

External Examiners' FAQs

Role of the External Examiner

1. What is my role as an External Examiner

External examining provides one of the principle means for maintaining nationally comparable standards within autonomous higher education institutions in the UK.

External Examiners are often described as a supportive and critical friend. They provide the University with impartial and independent advice which helps to ensure that:

If you use Blackboard at your own institution, to avoid Blackboard automatically logging you into your home

11. How do I submit my External Examiner's report?

The University provides pro forma External Examiner report forms on the quality and standards web pages: www.bangor.ac.uk/quality/ext_exam.php.en . Please do not name staff or students in your report. If you wish to comment on the work of a member of staff, please use their role, e.g. the School Administrator or the Examinations Officer.

Please note that for extended undergraduate programmes (MEng, MArts, MSocSci, MSci, MEnvSci, MOcean, MBiol, MZool, etc.) the undergraduate External Examiners' report form should be used.

External Examiners for professional doctorates such as DClinPsy, DHealthcare or EdD should use the report form for Taught Postgraduate programmes to report on the taught element of the programme, following the Board of Examiners meeting. As part of the examination process for the thesis element, External Examiners are also required to a report on the performance of each individual student using the research degree External Examiner report forms which are on the quality and standards web site: www.bangor.ac.uk/quality/ext_exam_gr.php.en . The School will provide further guidance about this process at the appropriate time.

External Examiner(s) report forms should returned electronically to the Quality Enhancement Unit, using the e-mail address qualityassurance@bangor.ac.uk .

12. What happens to my report when it arrives at the University?

All External Examiners' reports are read by the Quality Assurance Manager when they arrive at the University. A copy is also forwarded to the relevant Head of School, or the partner institution. Schools are expected to consider their External Examiners' reports at the next Board of Studies meeting and the Staff Student Liaison Committee.

The Pro-Vice-Chancellor (Education) and the Vice-Chancellor receive also copies of all External Examiners' reports.

A summary of the issues raised in each External Examiner's report is presented to the Curriculum-Quality Assurance Working Group at the next available meeting. As part of the University's quality assurance processes, Schools are required to resg A

the 5th of each month. Please allow some days for processing in the Quality Enhancement Unit before this date. Please e-mail your claim form to qualityassurance@bangor.ac.uk

17. What can I claim for travel and subsistence?

The University will only reimburse costs actually and necessarily incurred in undertaking your external examining duties. To avoid any embarrassment, please note the information about the maximum amounts that may be claimed for subsistence.

| Overnight | Maximum for each night absent from home to cover also an absence up to 24 hours | Accommodation | £66.00 |
|----------------|--|---------------|--------|
| | | Subsistence | £30.00 |
| Over 16 hours | Maximum for an absence from home of more than 16 hours but not including a night | £20.00 | |
| 12 to 16 hours | Maximum for an absence from home of more than 12 hours but not more than 16 hours, not including a night | £16.00 | |
| 8 to 12 hours | Maximum for an absence from home of more than 8 hours but not more than 12 hours, not including a night | £12.00 | |
| 4 to 8 hours | Maximum for an absence from home of more than 4 hours, but not more than 8 hours, not including a night | £8.00 | |

Regarding travel expenses, public transport should be used where practicable, and standard, special reduced and cheap day fares should be used where available. The University will not reimburse first class rail fares.

Where reasonable public transport facilities do not exist, or a substantial saving in time could be effected, a car