

Summary of the role of an External Examiner

External Examiners are appointed to fulfil the duties outlined below for the course/course years for which they have been appointed. External Examiners will be expected to report on the fairness of the assessments, the standard of the candidates and to consider the content and representation of different subject areas. In their reports, External Examiners should comment on the comparability of standards of the assessment as a whole, with respect to the relative performance of candidates and to courses in comparable institutions.

Appointments are for a term of 4 years.

Main duties and responsibilities of External Examiners

Review of question papers

- Receive draft examination papers and assignment briefs (written papers and OSCE stations where relevant), with supporting material where appropriate (e.g. model or outline answers, marking schemes), for comment and suggestions.
- Comment on the appropriateness of content of the assessment.

Review of marking standards and procedures

- Comment on the appropriateness of the level of the assessments.
- Review and comment on the appropriateness of the marking schedules and the standard setting process and to moderate marks where necessary.
- Review a sample of scripts to ensure that standards are maintained and that marking is consistent.

Examination Statistics and Results

- Review and comment on the Examination Performance Statistics.
- Review the results of vivas.

Advising on general standards

- Comment on the appropriateness of the standards set.
- Comment on the quality and quantity of any student feedback on assessed work or formative assessments that you viewed
- Identify any areas of good practice and innovation, or recommendations for enhancement, related to the learning, teaching or assessment on the programme.

Advising on the performance of individual candidates

- Advise on an individual piece of work.
- Comment on the award of Merits and Distinctions.
- You may be required to mark research project dissertations.
- Attend project vivas in order to examine candidates.

Attendance

- Attend the External Examiner Induction Day in your first year of service (in early November). Annual attendance is optional thereafter.
- Attend Review Meetings and the Board of Examiners' meeting at which results are ratified and graduation decisions are made (attendance may be remote).

- External Examiners for Medicine will be required to attend at least one OSCE day in order to observe the conduct of the examination, the performance of the candidates, simulated patients and examiners. This may be in Cyprus or one of our other overseas sites. We will discuss this with you well in advance if required.
- For Medicine you will be invited to attend the grading meetings for the Becoming a Doctor Domain. There are External Examiners with responsibility for this domain; however you are welcome to attend should you wish.
- Visit practice education or placement sites where appropriate to the programme and/or engage directly with the relevant practice educators or student supervisors.

External Examiner Report Form

- Complete and return an External Examiner Report Form within four weeks of the Board of Examiners' meeting.

Other

- Further information about the role of External Examiners can be found in the Section I of the [Quality Manual](#).
- This contains information about conflicts of interest, external examiners must inform the university if their circumstances change in any way which may create a conflict of interest.

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