

External Examiner Introduction to NCG



Welcome to NCG

Welcome, and thank you for working with us as an External Examiner at NCG.

NCG is one of the UK's leading providers of education, training, and employability. At the heart of everything we do is a simple purpose: **to enable social mobility and economic prosperity through exceptional education.**

NCGs HE Strategy sits at the core of our mission, ensure that our guiding principals are driven by strategic objectives, focused on delivering an excellent and enriching student experience.

The **NCG HE Strategy** can be [found here.](#)





Welcome to NCG

Foundation Degree Awards

Three Year Honours Degrees

Top Up Honours Degrees

Postgraduate Certificates in Teaching

Certificate of Higher Education

Higher National Certificates and Diplomas

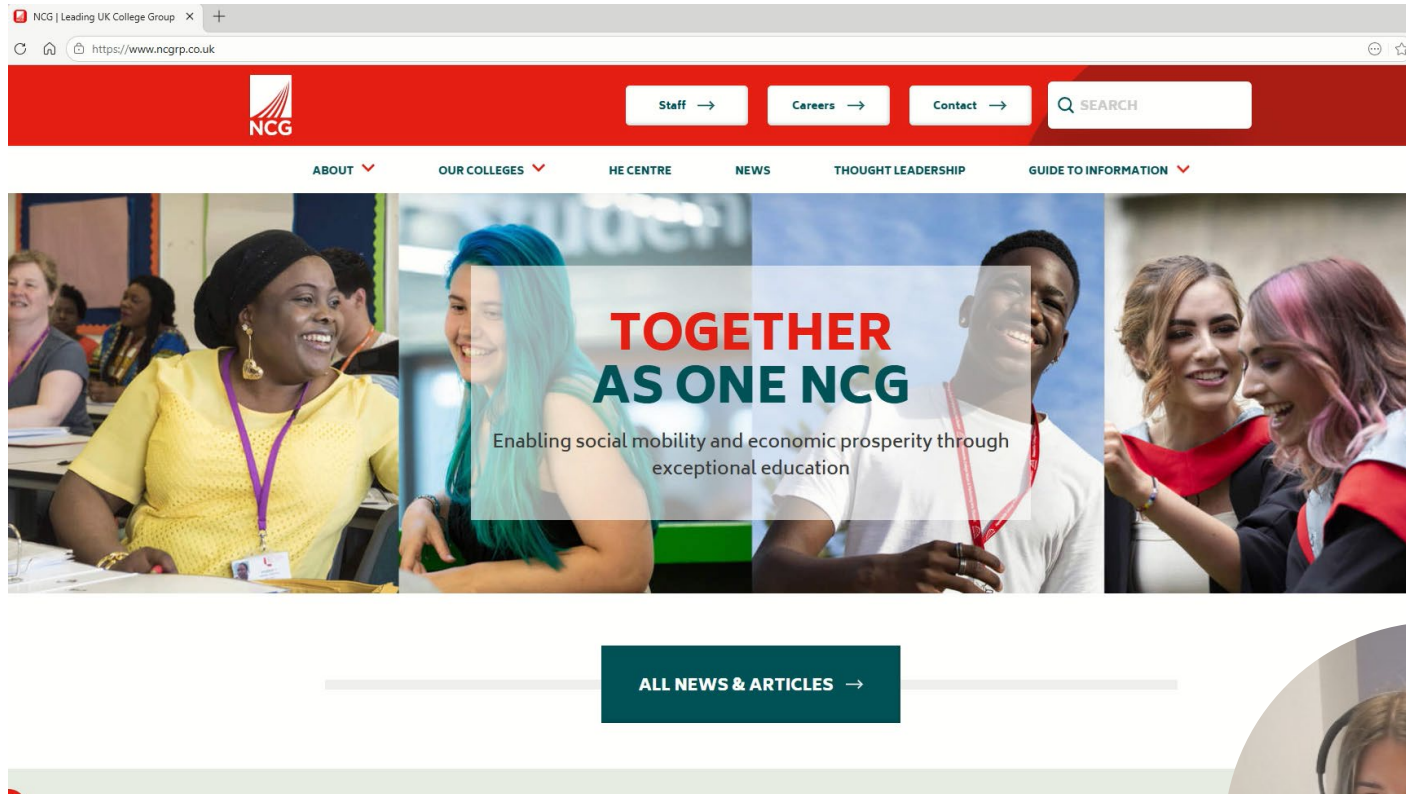


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Academic Regulations and Policies





