

Criteria for Appointing Taught Course External Examiners at the RVC

Please circle, delete or highlight as appropriate:

Satisfies criterion (✓)

Does not satisfy criterion (✗)

Not Applicable (N/A)

1. External Examiners should normally satisfy the following criteria:

1.1	They should have the appropriate competence and experience to be able to examine on the course as a member of the examining team (see note 1.1.)	✓
1.2	They should have expertise and experience in assessment at the appropriate level (see note 1.2.)	✓
1.3	They should have relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate.	✓
1.4	They should be fluent in English, normally demonstrated through experience of teaching on courses taught in English.	✓
1.5	They should meet any criteria set out by professional and accrediting bodies (see note 1.5.)	✓
1.6	They should have an appreciation of good practice in the design and delivery of teaching and assessment.	✓
1.7	In order to ensure impartiality, they should normally not have had close involvement with the College in the last three years (see note 1.7.)	✓
1.8	They should not be required to assess colleagues who are recruited as students to the programme of study.	✓
1.9	They should not be in a position to influence significantly the future of students on the programme of study.	✓
1.10	After completion of a term of office, a period of three years must normally elapse before an External Examiner is eligible for re-appointment to the same Board of Examiners. An external examiner may have his or her term of office extended or may be reappointed to the same Board of Examiners immediately after completion of a term of office only in exceptional circumstances.	✓
1.11	A new External Examiner should not, where possible, be from the same institution as the retiring External Examiner.	✓
1.12	Where possible, there should not be reciprocal external examining arrangements in individual subjects.	✓
1.13	They should normally hold no more than two external examiner appointments at any point in time, including the one at The Royal Veterinary College. It is acceptable for an individual to hold two External Examinerships at the RVC, provided the courses are not closely related.	✓
1.14	Non-RVC staff who have recently retired may be appointed; normally they should have retired not more than three years prior to the date of their appointment. (see note 1.13)	N/A
1.15	When External Examiners are appointed from practice, research institutes and other non-academic institutions, they should normally be part of a team which includes External Examiners with experience in Higher Education.	N/A

Please return this form to Ana Filipovic, Senior Academic Quality Officer (Standards) afilipovic@rvc.ac.uk

1.16	The period of appointment of External Examiners shall be from 1st October to 31st December, one year later, with the possibility of re-appointment for three further years.	If this is not the case, please provide specific appointment dates here:- Start: End:
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2. A team of External Examiners should between them satisfy the following criteria:

2.1	All External Examiners who are members of a Board of Examiners have shared responsibility for the whole Examination, even though each one may examine only part of it in detail.	<p>Does the team of External Examiners satisfy the criterion in section 2 (2.1 – 2.5)?</p> <p>Please circle or highlight as appropriate:</p> <p>✓ * N/A</p> <p>If * or N/A please provide further comment here:</p>
2.2	External Examiners with limited experience or who are relatively junior may be appointed if their presence is balanced by External Examiners of seniority and experience.	
2.3	Appointments of External Examiners to a Board of Examiners should be staggered, to ensure continuity.	
2.4	There should, wherever possible, be no more than one External Examiner from any particular institution on a Board of Examiners.	
2.5	Each Board of Examiners must include: <ul style="list-style-type: none"> i. at least one examiner external to the University of London. ii. at least one examiner with current experience of working in Higher Education iii. at least one examiner with academic qualifications to at least the FHEQ level of the qualification being externally examined. 	

Notes:

Note for (1.1) They should be recognised authorities in their subject. This may be demonstrated through experience, seniority, or both. Academic External Examiners should normally be of the rank of at least Senior Lecturer or Reader, or equivalent.
Note for (1.2) If the proposed External Examiner has no previous external examining experience, he or she should normally have demonstrable equivalent experience or extensive internal examining experience or have other recent experience relevant to external examining. They should agree to attend appropriate induction and, where appropriate, training.
Note for (1.5) For example, for Vet Nursing Courses, there are RCVS requirements for appointing External Examiners, found here .
Note for (1.7) For example, as a member of staff; an external member of the Course Management Committee that oversees course; a member of the Council; a student of the College; a near relative of an Internal Examiner. They should not be personally associated with the sponsorship of students; or involved closely with student placements. They should have no close personal connection with any candidate being examined. It is acceptable for an external member of a validation and periodic review panel to become an external examiner for the same course.
Note for (1.13) Retired persons should normally be able to demonstrate continued activity in the relevant academic area and may be appointed in order to balance the appointment of a relatively junior External Examiner with limited experience.

Full Name of Nominee (including title):.....

Address (work):.....

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Email:.....Telephone:.....

Current position:.....

External Examiner for:.....

(Please list relevant exam/s)

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Name of External Examiner being replaced:.....

Nominee's qualifications and experience relevant to this role:

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If you have ticked 'does not satisfy criterion' in sections 1 and/or 2 above, please explain below:

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Sign and Print

(i) Chair of Board of Examiners Print.....

Sign Date.....

(i) Chair of TQC Print.....

Sign Date.....

(i) Chair of Academic Board Print.....

Sign Date.....

Please attach a copy of the nominees current **Curriculum Vitae** – Thank you!

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