

<b>Document Name and Version</b>	<b>5.3 External Examiner Policy</b>
<b>Policy Number</b>	5.3
<b>Policies that Interact with Policy 5.3</b>	<p>Policy 5.1 Policy and Procedure: Examinations Board Regulations.</p> <p>Policy 5.2 Assessment Regulations</p> <p>Policy 5.3 External Examiner Policy</p> <p>Policy 5.4 Moderation of Assessment Material and Results</p> <p>Policy 5.5 Learner Information Provision and Feedback in Assessment.</p> <p>Policy 5.6 Learners with Learning Difficulties 293</p> <p>Policy 5.7 Examination Results: Review, Recheck and Appeal</p>
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	February 2020
<b>Date Policy Comes into Force</b>	25 <sup>th</sup> January 2021
<b>Date of Review</b>	2025
<b>Revisions</b>	

## **1 Preamble.**

- 1.1 External examining is a provider-owned quality assurance mechanism that supports public confidence in academic qualifications through demonstrating that graduates have been objectively judged to have reached the standard that is certified by their qualification (award).
- 1.2 External examining is particularly concerned with actual programme learning outcomes, their compliance with national standards and, by extension, anything that affects those outcomes.
- 1.3 IICP College Recognising that External Examiners play a vital role in the maintenance of academic standards, and in ensuring rigorous and fair assessment processes.
- 1.4 IICP College appreciates the commitment that External examiners show and have shown in in this role.
- 1.5 This document adheres to the precepts of the QQI policy: External Examining (October 2015).

## **2 Purpose.**

- 2.1 The External Examiner system forms a key part of IICP College's quality assurance and enhancement mechanisms.
- 2.2 This document provides information on the role and responsibilities of External Examiners and guidance on administrative and related processes; for example, arrangements for Board of Examiner meetings, submission of reports and payment of fees and expenses.

## **3 Scope.**

- 3.1 This Policy sets out the role, powers and responsibilities the College assigns to its External Examiners for undergraduate and taught postgraduate programmes. The

Policy sets out the roles and responsibilities of the Colleges at the Institutional level for External Examiner Processes.

- 3.2 Programme Examination Boards may set programme-specific requirements, roles, powers and responsibilities for External Examiners, provided that they are consistent with this policy.

#### **4. Policy.**

- 4.1. An External Examiner is an independent expert who is a member of the broader community of practice within the counselling/psychotherapeutic field of learning, and whose accomplishments attest to his/her likelihood of having the authority necessary to fulfil the responsibilities of the role.

- 4.2. The external examining process provides an independent element into the procedures for the assessment of learners.

#### **4.3. External Examiners: Roles and Responsibilities**

- 4.3.1. External Examiners help to ensure that the standards of the qualifications and awards awarded by IICP College are comparable in standard to those of other NFQ programmes at the same level.
- 4.3.2. They also ensure that the assessment process is operated equitably and fairly in respect of the treatment and classification of learners, and in line with the College's policies and regulations.
- 4.3.3. External Examiners also advise on the quality and enhancement of learning, teaching and assessment.
- 4.3.4. In order to achieve these purposes, External Examiners need to be able to:
- 4.3.4.1. participate in assessment procedures;
  - 4.3.4.2. comment and give advice on assessment procedures and standards;
  - 4.3.4.3. jointly agree, as a member of the Board of Examiners, the detailed assessment, award and final degree results.

4.3.5. External Examiners have the right to see any assessment material pertinent to the role and may comment about any aspect of a course or programme for which they are appointed as an External Examiner.

4.3.6. External Examiners do not assess directly the work of individual learners. Where External Examiners are expected to advise on individual cases, the final decision will still be made by the Board of Examiners, with the views of the respective examiners made known to the Board.

4.3.7. IICP College usually appoints Programme External Examiners rather than subject External Examiners. Programme External Examiners are appointed to give oversight of a whole programme.

4.3.8. External Examiners are expected to have a thorough knowledge and understanding of the College's requirements for the assessment, examination, and award of undergraduate and/or postgraduate degrees.

4.3.9. Programme External Examiners are expected:

- to assess and comment on whether the programme design enables learners to achieve the defined learning outcomes for the programme;
- to affirm that the programme overall meets recognised national standards for the final award;
- to moderate (externally) assessment material;
- to consider the application of the scheme of award for classification of honours to ensure this is correctly and fairly applied to all learners on the programme;
- to participate as a member of the relevant Board of Examiner meetings and to agree jointly, as a member of the Board of Examiners, the decisions of the Board of Examiners;
- to visit the College at least annually; and
- to produce an Annual Report.

#### 4.3.10 Moderation of assessment material.

4.3.10.1 An External Examiner should review and approve draft assessment material in course of preparation. This includes the assessment task, criteria, and marking

proposed by the Internal Examiner(s) for discussion and agreement with External Examiners.

4.3.10.2 IICP College provides External Examiners with a sample of summative assessments and coursework to review. Where requested, further information on material for review can be provided by the College.

4.3.10.3 External Examiners may have involvement in both the content and process of practical examinations as well as for written papers and coursework.

