

# External Examiner Policy

	<b>This policy is effective from</b>	<u>18 May 2017</u>
<b>Approval body</b>	<u>NCAD Academic Council</u>	<b>Approval date</b> <u>17 May 2017</u>
<b>Owner</b>	<u>Quality Office</u>	<b>Next review date</b> <u>May 2018</u>

## 1. Purpose

The responsibilities of External Examiners are defined by University College Dublin. The following policy is in harmony with the validating body. The policy and procedures are adapted from UCD External Examiner Policy Statement and Principles.

External Examiners play a vital role in assisting NCAD in fulfilling its obligations of assuring the academic standards and integrity of its modules leading to awards.

External Examiners provide an important consultative and advisory function in supporting the development of modules as well as the enhancement of teaching, learning and assessment practices.

NCAD appoints External Examiners that are internationally recognised experts in their subject areas and are from institutions with the highest academic reputations.

The purpose of this policy document is to strengthen the intentions of existing practice through the provision of clear guidance on the appointment and role of the External Examiner.

## 2. Scope

This policy applies to NCAD staff involved in the assessment process, including Heads of Department, Heads of School, the Director's Office, and Academic Affairs (including Student Services & Administration and Quality Office) and External Examiners. The policy should also be considered by staff members responsible for developing and reviewing programmes at NCAD.

## 3. Principles

NCAD recognises that successful fulfilment of the functions of the External Examiner is dependent on the quality of internal assessment and review at both School and College levels.

The key principles that underpin the role of the External Examiner are:

### 3.1. Quality of Assessment

The fundamental role of the External Examiner is to assure academic standards and the quality of teaching, learning and assessment. The External Examiner confirms that the academic standards of modules and the awards to which they lead are consistent with the academic outcomes specified by NCAD, and are comparable to those achieved in the subject area in equivalent universities and colleges internationally.

### 3.2. Equity

The External Examiner helps to assure the fairness, validity and rigor of assessment at NCAD.

### 3.3. Enhancement

The External Examiner provides feedback on the quality of modules and the overall learning experience in the subject area, and on how teaching, learning and assessment in modules and the subject area may be enhanced.

### 3.4. Assessment

The role of the External Examiner is to review, moderate and enhance the assessment process, and they will not routinely act as an additional examiner. The conduct of assessment and the determination of grades and awards is a matter for Internal Examiners acting with the support and advice of the External Examiner. Nonetheless, in particular circumstances and in accordance with the policies of NCAD, External Examiners may be involved in the assessment process as second or additional examiners.

## 4. Roles and responsibilities

The Head of Academic Affairs and Research is responsible for:

- i. oversight of assessment results across the College

The School Examination Board is responsible for:

- i. finalising all module grades
- ii. approving semester, stage and final award of individual students
- iii. determining compensation, progression, and award classification for all students on the programme.

The Programmes Board is responsible for:

- i. design
- ii. delivery, and
- iii. quality
- iv. assurance of programmes
- v. oversight of assessment and progression within each programme
- vi. academic welfare of students

The Module Co-ordinator or Head of Department is responsible for:

- i. design
- ii. delivery
- iii. assessment
- iv. quality assurance of their modules

The Examination Board and Academic Council is responsible for:

- i. oversight of assessment practices across the College

The External Examiner reviews within a programme

- i. academic standards
- ii. curriculum development
- iii. assessment and grading strategies and practices

## **5. Related documents**

This policy was developed and approved with the intention that it complies with UCD's External Examination at UCD: Policy Statement and Principles as approved by UCD Academic Council Executive Committee on 4 March 2010.

The NCAD Guidelines for External Examiners should be considered as an accompanying document to this policy.

## **6. Version history**

A draft policy was developed in March 2016, which was incorporated into this policy alongside the accompanying Guidelines for External Examiners, approved in May 2017.