Key Regulatory Points



Late Submission (up to 5 working days) – the assessment grade is capped at the pass mark (40% or 50%)

Reassessment opportunities in all modules

Students are allowed to condone 20 credits, if they achieve at least 30% in all components

Additional time is managed through 5-day extensions or through Mitigation

Classification calculated on award level grades only

All programmes are designed with inclusive assessment opportunities



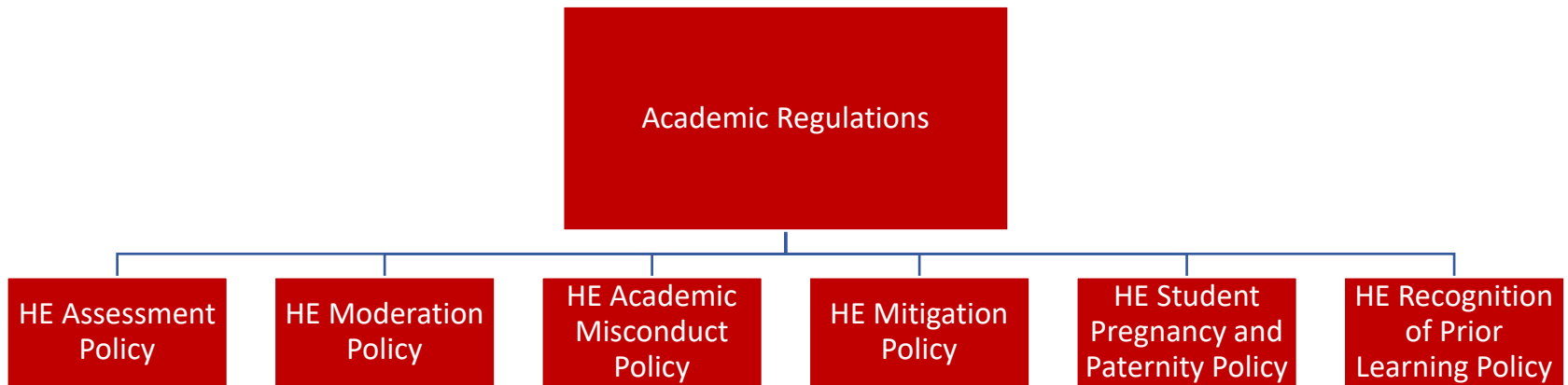
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Policies Relating to Assessment