#### 4.3.11 External Examiner Reports.

4.3.11.1 An important requirement of the role is the provision of an annual report. The report is evidence based, and draws on the external examiner's experience of:

- The assessment materials;
- The assessment processes;
- Learners' assessed work.

4.3.11.2 IICP College provides an External Examiner Reporting Form, which External Examiners must use to return their External Examiner report.

4.3.11.3 External Examiner reports offer a view of how standards compare with similar awards at other Colleges of which they have experience.

4.3.11.4 External Examiners reports comment on course content and structure.

4.3.11.5 External Examiners are invited to offer advice on good practice and opportunities to enhance the quality of programmes and modules, where appropriate.

4.3.11.6 On occasions External Examiners may be invited to see and comment on reports and feedback related to curriculum review and quality of educational provision. This may be on an informal basis, or as part of the external advice on review and development of courses and/or programmes.

4.3.11.7 External Examiners may be asked to comment on the wider quality and enhancement aspects of a programme or course, such as its design, curriculum, mode of delivery and assessment methods.

4.3.11.8 External Examiners may wish to comment on whether the business of the Board of Examiners is correctly and robustly carried out, in line with the College's policies and regulations.

4.3.11.9 External Examiners are requested to write their reports with Data Protection in mind, taking particular account of Data Protection requirements. IICP College will make External Examiner reports available to learners on request.

4.3.11.10 In addition to fulfilling their formal roles in report writing, External Examiners are encouraged to make use of opportunities to communicate with the College informally about the teaching of the course, assessment issues and overall performance of the learners.

#### 4.3.12 Appointment of External examiners:

4.3.12.1 At least one External Examiner shall be appointed for each programme.

4.3.12.2 Nominations for External Examiners are submitted to the Academic Council for approval by the Registrar using the standard nomination form.

4.3.12.3 Once the appointment is approved by the AC, the College will communicate with the External Examiner notifying them of their appointment.

4.3.12.4 This will include:

- A formal letter of appointment and details of the External Examiner contract; and
- Guidance on the payment of fees and expenses, including relevant forms and policies.

4.3.12.5 Once the contract has been agreed the College will brief External Examiners as appropriate to enable them to fulfil their duties. This information will include links to relevant sections of the College's QA manual, programme documents and programme handbooks, methods of assessment and marking scales or grade schemes, the schedule for aggregation of marks of the various components in the overall assessment, any arrangements for credit on aggregate or reassessment of parts of the programme.

#### 4.3.13 Information Provision to External Examiners:

4.3.13.1 At the beginning of the academic session, IICP College provides the following information to the External Examiner:

- Information on dates of meetings;
- Details of the board of examiner's composition;

- Detailed arrangements for other examining activities such as attendance at practice-based assessments;
- Any other material the College considers necessary for the External Examiner to fulfil their role effectively.

#### 4.3.14 Terms of appointment:

4.3.14.1 The duration of an External Examiner's appointment will be for three years. An extension of one year may be permitted, if necessary, to allow for continuity.

4.3.14.2 Where an External Examiner retires from their institution during External Examiner term, their appointment with the College as an External Examiner will cease at the end of the academic session. extension of one year to ensure continuity may be approved.

4.3.14.3 The College reserves the right to terminate an External Examiner's appointment at any time, for failure of the External Examiner to fulfil their obligations, or if a conflict of interest arises which cannot be satisfactorily resolved.

4.3.14.4 On nomination, the proposed External Examiner has the opportunity to declare any conflict of interest that would compromise their role as an External Examiner, as outlined in this Policy. If a change in an External Examiner's circumstances during the term of appointment gives rise to any conflicts of interest, the External Examiner may need to resign, or the contract may need to be terminated unless the conflict of interest can be resolved. The External Examiner must keep the College informed of any changes in circumstances that may give rise to a conflict of interest so that appropriate action can be taken.

4.3.14.5 IICP College will publish the names, positions and institutions of External Examiners in the relevant programme documents and provide to relevant external bodies such as the QQI.

#### 4.4 Assessment and Examination Procedures

4.3.1 External Examiners are full members of the Board(s) of Examiners. All External Examiners role in examination boards is set out in Examination Board Policy.

4.3.2 Serious Cause for Concern:

4.3.2.1 External Examiners have the right to raise any matter of serious concern with the Registrar and/or College President. Such matters can be raised by means of a separate confidential written report sent directly to the Registrar / President who will respond in writing outlining any actions to be taken as a result.

## 5. Supporting Documentation.

### EXTERNAL EXAMINER NOMINATION

FOR ACADEMIC YEARS \_\_\_\_\_

[To be forwarded to Registrar]

#### Part 1 programme

Programme title:

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#### Part 2 External Examiner Details

Name.....

Academic/professional qualifications

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Position

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Place of work/Address

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Telephone no. .... Email.....

Summary of relevant experience:

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Subject(s)/module(s) and years of programme to be examined

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Period for which examiner is to serve:

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Other details

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Has the nominee indicated her/his willingness to act? Yes ☐ No ☐

Signature .....

Registrar

Date

Signature .....

College President

Date