Chair of Examination Board** is responsible for:

i. briefing external examiners and taking action to ensure attendance at examination board meetings;

ii. ensuring that where an external examiner is absent, confirmation of their involvement to date is provided by the Course Leader (and if possible from the external examiner themselves) and if this is not possible that the matter is referred to the Chair of FECSC to consider where further action should be taken to safeguard examination board decisions.

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\(^{20}\) Internal and external moderation

University of Brighton: External Examiners’ Handbook (October 2016 edition)
Section D: External examiners reports

1 Introduction

1.1 External examiners’ reports are an integral part of the University’s quality assurance processes and form an important part of the University’s annual monitoring procedures.

1.2 External examiners will often comment orally to the course team, either formally at an Examination Board or informally in discussion during the visit, on issues of concern or suggestions for the future development and delivery of the course provision. This is invaluable in the ongoing process of quality assurance and enhancement.

However, such informal feedback does not obviate the need for this to be included in a written annual report, the main purpose of which is to assure the Academic Board that the standard of the University's awards is appropriate, and its assessment processes fair. The importance of the annual report is indicated by the fact that the University does not authorise payment of the annual fee until the report has been received by the Chair of the Academic Board.

1.3 Reports should be:
   • provided on the University report template;
   • submitted within one month of the final examination board of the academic year;
   • submitted electronically to Academic Services at the University of Brighton.

1.4 External examiners who are completing their period of tenure at the University should provide, as part of their report, an overview commenting on their experiences of the course(s) and any significant changes during their period of appointment.

2 Report form

2.1 The University issues a standard report form. An electronic copy of the form is available from the External Examiners’ homepage:

Please download the form for completion electronically. The form can also be supplied via e-mail by contacting the Academic Services team either by telephone on 01273 642356 or externalexaminers@brighton.ac.uk

2.2 The report template may be subject to change from year to year, so external examiners are requested to download the latest version for completion.

2.3 External examiners have the right to make a separate, confidential report to the Vice-Chancellor on matters of particular importance related to academic standards.

2.4 The annual report form asks external examiners to provide clear information and constructive comments, including supporting evidence, on those areas defined in section B1.2 in relation to academic standards as well as the performance of students in relation to other students on comparable courses nationally and the University’s assessment processes.

In addition the University draws on external examiners’ feedback about good practice in relation to learning, teaching and assessment and enhancement opportunities.

A detailed commentary to each section of the report form is requested including your comments on strengths, areas of good practice and recommendations.
In addition, external examiners are also asked to:

iii. confirm that sufficient evidence was received to enable the role to be fulfilled (including adequate time to consider samples of work and contribute to examination boards). Where evidence was insufficient, external examiners are asked to give details;
iv. state whether issues raised in their previous report(s) have been, or are being, addressed to their satisfaction;
v. address any issues as specifically required by any relevant professional body;
vi. give an overview of their term of office (when concluded).

2.6 Area External Examiners are not required to submit a separate report for each module (except where requested by the Chair of the Examination Board); a composite report meets the University’s needs. Where there are issues which relate to specific modules, these should be contained within discrete sections.

2.7 Where the report covers a course taken on a consortium basis at several Partner Colleges, one report is sufficient. However external examiners should ensure that it is clear from the report which Partner College individual comments are related to so that each College can respond appropriately.

Each consortium programme shares an external examiner and for both models of consortium provision the external examiner is specifically required to confirm whether each of the programmes in the consortium effectively meet the learning outcomes for the programme, as described in the programme specification.

2.8 External examiners’ reports are made available in full to student representatives at Course Boards when these are discussed as part of the annual monitoring of courses. In addition reports may be uploaded to internal VLEs accessible for students on a particular course. External examiners’ reports are also available in full to students on request through the School office/relevant partner institution.

Comments made in external examiners’ reports may have considerable impact on developments to the course, or to the general procedures applied within a subject area. The University wishes its external examiners to provide robust, constructive criticism about its courses where appropriate. However, in the light of the important role played by reports, it does ask that observations, whether positive or negative, should be based on firm evidence which is also cited in the report, to enable further action to be taken by the University as necessary.

Because of their public nature, individual students or staff should never be identifiable within external examiners’ reports, either by name or by implication, irrespective of any issues regarding individuals which the external examiner may wish to pursue through other means. As reports are available to students, they are subject to redaction where an external examiner has:

i. contravened the requirement not to identify individuals;
ii. included something intended to cause harm to the institution or to bring it into disrepute.

