

Part 1: Quality Assurance Framework

Section 11: External Examining

1. Introduction

1. The external examiner system is fundamental to the institution's key aim of providing an outstanding student experience. It provides essential insights into existing practices and helps ensure that awards delivered in ICMP's name meet the threshold academic standards. The system is thus firmly based in the UK Quality Code for Higher Education, and specifically in the section related to External Expertise.

2. External Examiners play an important role in assuring comparability of academic standards within and beyond the Institution and in ensuring fairness in the design and grading of assessments. They also contribute towards the assurance and enhancement of learning and teaching, and the attainment of course outcomes.

2. External Examiner Appointments Panel

1. The External Examiner Appointments Panel has the authority delegated by the Academic Board to assess proposals for External Examiner and other relevant external QA appointments, assess the credibility and suitability of nominated candidates, and to authorise appointments of and removal of External Examiners and other external QA roles.

2. The External Examiner Appointments Panel meet at a minimum of once per semester. Additional meetings may be called by the Chair as deemed necessary to conduct the business of the committee.

3. External Examiner appointment

1. External examiners are appointed by the External Examiner Appointments Panel.

2. Proposed nominations for external examiners are received by the Academic Standards and Quality Committee (ASQC) and Academic Board for information following Appointments Panel approval.

3. The institution holds an annual External Examiners induction day, during which Examiners are provided with an overview of their duties, role and rights, and the general academic regulations. This event also provides the opportunity for External Examiners to meet with members of the programme team. The date of the induction day is published on the QAE webpage, and all newly appointed External Examiners are invited to this event. All are strongly encouraged to attend, irrespective of previous experience. Following the induction day, related materials are made available on the [QAE webpage](#).

4. The Quality Team hold a record of external examiner programme and module allocation.

4. External Examiner Report

1. The reports provided by external examiners are an integral part of ICMP's quality assurance and enhancement processes. They form part of the documentation required for both annual monitoring and periodic review.
2. The External Examiner Report is received by the Quality Team from the external examiner and submitted to the Academic Standards and Quality Committee and Programme Leader.
3. It is ICMP practice to provide a response to any issues raised by the external examiner. The Academic Standards and Quality Committee is responsible for managing ICMP's internal procedures for ensuring timely and adequate written responses to external examiner reports and to ensure that any resulting action is executed. All responses to external examiners are logged with the Quality Team.
4. As part of the ongoing monitoring of the quality of ICMP programmes, External Examiner reports, including the Programme Leader's response, are received by the relevant Programme Committee and made available to students via the intranet, My ICMP.
5. An annual overview report of issues arising in External Examiner Reports is prepared by the Academic Standards and Quality Committee for consideration by the Academic Board.

Version number	Date approved	Reason for production/revision	Author	Proposed next review date
V2.0	July 2022 Academic Board	Degree Awarding Powers	Quality Manager	Annually and as required
V1.2	14/09/20 Academic Board	Annual review	Deputy Registrar	Annually and as required
V1.1	01/09/20 Academic Board	Annual review	Deputy Registrar	Annually and as required
V1.0	03/09/19 Academic Board	Annual review	Deputy Registrar	Annually and as required
Related policies / documents				
<ul style="list-style-type: none"> • External Examiner Handbook • External Examiner Appointments Panel Terms of Reference 				
External Reference				
<i>UK Quality Code for Higher Education Advice and Guidance: external expertise. ICMP makes use of external examiners for independent confirmation that processes are reliable, fair, transparent and comparable of quality and standards at other UK providers.</i>				