The Role of the External Examiner



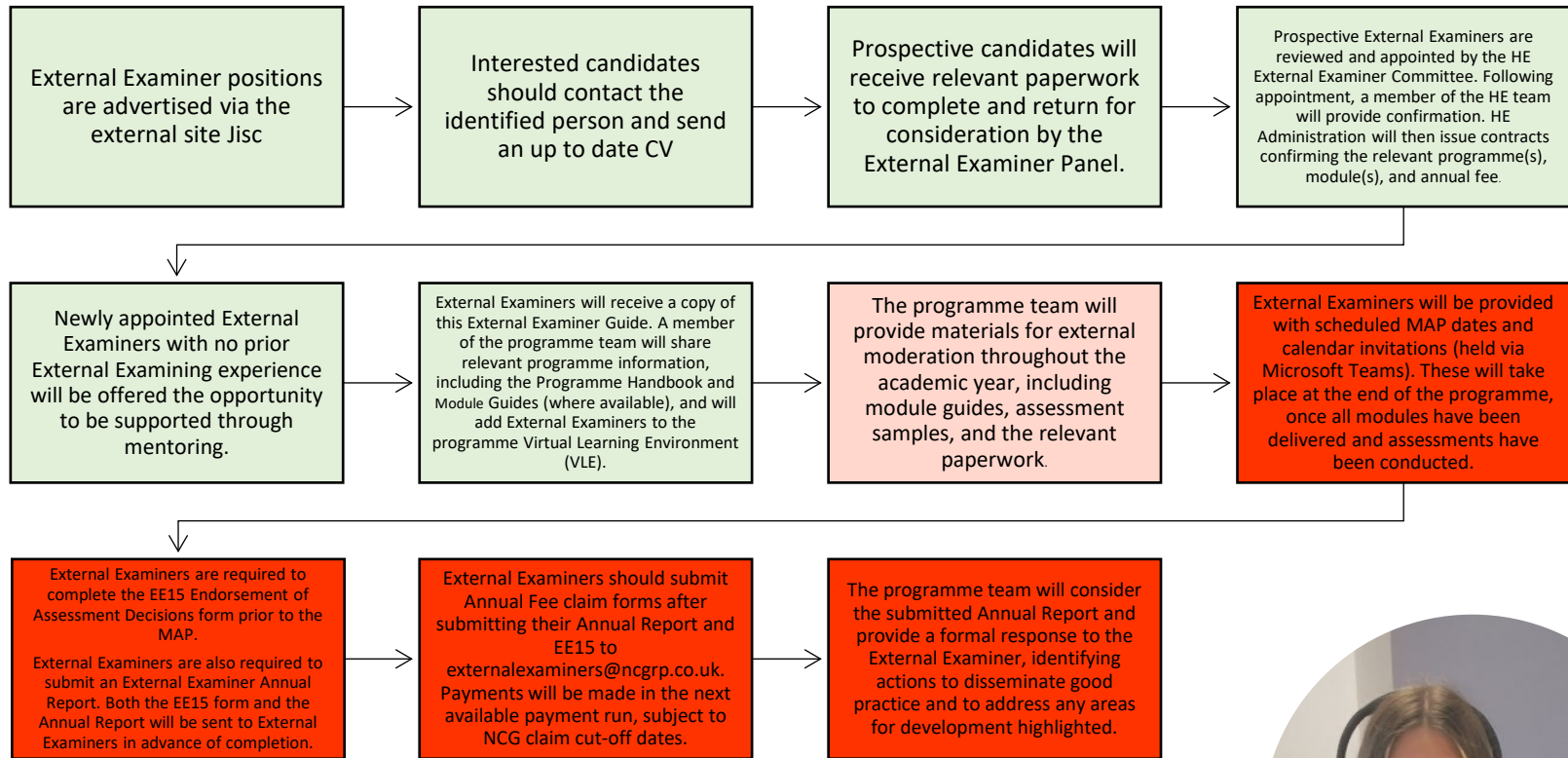
External Examiners play a critical role in maintaining academic standards and ensuring the integrity of assessment processes across higher education. Their principal function is to provide independent assurance that students are assessed fairly and consistently in relation to their peers within NCG and across the wider UK higher education sector.

External Examiners also act as a critical friend with:

- Curriculum developments
- Standards
- Identifying good practice and provide advice for enhancements.



Typical External Examiner Activity





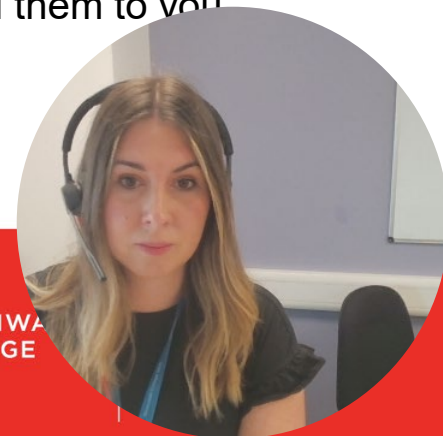
Typical External Examiner Activity – Assessment Samples



Typical sample of assessments will include:

- A minimum of 6 assessments for each assessment component
- Where cohorts have 8 or less student, the sample size will be 100%.
- Where possible, the sample will include assessments from each of the classification bands.
- Additionally, all failed assessments.
- Borderline pass/fail assessments.
- Full list of cohort marks

The programmes team will plan for you to access assessments or to send them to you should this be more appropriate.