3 Submission of reports

3.1 Your report should be submitted to the University within one month of the final Examination Board (excluding referral boards). Please note the University normally only requires the submission of one report per year. (Where an external examiner is unsure when their annual report becomes due, they should contact the School for clarification).
3.2 The completed report form should be submitted to the University as an attachment to the e-mail: externalexaminers@brighton.ac.uk

3.3 The University will acknowledge receipt of reports submitted to this address.

4 **Receipt and circulation of external examiner reports**

4.1 External examiners’ reports are received centrally by Academic Services on behalf of Chair of Academic Board and their receipt acknowledged.

4.2 All reports are initially read by the Quality and Standards Manager (Academic Standards and Assessment) or nominee and then authorised\(^{21}\) for circulation electronically to the appropriate:

- Head of School
- School Administrative Manager/Partner College HE Manager
- Partnership Office - Partnership Administrator

External examiner reports are also sent annually as hard copies to the Partner Institution Principal as appropriate.

4.3 Where a matter of serious concern is raised in the external examiner’s report, the Quality and Standards Manager (Academic Standards and Assessment) or nominee follows the *Procedure for dealing with matters of serious concerns*.

4.4 A copy of all reports is provided annually to the Vice-Chancellor and Pro-Vice-Chancellor (Education & Student Experience)

4.5 On receipt of external examiner’s reports, Heads of School/Partner college HE Managers are responsible for the further circulation of these to Course Leaders within the School. The School/Partner college is also responsible for sending a copy of the external examiner’s report to a PSRB where this is a requirement of that professional body.

4.6 Academic Services monitors receipt of reports and takes action to chase missing reports\(^{22}\).

5 **Consideration of external examiners’ reports and feedback to external examiners**

5.1 All reports are read by the Academic Standards & Assessment Team on behalf of the Pro-Vice-Chancellor (Education & Student Experience) and where specific issues are identified, Heads of School/Partner College Principals or equivalent are asked to respond.

5.2 External examiners’ reports constitute an essential aspect of the University’s quality assurance and enhancement processes. External examiners’ reports are formally considered as part of the annual Academic Health process. The focus of action in relation to external examiners’ reports is at the Course Board level\(^{23}\).

5.3 Course\(^{24}\) reports normally include the full version of an external examiner report. The report should include:

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\(^{21}\) Where specific issue identified Head of School is asked to respond

\(^{22}\) *General examination and assessment procedures handbook*, section E. SCEEN receives a biannual report on those reports that Academic Services are chasing.

\(^{23}\) External examiner reports are also considered in module reports which include a short commentary on any issues raised by external examiners and action to be taken as a result

\(^{24}\) Or programme
• good practice in relation to learning, teaching and assessment identified by the external examiner
• details of action taken or to be taken to address issues identified by the external examiner, including timescale and responsibility for action, or the reason(s) for not taking action,
• a summary of progress on previous action points;

A copy of the course report is forwarded to the Head of School/FEC or HE Manager. The Course Board approves the course report and the School Board/Partner college HE Board receives a copy of the final report.

5.4 External examiners’ reports should be available in full to course representatives on Course Boards25 that meet to consider the course report. Course representatives should be given the opportunity to be fully involved in the annual monitoring and review process, enabling them to understand the comments and issues raised by external examiners within the context of the institution’s response and planned action.

5.5 School academic health reports are considered at School Boards and include a summary of key features of external examiners’ reports and the action being taken as necessary. By this stage courses will have identified issues that should be addressed at School level or above.

5.6 All School academic health reports are considered at the annual Academic Standards Committee Academic Health meeting, where institutional-level issues are noted and actioned. Academic Standards Committee is responsible for the monitoring of such actions.

5.7 Course reports and external examiner reports for the majority of courses taught at partner further education colleges are considered by the sub-committees of ASC Further Education Colleges Sub-committee. Outcomes of this review are reported to Academic Standards Committee.

5.8 Course reports for other partner institutions and a small number of programmes delivered by a consortium of further education colleges and the University are considered by the relevant School. The School has the same responsibility for the consideration of these reports as it does for those courses taught at the University.

5.9 Heads of School/Partner Institution Principals or equivalent are responsible for ensuring that full and serious consideration is given to comments, recommendations and matters of concern raised in external examiners’ reports.

The formal response from the University to the external examiner is an important part of the feedback process and Heads of School or Partner College HE Managers should ensure that the external examiner is sent a copy of the course report, following its approval and discussion at the Course Board. This should be actioned within one month of the Course Board meeting. Schools may also wish to send the external examiner, at a later date, a copy of the School report. This does not preclude an additional separate response to the external examiner by the Course Leader/Head of School/or FE College HE Manager.

Where the external examiner's report is not received in time for inclusion in the course report a separate response to the external examiner will be required to cover the areas in 5.3. Where the external examiner has responsibility at the module level only, the response should be organised at subject level and signed off by the Head of School.

