

Administrative Amendments to External Examiner Engagement

From time to time, it will be necessary to make administrative changes to the programmes/provision with which an External Examiner is engaged, which do not result in material changes to the engagement in place.

For changes of this nature, it is not necessary to request an amendment to duties via the formal process. However, the University's External Examiner Panel should be notified, and the amendments should be noted.

Following an administrative amendment, Academic Registry will write to the External Examiner(s) concerned to notify them of the changes.

Once the External Examiner has been written to, the changes will be noted at the next meeting of External Examiner Panel.

Administrative amendments may include (but are not limited to):

- Changes to programme titles/codes
- The addition of 4-coded (with Foundation) versions of programmes, where the levels of study covered by the External Examiner remain unchanged (for example, Level 4-Level 6 of a 'with Foundation' version of a programme).¹
- The addition of a Single-module CPD award, where the module already exists as part of the External Examiners assigned programme(s).
- Additional funding streams – for example, the addition of a replicated programmes, where the CPD/Programme already exists, but is replicated for funding purposes and uses the same content as an existing programme.
- The removal of a closed programme(s), which is part of a cluster of programmes with which an external examiner is engaged, when it has taught out. (i.e. the closed programmes would be removed from their oversight because they have taught out).

Because of the variation in the nature of administrative amendments, there is no template for notification of these changes to External Examiner Panel. However, as a minimum, External Examiner Panel should be informed of:

- The name of the External Examiner affected
- The School/Faculty in which the administrative amendments are taking place
- The nature of the changes (including the relevant programme titles and codes)
- The date from which the administrative amendments will commence

¹ *If an external examiner is required to engage with Level 3 of additional 4-codes (in addition to the Level 4-Level 6 with which they are already engaged) this is an addition to their existing duties, and it should be managed via the 'amendment to duties' process.*

Where administrative amendments arise, they should be discussed between the relevant School(s) and Academic Registry on a case-by-case basis. Where they are identified by the School, programme teams should contact the Academic Quality and Standards Team in the first instance. Where they are identified by Academic Registry, the Academic Quality & Standards Team will contact the programme team to notify them.