Typical External Examiner Activity – Attending MAPs



External Examiners will be invited to attend **Module and Programme Examination Committees (MAPs)**, held at the end of the academic year. These meetings review final module grades, grade profiles, and award classifications once all assessments, marking, and moderation have been completed.

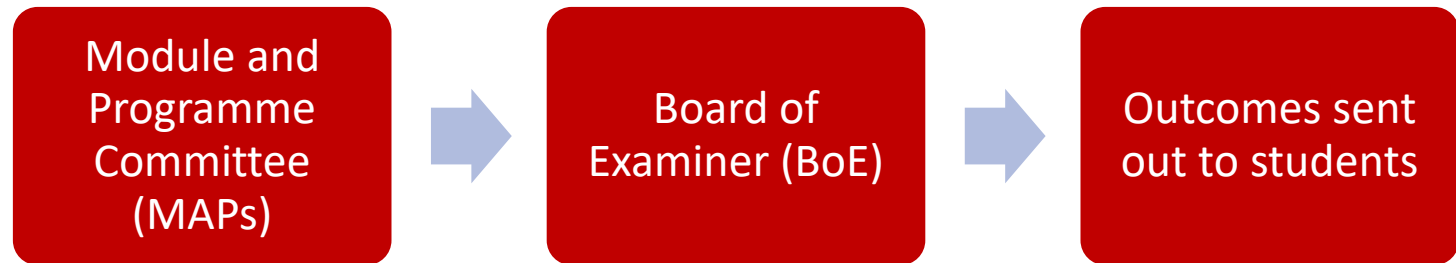
Before attending a MAP, External Examiners are required to complete an **External Examiner Assessment Endorsement form – EE15 (MS Form)**.

Diary invitations and all relevant links to forms will be emailed in advance.





MAPs and BoE



Typical External Examiner Activity

– External Examiner Reports

External Examiners must submit an **annual report** to NCG within 28 days of the MAP.

The report is completed through an online Microsoft Form, which will be shared in advance and collects feedback on modules that have been externally examined. External examiners are expected to make comment on the following areas:

- The appropriateness of academic standards
- The fairness and effectiveness of assessment processes
- The relevance and currency of assessments and module content
- Any examples of good practice

All sections of the report must be completed. If a report is submitted partially, External Examiners will be asked to resubmit it.

Once submitted, the report will be shared with the programme team, who will respond within 60 working days.



External Examiner – Annual Reports



https://forms.office.com/pages/responsepage.aspx?id=rC5xkvoQE-wAUK5bRmJrkO_Zmc5oeNDvM9VZGaIGVUN1JaSDVONeswWUcwVzdMRE1YODZLSEnzMy4u&route=shorturl

NCG External Examiner Report

Introduction
External Examiners are required by the terms of their appointment to submit an annual report for each programme. The report will be considered in depth during annual monitoring and review activity. A record of the institution's responses to examiners' reports also forms part of the documentation for this activity. **Your report will be widely circulated.** Please do not refer to anyone by name or in a way that allows identification of an individual.

Please note that no fees can be paid until NCG receives your full report for the year. **This report must be submitted within 28 days of the relevant Board of Examiners.** Following submission of your report, you will be sent a response from the programme team.

The role of the External Examiner is to confirm the standards of student performance are comparable with similar programme(s) or subjects in other UK institutions. The external examiner does this by sampling work across all modules that contribute to the final award classification. The external examiner must sample the work of students before the marks are presented at a Module and Programme exam committee.

External examiner are provided with a sample of work for each module from the final level of a programme.

The **sample size** will be at least **6 samples** for each assessment tool within the module, or all assessments if cohort is less than 10.
The sample should include:

- Assessments from each of the classification bands (where available).
- All work awarded a fail
- Borderline pass/fail

A full cohort list with all module marks should be provided with the sample.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

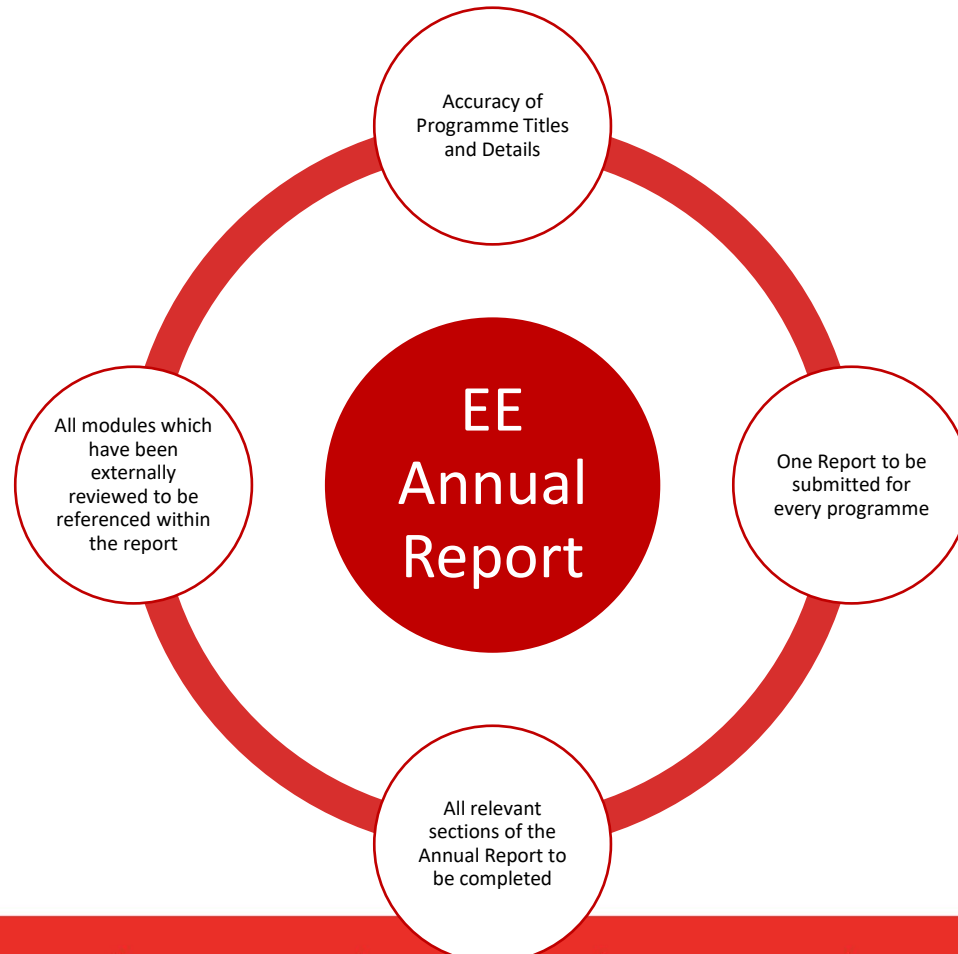
1. Please select the academic year this report relates to *

2025-26





External Examiner – Quality of Annual Reports





External Examiner – Annual Reports and Continuous Improvement

Once External Examiner Reports have been returned to NCG, they are circulated to the programme team, curriculum management HE Quality Improvement Managers and the Assistant Director HE Quality and Standards.

Programme Teams

Will read External Examiner Annual Reports and return a response to the External Examiner report, identify actions to improve any development points noted in the in the annual report, as well as highlighting how they plan to remain consistent with any areas of good practice and share (if relevant).

External examiners should expect to receive a response within 28 days.

HE Quality

HE Quality Improvement Managers will ensure that any (relevant actions) are discussed during the HE Annual Review and implemented in relevant improvement plans.

HE Quality will track themes for External Examiner reports, with an overall report shared at the relevant committee.