5.10 External examiners are asked to confirm in their annual report that any issues raised in their previous report have been addressed by the School, in order to close the ‘quality loop’.

25 Or staff/student consultative committee as appropriate
6 Institutional-level issues and themes arising from external examiner reports

6.1 Institutional-level issues and themes arising from external examiners’ reports should be identified in School/Partner Further Education College reports so that these can be noted at the annual Academic Standards Committee Academic Health meeting, actions monitored and to share good practice. Additionally, Course Leaders may wish to report any institutional-level issues raised in reports to Academic Services so that they can be considered and actioned as appropriate. The Head of School/FE College HE Manager should also be notified. Responsibility for responding to the external examiner on institutional themes lies with the Head of School/FE College HE Manager. Partner institutions can also refer issues raised in external examiner reports to the University if they relate to the responsibilities of the University.

6.2 A summary report is compiled from information provided in School and Partner college reports in order to draw out common themes, good practice in relation to learning, teaching and assessment and any recurring recommendations for action from external examiners’ reports. The report is considered at the annual Academic Standards Committee Academic Health meeting and provided to Schools/Partner colleges in order to share good practice.

7 Confidentiality of external examiner reports

7.1 External examiners’ reports are an essential part of the University’s quality assurance processes and serious consideration is given to all issues raised in the reports. Reports are considered openly within these processes including meetings within Schools and where appropriate Partner Institutions, relevant University committees, and certain external bodies such as the QAA, Ofsted and Professional, Statutory and Regulatory Bodies. Reports may also be provided to an incoming external examiner and to individual students on request.

7.2 External examiners are advised that, under the Freedom of Information Act (2000), the University may be obliged to disclose the contents of the external examiner's report on request from any individual. External examiners are therefore reminded that individual students should not be mentioned by name or implication in their reports.

8 Matters of serious concern

8.1 If the University’s internal mechanisms for addressing such concerns have been exhausted without a satisfactory resolution, external examiners may wish to use the QAA’s concerns scheme or to contact the relevant PSRB.

The QAA’s concerns scheme relates to systemic failings in an institution’s management of standards and quality rather than isolated cases of practice or personal grievance.

9 Chase-up procedure for late reports

9.1 The Academic Board has agreed the following procedure for the chase-up of late annual reports from external examiners.

Annual reports should be submitted to the University within one month of the final Examination Board attended by the external examiner for the academic year in question.

i. if a report is not received within two months of the final Examination Board, Academic Services will email the external examiner requesting receipt of the report to enable payment of fees to be made. Relevant School and/or partner institution staff will be copied into this correspondence;
ii. where an external examiner report remains outstanding one month following the initial reminder a second reminder will be sent by Academic Services requesting receipt of the report in order to complete the University’s quality assurance processes. School or relevant partner institution staff will again be copied into this correspondence and where appropriate Heads of School (or Course Leaders)/FE College HE Manager should make personal contact with the external examiner to request a report;

iii. where Academic Services has not received a report within one month of the second reminder the Quality and Standards Manager (Academic Standards and Assessment) (or nominee) will write to Heads of School where reports are missing to confirm that:

- a representative sample of students’ summative assessed work, where this contributed to the award, in all areas covered by the external examiner was externally moderated;
- that the external examiner attended the examination board or there was input of other external examiners at the board.

Where alternative arrangements were made to cover the external examiners duties the Head of School will be asked to provide details so that Academic Services’ records can be amended accordingly.

In addition to this, if the external examiner’s tenure is still active the Pro-Vice-Chancellor (Education & Student Experience) will be informed and will write to the external examiner, on behalf of the Academic Board, requesting receipt of a report and indicating that the appointment of the external examiner will be terminated if the University has not received the report within a further two week period.

iv. If the report is not received within two weeks of this letter, the Pro-Vice-Chancellor (Education & Student Experience) will write to the external examiner again confirming that their appointment has been terminated for non-submission of their annual report.

SCEEN will be informed of any termination of an external examiner’s appointment for non-submission of an annual report.
External examiner reporting, scrutiny and response process

School report includes main issues raised by external examiners

Course report includes proposed action to address issues identified by external examiner

Course representative involved in monitoring and review process. Response from course team shows where action is planned

School Administrative Manager, Partnership Office (annually to Principal of Partner College)

Matter of serious concern—follow Procedure for dealing with matters of serious concerns

Report received centrally by Academic Services on behalf of Vice-Chancellor

Copies to Vice-Chancellor and Pro-Vice-Chancellor (Education & Student Experience)

Copy of report to PSRB if required

Copy of Course report to Head of School/FEC HE Manager

Copy of Course report to external examiner
Section E: Fees and expenses payable to external examiners

1 General

1.1 External examiners receive an annual fee which covers all duties carried out on behalf of the University during an academic year. This fee is currently calculated according to the schedule of fees which is published each academic year. This can be found in section 6.

1.2 The Chief External Examiner will receive an additional responsibility fee (6.7).

1.3 Examiners for individual students receive a fee in line with that offered for examining an MPhil thesis.

1.4 The University will also reimburse external examiners for reasonable expenses (section 4) incurred in carrying out their duties and will provide overnight accommodation, if required, in one of the University’s recommended hotels (section 7). External examiners should contact the University School/Partner College/Partnership office to arrange accommodation.

1.5 Claim forms are checked and authorised by Academic Services prior to being sent to Finance for payment. Academic Services need to send authorised claim forms to Finance by the first week of the month, for payment at the end of the month. Please note that payment is made on the last working day of the month. Please ensure that your National Insurance number, date of birth and home address are included on the claim form before being submitted. This is will ensure timely payment.

All payments for fees and expenses are made through BACS with a pay advice sent to the home address of the external examiner. Please note payments cannot be made to a third party (i.e. to a charity or the examiner’s home university) without prior consultation, please contact externalexaminers@brighton.ac.uk for advice.

2 How to claim for annual fees and expenses

2.1 The University has a separate claim form for fees and expenses. Expenses can be claimed throughout the year as appropriate (refer section 4). Fees should only be claimed after submission of an annual report to the University and are paid in accordance with the table in section 6.12. Please note that fees are not generated automatically, but should be claimed using the claim form.

2.2 The claim forms can be accessed from the External Examiners’ homepage together with guidance on how to complete the forms. The forms can either be printed and sent by post or sent electronically by email to externalexaminers@brighton.ac.uk (refer section F).

Guidance on expenses which the University will meet is detailed in section 4. Any items not substantiated by receipts (or with no reasonable explanation) over the value of £10 will be subject to tax.

2.4 External examiners are asked to provide details of their bank/building society accounts so that payment of the fee can be made by BACS. This information is treated in the strictest confidence. The University is obliged to deduct tax from fees.

2.5 Please note that fees will not be authorised for payment until the external examiner’s annual report has been received.
3 Travel and accommodation

3.1 External examiners should make their own arrangements to travel to and from the University or partner institutions and then reclaim travel expenses on the claim form.

3.2 Where overnight accommodation is required external examiners should contact their School/Partner College/Partnership Office contact who will advise on the arrangements for booking this.

Where accommodation is booked by the University, the University will be invoiced directly for the accommodation and breakfast.

4 Travel and subsistence expenses payable to external examiners

External examiners may claim the following expenses:

4.1 Travel

<table>
<thead>
<tr>
<th>Mode of transport</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail</td>
<td>The cost of rail travel together with any tube fares incurred. Rail should be at standard class. External examiners are requested to choose the most cost effective fare tariff.</td>
</tr>
<tr>
<td>Internal Air Fares</td>
<td>Internal air fares where there is no practicable alternative method of travel or where there is clearly a saving as compared to rail travel.</td>
</tr>
</tbody>
</table>
| Private Car (irrespective of engine size) | 45p per mile for the first 10,000 miles (in a tax year), then 25p per mile thereafter  
Online mileage calculators can be useful when working out claims, such as:  
www.postcode.org.uk or www.rac.co.uk/fuel-claim-calc/fuel-calc  
External examiners are asked to travel to the University via a direct route. External examiners should not normally hire a car to travel to the University, unless this is shown to be more cost-effective than public transport. |
| Motorcycle            | 24p per mile                                                                                                                                 |
| Bicycle               | 20p per mile                                                                                                                                 |
| Taxis                 | Taxis should not normally be taken for journeys over 10 miles unless there is no direct train route, or unless time is so pressing that a taxi is essential. |

4.2 Subsistence

<table>
<thead>
<tr>
<th>Meals</th>
<th>The reasonable cost of meals incurred on the journey to and from the University and an evening meal when an overnight stay is required. Costs should not exceed:</th>
</tr>
</thead>
</table>
|       | • breakfast - £4  
|       | • midday meal- £7.50  
|       | • evening meal - £24 (including the cost of alcohol taken with the meal) |
Overnight Stay

Where required, the cost of an overnight stay. A list of recommended hotels can be found in section 7 and arrangements have been made for these hotels to invoice the University directly. Contact the School/Partner College to book a room when needed.

Where it is not possible to use these hotels, the University should be consulted as to suitable alternatives. The University will reimburse the single room rate plus any service charge levied by the hotel and parking fees.

