

External Examiner Welcome Presentation

Outline

- About NCG
- Purpose, role and activity of the External Examiner
- Sampling and External Examiner reports
- Payment and expenses
- Contacts

One of the leading providers of education, training and employability across the UK

7 Colleges:

- Newcastle College – Newcastle College University Centre (NCUC)
- West Lancashire College
- Kidderminster College
- Lewisham College
- Newcastle Sixth Form College
- Carlisle College
- Southwark College

Collaborative Partners:

- OLC

NCG HE Strategy

Our aims align with the overall aims of NCG:

- Provide a high-quality, flexible vocational curriculum offer
- Widen participation and increase employability
- Work in partnership with employers to support their future skills needs
- Increase accessibility and flexibility through e-learning
- Provide a distinctive HE offer which complements traditional University provision

NCG and Higher Education

- FDAP awarded in 2011
- TDAP awarded in July 2016
- 90% of NCGs HE provision delivered at Newcastle College University Centre
- Around 2000 HE students
- Industry-led programmes

Programmes

- Foundation Degree
- Honours Degree
- Top-up Honours Degree
- Masters
- PGCE
- Certificate of Higher Education
- Certificate of Continuing Education

Regulatory Headlines

- Late submission - up to 5 working days capped at 40%/50%
- 5 day extension and Mitigation/Extenuating Circumstances
- Eligible reassessment in all modules
- 30% in all components
- Classification calculated on award level grades only
- Condonement of 20 credits
- Inclusive assessment

Documentation and Regulations



- Programme Specification
- Programme Handbook
- HE Student Handbook
- Module Guides
- Module Specification
- Module Delivery Details
- Academic Regulations
- Mitigation Process
- Academic Misconduct
- Academic Appeals
- Recognition of Prior Learning (RPL)
- Alternative Assessment Plans

Overall Purpose of the External Examiner



- To ensure that standards are maintained from a subject point of view
- To ensure fairness and equity from a student point of view
- To act as a critical friend with:
 - Curriculum developments
 - Standards
 - Identifying good practice and provide advice for enhancement

External Examiner Role

- Ensuring the integrity, rigour and fairness of assessment procedures
- Assessing the standard of academic awards and student performance
- Commenting on the comparability of student performance and standard of awards of the institution in respect to their experience of other HE institutions
- Identifying good practice and providing advice for the enhancement of modules and programmes
- Assessing a programme's approach to 'fitness to practice' (professional programmes)
- Complete External Examiner report – feedback, comments, best practice, adjustment to marks, etc.

Typical External Examiner Activity



- **November** - Appointment to or renewal/continuation of EE role
- **December-January** – Contact made by programme leader/team
- **January-May** – External examining of assessment samples (final year of programmes), critical friend for curriculum team as required, complete ‘EE Confirmation of Endorsement of Assessment Decisions’ form (EE15)
- **June/July** – attend Module Exam Committee’s, complete ‘EE Confirmation of Endorsement of Assessment Decisions’ form (EE15) visit programme team and students (F2F or Teams)
- **July/August** – complete and return ‘EE Report’ (EE18)
- **August/September** – receive and moderate module guides. Complete ‘External Moderation of Module Guide’ form (EE12)

Sampling

- Should normally expect to see:
 - 6 samples for each assessment tool (unless 8 students or less in which case all assessments will be included)
 - Selection of passed assessments from each classification band
 - Problematic assessment
 - All fails
 - Borderline pass/fail
 - Full list of cohort marks

Examination Committees and Board of Examiners



- 2 Tiers
 - 1st Module Examination Committee and Programme Examination Committee (MEC/PEC)
 - 2nd Board of Examiners
- Accountable for academic integrity of assessment in programmes
- Responsible for conduct of assessment including determining module marks, progression and awards
- A focus for quality assurance

Mid year Module Examination Committee (MEC)



- To support our retention strategy mid year MEC has a different remit to end of year MEC
- Considers and ratifies all completed 1st semester modules
- Determines 'at risk' students

Examination Board EE Actions

- Attend MEC (PEC optional)
- If unable to attend, complete 'EE Confirmation of Endorsement of Assessment Decisions' form (EE15)
- Complete annual report within 28 days MEC/PEC
- Return Report to HE Registry (along with expenses, annual fee claims)

EE Reports

- HE Registry will circulate to the relevant College/Programme
- HE Quality will track key themes and complete an annual report to be presented at HE Academic Board
- Any cause for concern highlighted is reported to CEO of NCG
- You will receive a response and improvement plan from the Programme Leader within 28 days of receipt of your report

Mentoring

- We can provide mentor support for new External Examiners
- If you are new to external examining and require a mentor, please raise this with externalexaminers@ncgrp.co.uk
- If you are an experienced external examiner there may be opportunities to mentor a new external examiner (payment provided)
- The mentor will offer guidance on the role of the examiner in:
 - Moderation of examination papers and providing comment on other forms of assessment
 - Sampling of students' work
 - Providing advice to the Board of Examiners
 - Presentation of a formal annual report.

Payments to External Examiners

- NCG External Examiners payment is banded as such:

	Fee	Description
Band A	£350	Module and Award Examiner with between 6-12 modules
Band B	£500	Module and Award Examiner with 12+ modules (this may include duties covering FdA/FdSc and Top Up awards)
	£350	Chief External Examiner for all NCG awards
	£100	Lead Examiner for a group of Examiners within a section
	£120	External Mentor – supporting a newly appointed External Examiner

- These fees are excluding expenses

Payments to External Examiners



- To claim this you need to provide:
 1. Evidence of your employment status in the form of a completed HMRC assessment and the outcome
 1. [Link to HMRC site](#)
 2. If self employed provide your HMRC self-employed registration number
 3. A completed External Examiner Payment form
 4. Proof of eligibility to work in the UK

You will pay Tax and NI at source

Bookings and Expenses

- Visiting programme teams/campuses
- Must have valid receipts (credit card receipts not accepted)
- Can claim for accommodation, travel expenses or subsistence & postage (if incurred)

NB Accommodation and train tickets can be booked on your behalf (at least 2 weeks notice please) or you can book and pay for your own and claim it back through expenses – see EE expenses guidance.

Submitting a Claim



- External Examiners annual fee
 - Submit a claim form within a month of June Boards to the HE Registry (email option for fees only)
externalexaminers@ncgrp.co.uk
- Expenses for Visits
 - Send a completed claim form with valid receipts attached (if applicable) to the HE Registry within 28 days
- Expenses for Reconvened or Semester 1 Boards
 - Send a completed claim form with valid receipts attached to the HE Registry within 28 days

Contacts

- Programme Leaders/Teams will be in contact to arrange visits/sampling of student assessments
 - If unsure of this or no contact received, please email externalexaminers@ncgrp.co.uk
- HE Development Manager – EE adverts and recruitment, queries about curriculum areas/programmes amy.brown@ncl-coll.ac.uk
- Deputy Director HE Quality and Standards (NCG) – mark.clarkson@ncl-coll.ac.uk
- HE Registry (externalexaminers@ncgrp.co.uk)
 - Submission of annual report
 - Accommodation / train bookings / tickets
 - Submitting claim forms/receipts
 - Any other general queries

Thanks

Useful Information

Visit ncgrp.co.uk – click Guide to Information (don't use drop down menu) – Click External Examiners section

[https://www.ncgrp.co.uk/guide-to-information/external-](https://www.ncgrp.co.uk/guide-to-information/external-examiners/#:~:text=The%20role%20of%20external%20examiners,across%20the%20organi)

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