

Guidance IG(i)

Responsibilities of faculties and central University departments in the external examining process

	Dean/Faculty/School	Academic Registrar/AQS	Deputy Vice-Chancellor
Appointment	Nominates external examiners	AQS scrutinises nomination against criteria and submits to External Examiners Approvals Board	Chairs External Examiners Approvals Board
Induction	Arranges local induction. Liaises with external re: actual input to assessment process/dates of meetings/field/module level information.	AQS arranges University level induction events for new External Examiners.	
External Examiner report	Receives external examiners' reports with highlighted issues and combines it with comments made at assessment board or during the year for consideration by Board of Study/annual monitoring.	AQS highlights any issues raised in the report and sends it to Faculties for reference to Board of Study/Quality Committee AQS refers serious concerns to Academic Registrar and Deputy Vice-Chancellor Academic Registrar reads all reports and prepares annual report highlighting any generic issues that are raised. AQS authorises fees and expenses of external examiners	Receives very critical reports and, in consultation with faculties, may respond on behalf of the University
Response to External Examiner	Provides feedback to external examiner on points raised including if issues such as comments on KU regulations and/or procedures have been forwarded to a central committee for consideration.	Academic Registrar may seek views of externals on policy issue eg. anonymity in exams	May instigate an Internal Quality Audit (see section E) if comments suggest that there are other related matters to investigate.