Please note that claims may only be submitted for the external examiner, and not for spouses or partners accompanying them.

5 Tax and National Insurance on expenses

5.1 The Inland Revenue expects to see receipts for all expenditure claimed by external examiners, and expenditure not supported by receipts to be subject to tax and National Insurance on reimbursement. Receipts should be provided to ensure claims can be processed as promptly as possible without the deduction of tax. Cost of meals within the University guidelines will be treated as reasonable and therefore not subject to tax.

The University is aware that this may place a burden on individuals but please remember that we have to apply the regulations as they currently stand and the provision of receipts is a protection for both the individual and the University. The payroll section will apply these rules to all travel claims.

6 Schedule of fees payable to external examiners

The University is currently transitioning to a new schedule of fees payable to external examiners. External examiners appointed on or after the 1st of October 2016 will be paid according to the fee schedule detailed below. External examiners appointed prior to the 1st October 2016 will have their base rate calculated according to both the schedule below and the old schedule and will receive the higher amount.

6.1 Undergraduate and Postgraduate (taught)

For Undergraduate courses with a standard duration of study and Postgraduate (taught) courses, an annual fee is paid for each academic year based on the following base rates. The base rate includes attendance at one meeting of the examination board. An additional £100 will be paid for each extra visit (e.g. visit to view students on placement, additional examination board attendance etc). An further additional amount of £25 will be paid for a visit to another site on the same day (i.e. multiple site visits):

- Band A – Base rate of £300, for examiners who look at modules, which contribute to the final award classification, with 0-70 students registered on them.
- Band B – Base rate of £500, for examiners who look at modules, which contribute to the final award classification, with 71-149 students registered on them.
- Band C – Base rate of £700, for examiners who look at modules, which contribute to the final award classification, with 150+ students registered on them.

6.2 Chief examiner:
- Examiners with chief examiner responsibilities receive an appropriate base rate and visit payment plus an additional £100.
6.3 Research degrees:

6.3.1 Postgraduate qualifications by thesis:
- MPhil £150 (each examiner)
- PhD (including professional doctorate) £200 (each examiner)

6.3.2 PhD Qualifications by publication:
- PhD £200 (each external examiner)

6.3.3 External Research supervisors:
There are two categories of external research supervisors:

(i) Band 1: Workplace supervisors
Where an individual registered for a research degree at Brighton is effectively carrying out their research within the context of full- or part-time work (for example, in a pharmaceutical company), the student will normally have a workplace supervisor allocated to them by their employer. The workplace supervisor will also act as one of the student's academic supervisors, in conjunction with the academic supervisor(s) provided by the university. In this instance, although the workplace supervisor is technically an 'external' supervisor as far as the university is concerned, they are carrying out the supervision with their standard employment contract, and will not be paid a fee for this work.

(ii) Band 2: External supervisors with secondary responsibility
External supervisors may, in some circumstances, be allocated to a student in a secondary capacity. This might occur, for example, to bolster a particular area of expertise on the supervision team which is not available internally; or it might occur in certain subject areas where there are insufficient numbers of approved internal supervisors available. In this case, it is assumed that a secondary supervisor is supplementary to the primary (internal) supervisor, and should be paid at a rate of £250 per year.

Fees are payable from the Doctoral College budget.

6.4 Assessor Fees:

6.4.1 MRes Assessor Fee
- £250 for up to three students and £50 per additional student.

6.4.2 RIBA Assessor Fee:
- Setting fee (£50), marking (£75 per candidate), candidate viva (£200 per day), referral fee (£150).
### Recommended hotels with corporate rates

#### Brighton

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Telephone</th>
</tr>
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<tbody>
<tr>
<td><strong>Hilton Brighton Metropole</strong></td>
<td>Kings Road, Brighton BN1 2FU</td>
<td>01273 775432</td>
</tr>
<tr>
<td><strong>Old Ship Hotel</strong></td>
<td>Kings Road, Brighton BN1 1NR</td>
<td>01273 329001</td>
</tr>
<tr>
<td><strong>Malmaison Brighton</strong></td>
<td>Brighton Marina, Brighton BN2 5WA</td>
<td>01273 679799</td>
</tr>
<tr>
<td><strong>Jurys Inn</strong></td>
<td>101 Stroudley Road, Brighton BN1 4DJ</td>
<td>01273 862121</td>
</tr>
<tr>
<td><strong>Myhotel</strong></td>
<td>17 Jubilee Street, Brighton BN1 1GE</td>
<td>01273 900300</td>
</tr>
<tr>
<td><strong>The Grand Hotel</strong></td>
<td>97 – 99 King’s Road, Brighton BN1 2FW</td>
<td>01273 224300</td>
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#### Eastbourne

