

Academic Services

QME Process Sheet 52

Change of responsibilities:

Initial Principles:

- Changes to External Examiner's responsibilities can include:
 - Changes to their personal details or employment;
 - Extensions of tenure;
 - Changes to the module allocation within portfolio (including any changes to reflect PSRB or Collaborative Provision requirements)

Process:

- Any changes to an External Examiners circumstances (as detailed above) must be managed by the External Examining Team within the Learning and Teaching Enhancement Team by the following routes:
 - **External Examiner themselves advising of a change to their personal information;**
 - If the change comes from the External Examiner with regard to their personal details, this will be updated by the Quality Administrator within SharePoint (unless additional checks to ensure they still meet the appointment criteria are needed, for example if they have changed employers – liaise with Senior External Examiners Officer).
 - **Colleagues from the Student Administration Team (SAT) advising that there is a need for an additional module(s) that requires External Examiner oversight, OR**
 - **The Field Leader either requesting an extension of tenure or a change to the module allocation, OR**
 - **Annual meetings between the External Examiners Team and Field Leaders to determine module allocation;**
 - If the change reflects an extension to tenure or a change in module allocation, Field Leaders will initially contact an External Examiner to determine whether they would be willing to take on the additional year/new modules. If the significant change of responsibilities is taking place 2 years or more since the original appointment took place, an updated CV will be required
 - If agreed by the External Examiner, the Field Leader will send a request to the Quality Administrator who will log this within SharePoint and create a Change of Responsibilities form;

- This form will be sent to the relevant academic staff (Field Leader) to complete the rationale for the change (Part 4 of the form);
- The Quality Administrator will receive the completed form alerted through SharePoint. The Chair of the University's Academic Standards and Quality Committee (ASQC) will then be asked to consider the change on behalf of Academic Board for approval;
- This will then be allocated as ready for scrutiny by the Senior External Examiners Officer, who will scrutinise the information to ensure the criteria in the QMEF are still met. The log is then allocated as ready for scrutiny by the Curriculum Enhancement Management;
- The Curriculum Enhancement Manager will then consider the information for confirmation that the change still conforms to the appointment criteria and updates the log to reflect this;
- The Senior External Examiners Officer will then write to the External Examiner with notification of the change of responsibilities as appropriate including any additional responsibilities to attend field/award boards and additional fees related to this, and notifies the relevant ASQC of the outcome;
- In the event that the Curriculum Enhancement Manager cannot confirm the change of responsibilities, the relevant ASQC is notified and an explanation of the rationale for rejection is provided to the Faculty Academics for communication to the External Examiner;
- The External Examiner SharePoint website will be updated by the Quality Administrator based on the change which has been approved
- External Examiners Responsibilities database (directly reflects in the External Examiner's annual report) will also be updated by the Quality Administrator

Resignation of appointment

- If an External Examiner contacts the Quality Administrator to confirm their intention to resign, the resignation date is recorded on the central External Examining SharePoint site database. The Senior External Examiners Officer, writes to the External Examiner to thank them for their contribution to the external examining process at UWE.

Completion of tenure

- At the completion of an External Examiner's tenure, the Senior External Examiners Officer will write to the External Examiner to thank them for their contribution to the external examining process at UWE.

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