

**Templates and suggested wording for Programme Handbooks regarding the sharing of External Examiner details and reports with students**

The following text is suggested for Schools to include within their programme handbooks, or other module or programme information.

**a. Generic statement outlining the role of External Examiners for inclusion in programme handbooks (or equivalent)**

“External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions.”

**b. Statement about External Examiners’ reports, for inclusion in programme handbooks (or equivalent)**

(Note: the italicised text is to be deleted as appropriate).

“External Examiners’ reports relating to this programme will be shared with student representatives at the *Staff Student Liaison Committee (SSLC)/programme committee/other appropriate forum (specify)*, where details of any actions carried out by the programme team/School in response to the External Examiners’ comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners’ reports or the process for considering them.”

**c. Template for publishing details of External Examiners in programme handbooks (or equivalent)**

Information about the name, position and institution of External Examiners should be included in programme handbooks or other information provided to students.  
The following template for inclusion in handbooks is provided:

“The External Examiner for this programme is \_\_\_\_\_ (name)  
Name of Institution \_\_\_\_\_  
Position at current Institution \_\_\_\_\_

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a student’s individual performance in assessments. Other appropriate mechanisms are available for students, including the University’s appeals or complaints procedures and the UMSU Advice Centre. In cases where a student *does* contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners should report the matter to their School contact who will then contact the student to remind them of the other methods available for students. If students have any queries concerning this, they should contact their Programme Office (or equivalent).