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<tr>
<td><strong>The Grand Hotel</strong></td>
<td>Kings Edwards Parade, Eastbourne BN20 4EQ</td>
<td>01323 412345</td>
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<tr>
<td><strong>Hydro Hotel</strong></td>
<td>Mount Road, Eastbourne BN20 7HZ</td>
<td>01323 720643</td>
</tr>
<tr>
<td><strong>The Big Sleep Hotel</strong></td>
<td>King Edwards Parade, Eastbourne BN21 4EB</td>
<td>01323 722676</td>
</tr>
<tr>
<td><strong>Devonshire Park Hotel</strong></td>
<td>Carlisle Road, Eastbourne BN21 4JR</td>
<td>01323 728144</td>
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#### Lewes

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<tr>
<td><strong>Pelham House</strong></td>
<td>St Andrews Lane, Lewes East Sussex BN7 1UW</td>
<td>01273 488600</td>
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#### Hastings

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<tbody>
<tr>
<td><strong>Tower House Hotel</strong></td>
<td>28 Tower Road West, St Leonard-On-Sea TN38 0RG</td>
<td>01424 427217</td>
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<tr>
<td><strong>Swan House</strong></td>
<td>1 Hill Street, Hastings TN34 3HU</td>
<td>01424 430014</td>
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### Schools

#### School of Applied Social Science

<table>
<thead>
<tr>
<th>Name</th>
<th>Rebecca Farmer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Brighton</td>
</tr>
<tr>
<td></td>
<td>Applied Social Science School Office</td>
</tr>
<tr>
<td></td>
<td>Mayfield House</td>
</tr>
<tr>
<td></td>
<td>Falmer</td>
</tr>
<tr>
<td></td>
<td>Brighton BN1 9PH</td>
</tr>
<tr>
<td>Telephone</td>
<td>01273 643533</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:r.c.farmer@brighton.ac.uk">r.c.farmer@brighton.ac.uk</a></td>
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</table>

#### School of Art / School of Media / School of Architecture & Design

<table>
<thead>
<tr>
<th>Name</th>
<th>Bernadette McGinley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Brighton</td>
</tr>
<tr>
<td></td>
<td>School of Art Design and Media</td>
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<tr>
<td></td>
<td>Grand Parade</td>
</tr>
<tr>
<td></td>
<td>Brighton, BN2 9JY</td>
</tr>
<tr>
<td>Telephone</td>
<td>01273 643739</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:B.Mcginley@brighton.ac.uk">B.Mcginley@brighton.ac.uk</a></td>
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</tbody>
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#### Brighton Business School

<table>
<thead>
<tr>
<th>Name</th>
<th>Sharon Blows</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td>Brighton Business School Office</td>
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<tr>
<td></td>
<td>Mithras House, Lewes Rd</td>
</tr>
<tr>
<td></td>
<td>Moulsecoomb</td>
</tr>
<tr>
<td></td>
<td>Brighton BN2 4AT</td>
</tr>
<tr>
<td>Telephone</td>
<td>01273 642570</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:S.J.Blows@brighton.ac.uk">S.J.Blows@brighton.ac.uk</a></td>
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#### School of Computing, Engineering and Mathematics

<table>
<thead>
<tr>
<th>Name</th>
<th>Jo Amsden/Rebecca Tonge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Brighton</td>
</tr>
<tr>
<td></td>
<td>CMIS School Office</td>
</tr>
<tr>
<td></td>
<td>Room 401a</td>
</tr>
<tr>
<td></td>
<td>Watts Building, Lewes Rd Moulsecoomb</td>
</tr>
<tr>
<td></td>
<td>Brighton BN2 4GJ</td>
</tr>
<tr>
<td>Telephone</td>
<td>01273 642482</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:cemadminresources@brighton.ac.uk">cemadminresources@brighton.ac.uk</a></td>
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</table>
School of Education (also Centre for Learning & Teaching)

<table>
<thead>
<tr>
<th>Name</th>
<th>Violet Hakner</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
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<td>Brighton BN2 9PH</td>
</tr>
<tr>
<td>Telephone</td>
<td>01273 643390</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:v.a.hakner@brighton.ac.uk">v.a.hakner@brighton.ac.uk</a></td>
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School of Environment and Technology

