

# **CLEVELAND COLLEGE OF ART & DESIGN**

<i>Title:</i>	Application to Become an External Examiner Procedure		
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<i>Minor amendments:</i>	<i>Date:</i>	September 2016	
	<i>Nature of:</i>	Minor changes to update reference to job roles, internal structures and terminology by Head of HE (Quality)	

The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

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## **1. INTRODUCTION**

- 1.1 External examining provides one of the principle means for maintaining UK academic standards within higher education institutions. External examining is therefore an integral and essential part of institutional quality assurance.
- 1.2 External examining is considered by Cleveland College of Art and Design (the College) as a valuable staff development activity and aims to support staff, where appropriate, to be able to take on an external examiner's appointment.
- 1.3 Staff should note that an external examiner's appointment will only be approved where it does not affect the delivery of higher education within the College. Priority must be given to attendance at the College Examination Boards.
- 1.4 Academic Registry maintains a database of external examining appointments and will check all applications for conflicts of reciprocity.

## **2. SCOPE**

- 2.1 The procedure covers all permanent Higher Education academic staff and members of senior management at the College.

## **3. GUIDELINES AND RECOMMENDATIONS**

- 3.1 All applications to become an external examiner will be considered within the guidelines set out in the UK Quality Code for Higher Education (the Quality Code).
- 3.2 The Quality Code recommends that institutions keep a central register of appointments and periods of tenure which can help institutions to avoid inadvertent conflicts of interest and ensure the proper rotation of external examiners. The CCAD register is currently maintained by Academic Registry.
- 3.3 The Code recommends that employing institutions do not appoint as external examiners anyone in the following categories or circumstances:
  - a member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners
  - anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study

- anyone required to assess colleagues who are recruited as students to the programme of study
- anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study
- anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question
- former staff or students of the institution unless a period of five years has elapsed and all students taught by, or with, the external examiner have completed their programme(s)
- a reciprocal arrangement involving cognate programmes at another institution
- the succession of an external examiner by a colleague from the examiner's home department and institution
- the appointment of more than one external examiner from the same department of the same institution.

3.4 The Code also makes the following recommendations about length of tenure:

- the duration of an external examiner's appointment will normally be for four years, with an exceptional extension of one year to ensure continuity
- an external examiner may be reappointed at the same institution in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment
- external examiners normally hold no more than two external examiner appointments for taught programmes/modules at any point in time.

3.5 Whilst the guidelines above apply to employing institutions, it is sound practice for the College only to approve appointments in relation to the above criteria. The application form highlights some of the main issues.

## 4. PROCEDURE

- 4.1 Following an invitation to become an external examiner, the member of staff must speak to the Head of HE (Academic) (for academic staff) or their line manager (for senior management staff) about the proposed institution and the level of commitment needed to fulfil the role.
- 4.2 If the Head of HE (Academic) or line manager (as appropriate) gives interim approval, the application form to become an external examiner must be completed. This is available in the Higher Education section of the staff VLE/intranet.

- 4.3 The completed form should be signed by the Head of HE (Academic) (for academic staff) or the relevant line manager (for senior management staff). The signed form should then be sent to Academic Registry so that it can be checked against the database of internal and external appointments to ensure that there are no conflicts of reciprocity between the proposed institution and the College.
- 4.4 The Academic Registry will ensure that the application is forwarded to the next meeting of the HE Academic Committee [HEAC] for approval.
- 4.5 The applicant will be informed, by letter, whether the application has been approved by the HEAC. If the application has not been successful, the reasons for this will be stated in the letter to the applicant.
- 4.6 Staff should not agree to become an external examiner until approval has been given by the Academic Board.

## **5. ROLES AND RESPONSIBILITIES**

- 5.1 It is the responsibility of individual members of academic staff to instigate the application process.
- 5.2. It is the responsibility of the Head of HE (Academic) to sanction initial approval prior to the application form being sent to Academic Registry to check for reciprocity.
- 5.3 It is the responsibility of Academic Registry to check the application form and ensure that the application is dealt with at the next meeting of the HEAC.
- 5.4 It is the responsibility of the Chair of the HEAC to pass the recommendations to the Academic Board for approval.
- 5.5 It is the responsibility of the Chair of the HEAC to inform the applicant, by letter, of the decision of the Academic Board.

## **6. GUIDANCE FOR STAFF APPOINTED AS EXTERNAL EXAMINERS**

- 6.1 At the beginning of the academic year, staff who are external examiners must check the dates of the College Examination Boards to ensure there are no conflicts between the College Examination Boards and those of the institution where they are external examiners. If there is a conflict, they must speak to the Head of HE (Academic) to establish whether they will be needed at the College Examination Board. If they are, they must immediately contact the external institution to rearrange their visits.

- 6.2 Staff will be paid to be an external examiner; they cannot also be paid by the College for the same time they are examining. However, the College wishes to encourage external examining and will not deduct salary but will allow the member of staff to make up the time spent examining as overtime. Members of staff should record how they have made up the hours and agree in advance with the Head of HE (Academic) (for academic staff) or their line manager (for senior management staff).
- 6.3 If a member of academic staff needs to visit the employing institution during periods of taught sessions, they must discuss the feasibility of this with the Head of HE (Academic). All teaching commitments must be honoured but may be able to be rescheduled as long as this does not interfere with the continuity of taught sessions at the College.

## **7. MONITORING AND EVALUATION**

- 7.1 Monitoring and evaluation of the procedure should be undertaken on an annual basis by the HEAC, so that any required changes can be implemented in a timely fashion for the following academic year.

## **8. EQUALITY IMPACT STATEMENT**

- 8.1 This policy will be implemented in line with the principles of the College's commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and College users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## **9. RELATED DOCUMENTS**

- 9.1 Application to become an External Examiner form

### Application to become an External Examiner

Name	
Position	
Date	

Institution Applied to	
Institution Address	
Title of Programme(s) to be examined	
Length of appointment	
Module or Award Examiner?	
Commitment – please give details of number of visits required and length of visit	

Do you have any connections with this institution or are there any circumstances which would preclude you from being an examiner at this institution? These connections include:

- Membership of the Governing Body at the proposed institution;
- current or past employment at the proposed institution;
- a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
- significant involvement in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question;
- a former staff or student of the institution unless a period of five years has elapsed;
- a member of the proposed institution has been an external examiner at Cleveland College of Art & Design
- a member of Cleveland College of Art & Design is already appointed as an external examiner at the proposed institution or has been within the last 5 years

YES / NO

If yes please state:	
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Are you an examiner at any other institution?		YES / NO
If yes – please state institution, programme examined and length of tenure		

On completion of this form please send it to the Head of HE (Academic) (for academic staff) or the relevant line manager (for senior management staff) for their initial approval. The application will then be considered by the HE Academic Committee for final approval.

Approved by Head of HE (Academic) or relevant line manager (state position)

YES / NO

(if no please state reasons)

Head of HE (Academic) / Line Manager signature:  
Date:

**For Office Use:**

Checked for reciprocity by Academic Registry Note: this must be undertaken prior to consideration by the HE Academic Committee	
Signature	
Date	
Approved by the HE Academic Committee	YES / NO
If refused please state reasons	
Chair's signature and date	
Response to applicant sent	Date: