

External examiners (taught programmes)



The external examiner system enables the University to ensure that the qualifications it awards are of a suitable standard and that student performances are judged appropriately.

Support for external examiners

As well as help from both your School and the University's Registry (Policy) you

will be given written guidance and the opportunity to attend an induction event.

- [Guidance and induction events \(/university/governance/quality/examiners/induction.aspx\)](/university/governance/quality/examiners/induction.aspx)

The external examiner report

Your recommendations will take the form of a report; any issues raised will be responded to by the School and considered by the University's Quality Assurance Committee.

- [Submitting a report and how we respond \(/university/governance/quality/examiners/report-form.aspx\)](/university/governance/quality/examiners/report-form.aspx)

Fees and expenses

Your School will agree an appropriate fee with you. We also reimburse you for reasonable expenses incurred in performing the duties of your role.

- [How to claim fees and expenses \(/university/governance/quality/examiners/claim.aspx\)](/university/governance/quality/examiners/claim.aspx)

Relevant legislation

You should be familiar with the following documents, which are particularly relevant to the external examiner role.

University of Birmingham Codes of Practice and Regulations:

- [External Examiner system 14-15 \(PDF - 108KB\) \(http://www.as.bham.ac.uk/legislation/docs/COP_External_Examiner_System_Taught_Programmes.pdf\)](http://www.as.bham.ac.uk/legislation/docs/COP_External_Examiner_System_Taught_Programmes.pdf)
- [Taught Programme and Module assessment \(PDF - 187KB\) \(http://www.as.bham.ac.uk/legislation/docs/COP_Taught_Programme_and_Module_Assessment.pdf\)](http://www.as.bham.ac.uk/legislation/docs/COP_Taught_Programme_and_Module_Assessment.pdf)
- [Regulations section 7: Assessment, progression and award \(PDF - 105KB\) \(http://www.as.bham.ac.uk/legislation/docs/regulations_part7.pdf\)](http://www.as.bham.ac.uk/legislation/docs/regulations_part7.pdf)

Further help and information

Quality Assurance Agency (QAA) documents:

- [UK Quality Code for Higher Education - Chapter B7: External examining \(http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B7.aspx\)](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B7.aspx)
- [UK Quality Code for Higher Education \(http://www.qaa.ac.uk/AssuringStandardsAndQuality/quality-code/Pages/default.aspx\)](http://www.qaa.ac.uk/AssuringStandardsAndQuality/quality-code/Pages/default.aspx)

Higher Education Academy (HEA) documents:

- [A handbook for external examining \(http://www.heacademy.ac.uk/assets/documents/externalexamining/handbook_for_external_examining_2012.pdf\)](http://www.heacademy.ac.uk/assets/documents/externalexamining/handbook_for_external_examining_2012.pdf)

You should contact your School in the first instance for questions about your appointment, your fee or the programme you are examining.

If your School is unable to help, you can contact Registry (Policy) at externalexaminers@contacts.bham.ac.uk (<mailto:externalexaminers@contacts.bham.ac.uk>).