<table>
<thead>
<tr>
<th>Name</th>
<th>Andy Ling</th>
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<tr>
<td>Telephone</td>
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</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:a.ling@brighton.ac.uk">a.ling@brighton.ac.uk</a></td>
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School of Health Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Nicky Pont</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Brighton</td>
</tr>
<tr>
<td></td>
<td>School of Health Sciences</td>
</tr>
<tr>
<td></td>
<td>Robert Dodd Building, Room 127</td>
</tr>
<tr>
<td></td>
<td>49 Darley Road</td>
</tr>
<tr>
<td></td>
<td>Eastbourne BN20 7UR</td>
</tr>
<tr>
<td>Telephone</td>
<td>01273 643770</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:N.Pont@brighton.ac.uk">N.Pont@brighton.ac.uk</a></td>
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School of Humanities

<table>
<thead>
<tr>
<th>Name</th>
<th>Melissa Searle</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td></td>
<td>School of Humanities</td>
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<tr>
<td></td>
<td>10-11 Pavilion Parade</td>
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<td>Brighton BN2 1RA</td>
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<tr>
<td>Telephone</td>
<td>01273 643905</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:m.searle@brighton.ac.uk">m.searle@brighton.ac.uk</a></td>
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### Division of Medical Education – Brighton and Sussex Medical School

<table>
<thead>
<tr>
<th>Name</th>
<th>Emily Pitt</th>
</tr>
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<tbody>
<tr>
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<td>01273 644005</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:e.j.pitt@brighton.ac.uk">e.j.pitt@brighton.ac.uk</a></td>
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### School of Pharmacy and Biomolecular Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Sue Gotham</th>
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<tr>
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<tr>
<td>Telephone</td>
<td>01273 642118</td>
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<td>e-mail</td>
<td><a href="mailto:s.j.gotham@brighton.ac.uk">s.j.gotham@brighton.ac.uk</a></td>
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### School of Sport and Service Management

<table>
<thead>
<tr>
<th>Name</th>
<th>Sam Houston</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Brighton</td>
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<tr>
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<td>Sport and Service Management</td>
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<td>01273 643730</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:s.j.houston@brighton.ac.uk">s.j.houston@brighton.ac.uk</a></td>
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### University of Brighton at Hastings

<table>
<thead>
<tr>
<th>Name</th>
<th>Jacqueline Broadway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Brighton</td>
</tr>
<tr>
<td></td>
<td>in Hastings</td>
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<td></td>
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<tr>
<td>e-mail</td>
<td><a href="mailto:j.broadway@brighton.ac.uk">j.broadway@brighton.ac.uk</a></td>
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</table>
### Academic Services

#### For all enquires (except claims for fees and expenses)

<table>
<thead>
<tr>
<th>Name</th>
<th>Polly Bramhall (Quality Officer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Brighton</td>
</tr>
<tr>
<td></td>
<td>Academic Services</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>e-mail</td>
<td><a href="mailto:externalexaminers@brighton.ac.uk">externalexaminers@brighton.ac.uk</a></td>
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#### For fees and expenses claims

<table>
<thead>
<tr>
<th>Name</th>
<th>Imogen Roojun</th>
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<td><a href="mailto:i.k.k.roojun@brighton.ac.uk">i.k.k.roojun@brighton.ac.uk</a></td>
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#### External Examiner Reports

<table>
<thead>
<tr>
<th>Name</th>
<th>Frank Melmoe (Quality Advisor)/ Anna McCall (Quality Advisor)</th>
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<td>Telephone</td>
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#### Matters of Concern

<table>
<thead>
<tr>
<th>Name</th>
<th>Paul Cecil, Quality &amp; Standards Manager</th>
</tr>
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<tbody>
<tr>
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<td><a href="mailto:externalexaminers@brighton.ac.uk">externalexaminers@brighton.ac.uk</a></td>
</tr>
</tbody>
</table>
Primary contacts for each partner FE College is as follows:

### City College Brighton and Hove, Sussex Downs College, East Surrey College and Central Sussex College

<table>
<thead>
<tr>
<th>Name</th>
<th>Rhian Bowley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Brighton</td>
</tr>
<tr>
<td></td>
<td>Partnership Office</td>
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<tr>
<td></td>
<td>Watts House</td>
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</tr>
<tr>
<td>Telephone</td>
<td>01273 643596</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:R.Bowley@brighton.ac.uk">R.Bowley@brighton.ac.uk</a></td>
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</tbody>
</table>

### Consortium Programmes, Northbrook College and Plumpton College

<table>
<thead>
<tr>
<th>Name</th>
<th>Linda Freston</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
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</tr>
<tr>
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<td>Partnership Office</td>
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<td>01273 642508</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:L.Freston@brighton.ac.uk">L.Freston@brighton.ac.uk</a></td>
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### Sussex Coast College Hastings and KLC School of Design

