

External Examiners and Visits

A summary and go-to guide

What you need to have on hand and read re EEs

- AQH 7.15 – [Part of AQH](#)
- External Expertise Protocol – under [UWTSD External Examiners](#)
- Appendices: under [Appendices to AQH](#)
 - o GA2 Module External Examiner Nomination Form
 - o GA2a Module External Examiner Nomination Checklist
 - o GA2b Extend Duties of Module External Examiner Form
 - o GA2c Extend Appointment of Module External Examiner Form
 - o GA2d Procedural External Examiner Nomination Form
 - o GA3 Annual Module External Examiner's Report (online form)
 - o GA15 External Examiner Agreement

- **Appendix GA2e: External Examiner Guidance for Staff**

- o This appendix includes guidance, timelines and a handy checklist!

When is an EE needed?

External examiners are allocated to **all modules** that contribute to the **calculation of the award**. [AQH 7.15.1\(2\)](#)

So:

- ALL modules at levels 3, 4, 5, 6, & 7 that contribute to an award.
- That does not mean that the EE sees material from all modules in any given year, but that an EE must be appointed for these modules that contribute to an award.
- EXIT awards are not part of this!

Purpose of the EE

To ensure that:

1. the standard of each award is maintained at the appropriate level;
2. the standards of student performance are comparable with standards on similar programmes or subjects in other UK institutions with which they are familiar;
3. the processes for assessment and the determination of awards are sound and fairly conducted

Induction, Visits and Information

Please use the [AQH Appendix PV2e](#).