Annual Reports with significant concerns

Annual reports which have noted a significant concern will be followed up with a response directly and will be reported at HE Academic Board.





External Examiner – Payments and Fees



Annual fees for External Examiners will be confirmed upon appointment and specified within the contractual documentation.

After NCG has received the External Examiner Annual Report and the External Examiner Assessment Endorsement Form, annual fee payments will be scheduled to be paid on the next payment cycle. All claim forms, accompanied by the appropriate receipts, must be forwarded to **externalexaminers@ncgrp.co.uk**. In accordance with NCG policy, expenses will only be processed where valid receipts are provided. Claim forms can be accessed via the NCG website.

Where a site visit is necessary, travel and accommodation can be booked through **externalexaminers@ncgrp.co.uk**. Please provide a minimum of three weeks notice to allow for NCG to arrange travel and accommodation. Further information on fees and expenses can be found in the External Examiner Guidance.





External Examiner – Support Opportunities with NCG



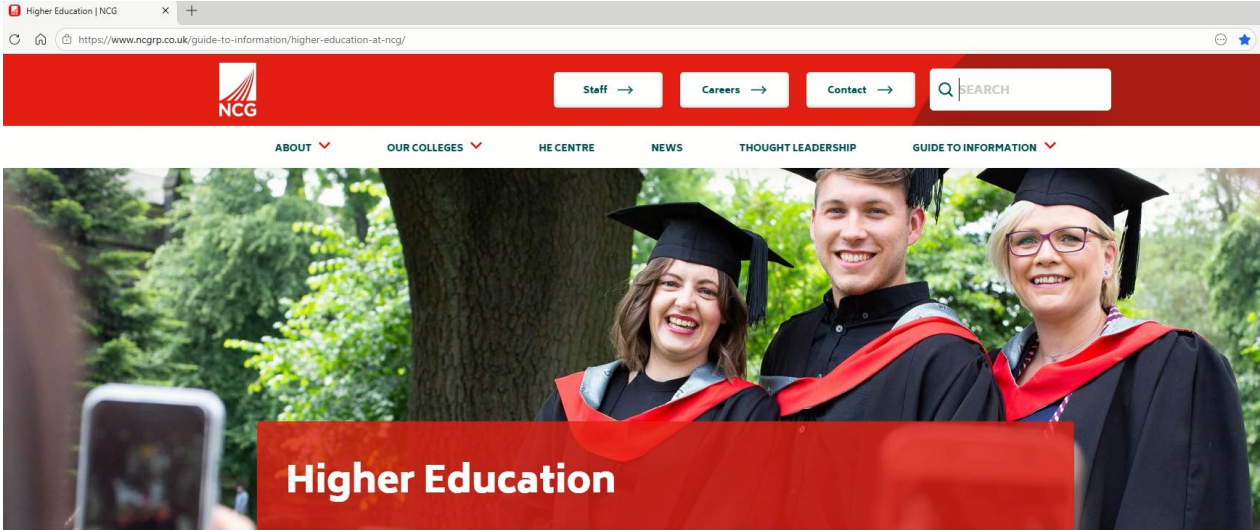
Mentoring opportunities for new External Examiners

Drop-in sessions to ask any questions relating to Annual Reports





External Examiner – Support



NCG is the largest provider of college-based Higher Education in the UK, with over 2,000 degree-level students.

Students studying for an NCG award are based at Carlisle College, Kidderminster College, Southwark College, or our largest college, Newcastle College University Centre. Most of our provision is based within Newcastle College University Centre, which offers higher technical education that is recognised for our inclusive approach where students are supported to achieve their best, our impact on the local community, and our national influence and reach.

We were the first Further Education (FE) college to achieve Taught Degree Awarding Powers on an indefinite basis, allowing us to develop, validate and deliver our own degree qualifications up to Level 7.

Higher Education students at Carlisle College, Kidderminster College, Southwark College and Newcastle College University Centre study on a programme awarded by NCG with a wide range of vocational higher qualifications which include:

- Certificates in Higher Education (Level 4)





Thank you



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