<table>
<thead>
<tr>
<th>Name</th>
<th>Tanya Izzard</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Telephone</td>
<td>01273 643901</td>
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<tr>
<td>e-mail</td>
<td><a href="mailto:T.Izzard@brighton.ac.uk">T.Izzard@brighton.ac.uk</a></td>
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### For fees and expenses (partner colleges)

<table>
<thead>
<tr>
<th>Name</th>
<th>Imogen Roojun</th>
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<tbody>
<tr>
<td>Address</td>
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<td>Academic Services, Grand Parade</td>
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<td></td>
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<td>e-mail</td>
<td><a href="mailto:i.k.k.roojun@brighton.ac.uk">i.k.k.roojun@brighton.ac.uk</a></td>
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</table>
## Contacts at Partner FE Colleges

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>City College Brighton &amp; Hove (CCBH)</td>
<td>Heather Shaw</td>
<td>Pelham Street Brighton BN1 4FA</td>
<td>01273 667788 x 583</td>
<td><a href="mailto:hms@ccb.ac.uk">hms@ccb.ac.uk</a></td>
</tr>
<tr>
<td>East Surrey College</td>
<td>Richard Pearce</td>
<td>East Surrey College Gatton Point London Road Redhill Surrey RH1 2JX</td>
<td>01737 772611 x 5067</td>
<td><a href="mailto:RPearce@esc.ac.uk">RPearce@esc.ac.uk</a></td>
</tr>
<tr>
<td>Northbrook College</td>
<td>Kate Williams</td>
<td>Head of Higher Education Northbrook College University Centre Worthing Littlehampton Road Worthing West Sussex BN12 6NU</td>
<td>01903 273022</td>
<td><a href="mailto:k.williams@nbcol.ac.uk">k.williams@nbcol.ac.uk</a></td>
</tr>
<tr>
<td>Plumpton College</td>
<td>Dianna Lane</td>
<td>Main Building Plumpton College Ditchling Road Nr Lewes East Sussex BN7 3AE</td>
<td>01273 892053</td>
<td><a href="mailto:becky.taylor@plumpton.ac.uk">becky.taylor@plumpton.ac.uk</a></td>
</tr>
<tr>
<td>Sussex Coast College Hastings</td>
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<tr>
<td>Sussex Downs College</td>
<td>Chris Hill</td>
<td>Park College Kings Drive Eastbourne BN21 2UN</td>
<td>01323 637655</td>
<td><a href="mailto:chris.hill@sussexdowns.ac.uk">chris.hill@sussexdowns.ac.uk</a></td>
</tr>
</tbody>
</table>
Consortium programmes

External Examiners should contact the relevant School:

School of Education
PGCE/Cert Ed in Further Education and Training (Central Sussex College, CCBH, Northbrook College, SCCH, SDC, Guernsey College of Further Education)

For the following consortium programmes, External Examiners should contact the Partnership Office – Linda Freston (see above):

FdA Business (CCBH and ESC)
FdA Early Years Care & Education (East Surrey College, Northbrook College)
FdA Event and Tourism Management (CCBH and ESC)
FdA Travel and Tourism Management (CCBH and ESC)
University of Brighton – Travel directions
Maps and travel directions are available from the University website: http://www.brighton.ac.uk/maps/

By rail
From London Victoria: South Central trains run to Brighton throughout the day and take 49 minutes (on the regular express service) and a maximum of 1.5 hours (standard service).
From London Bridge: Thameslink trains start in Hertfordshire and pass through the city of London and down to Brighton.
From east and west: Southern trains connect Brighton with Hove, Worthing, Portsmouth (west) and Lewes and Eastbourne (east).

By coach
National Express coaches depart for Brighton from London Victoria coach station 19 times a day.

By air
Gatwick international airport is half an hour by road and rail from Brighton. The M23 connects Gatwick to Brighton and the London -Brighton rail link passes through Gatwick train station which is an integral part of the airport.
Heathrow international airport is on the M25 which connects with the M23 at junction 7. There is a direct coach link to Heathrow or you can take the underground (Piccadilly line) to London Victoria and catch a train or coach to Brighton.

By road
From London: the M25/23 link provides road access from London and the rest of the country. From east and west: the main A27 and the A259 coast road connect Brighton to cities west and east. The A259 passes right along Brighton seafront.
Contact for enquiries:

Academic Services
Quality and Standards (Academic Standards & Assessment)
University of Brighton
Watts House
Lewes Road
Brighton
BN2 4GJ

Tel: 01273 642356
Email: externalexaminers@brighton.ac.uk

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This handbook is available electronically
at: http://staff.brighton.ac.uk/reg/acs/Pages/External-Examiners.aspx