



5.1	Introduction.....	2
5.2	External Examiners	3
	Engaging with Students.....	4
	Assessment Sampling and External Oversight	4
	Attendance at Exam Boards	5
	Submission of an annual report.....	7
	Raising serious concerns.....	7
	Induction.....	8
	Termination of appointment	8
5.3	External Examiner Nomination and Approval Procedure	9
5.4	External Reviewer for Periodic Review and Validation.....	11

signing candidate results sheets (REP5 or ER1) directly after results have been agreed at each final Exam Board. These will be used for formal notification of results to students.

producing a full written annual report within _____ of the final Exam Board meeting.

5.2.4 External Examiners may request to meet with a selection of students to help to confirm aspects of programme quality and the standard of students. If a programme has more than one External Examiner, they should be invited to meet with students together.

(For the full procedure please see the section on External Oversight in [Chapter 8a, Intensive Postgraduate Taught Degree Academic Regulations](#) or [Chapter 8b, Distance Learning Postgraduate Taught Degree Academic Regulations](#) of the LSHTM Academic Manual)

- 5.2.8 *Although recommendations of External Examiners will be given due weight, they do not have the authority to change marks unilaterally.*
- 5.2.9 Details on External Oversight can be found in [Chapter 8a](#) (for Intensive masters programmes) or [Chapter 8b](#) (for distance learning programmes) of the LSHTM Academic Manual.
- 5.2.10 The External Examiner is a full member of the relevant Programme Board of Examiners and should refer to the Board's Terms of Reference (TOR) for an overview of its official duty. The External Examiner is expected to attend the Board of Examiners' meetings where student awards for the relevant programme are ratified.
- 5.2.11 Exam Boards may be conducted in either a physical or online setting or a combination of both, as determined by the Chair. If an External Examiner cannot attend the Board of Examiners in person they can

Collaborative Provision) to reallocate duties to a substitute External Examiner (listed in procedural order):

- a. First, attempt to source a substitute External Examiner from LSHTM programmes with a comparable specialism.
- b. Secondly, attempt to source a substitute External Examiner from any other master's programme at LSHTM to provide a generalist view of quality and academic standards within the broad subject discipline of healthcare.
- c. Thirdly, the School will seek to recruit an external reviewer to act as a temporary external examiner;
- d. In exceptional circumstances (e.g. illness, epidemic, pandemic, terrorism, acts of God (extreme weather), disaster, or industrial action) if a substitute External Examiner cannot be sourced from the existing pool of external examiners employed by the School, then an external senior professional services lead in this area should attend for the purpose of ensuring that due diligence has occurred, and will be sourced by the QAS department.
- e. If it is not possible to secure an external senior professional services lead in the area of quality and standards then the Head or representative of Quality and Academic Standards at LSHTM will attend the Board to ensure due diligence has occurred.

N.B If the substitute External Examiner has not been part of the sampling process they must have the opportunity to review all necessary documentation prior to the meeting to be able to confirm that academic standards are appropriate and at the correct level.

- 5.2.16 As a full member of the Board of Examiners the External Examiner will be expected to be part of the discussion at the meeting, ensuring that the decisions made are in line with the LSHTM's regulations and Sector benchmarks. The External Examiner will be expected to make recommendations to the Board of Examiners on borderline cases (including but not limited to, students with approved Extenuating Circumstances).

- 5.3.1 *For the appointment criteria see section 5.5.*
- 5.3.2 *External Examiners who do not meet all of the appointment criteria may be appointed provided they are part of a larger External Examiner Team who collectively offer complementary expertise to meet all the criteria for the programme.*
- 5.3.3 The procedure for nominating External Examiners is the formal responsibility of the Exam Board Chair, but they will liaise with the relevant Programme Director (PD) to identify an appropriate External Examiner. The Quality & Academic Standards office (QAS) will inform the Exam Board Chair when a new External Examiner is required. This will be on the approval of a new programme or 12 months in advance of the expiry of the tenure of the existing Examiner, unless an External Examiner resigns mid-year.
- 5.3.4 Exam Board Chairs should approach potential External Examiners informally in the first instance. External Examiners will be provided with enough information on LSHTM and the programme to enable them to make an informed decision whether to accept nomination. Members of Programme Teams and the Dean / Faculty Postgraduate Taught Committee might be consulted informally if desired, but it is not necessary for proposed nominations to be considered at full Programme Committee or Faculty Postgraduate Taught Committee meetings.
- 5.3.5 Exam Board Chairs will adhere to the External Examiner Appointment Criteria as set out in section 5.5 of this chapter before approaching potential External Examiners. The nominated External Examiner must ensure that they raise any known conflict of interest as set out in 5.5 prior to appointment.
- 5.3.6 Approval of nominations is the delegated responsibility of Senate Postgraduate Taught Committee (SPGTC). QAS provides professional advice. After having obtained an agreement to act in principle from the proposed External Examiner, Exam Board Chairs will initiate the formal nomination and approval procedure. This is by completing in full

LSHTM's External Examiner Nomination and CV Forms and returning them to QAS (pgtexamining@lshtm.ac.uk).

- 5.3.7 An additional section of the nomination form will need to be completed for distance learning (DL) Programmes, and submitted to UoLW for final approval.
- 5.3.8 Nominations will be considered and approved by the Associate Dean of Education (Quality, Academic Standards & Collaborative Provision) on behalf of the SPGTC, with reference to the appointment criteria and list of conflict of interests. A report of nominations and appointments will be submitted to each SPGTC throughout the academic year.
- 5.3.9 QAS send the appointment letter along with the terms of appointment to new and approved External Examiners. They will be directed to the [External Examiner Induction Checklist](#) as well as relevant regulations, policies and guidance.
- 5.3.10 External Examiners for distance learning programmes will receive information relating to their appointment, including the appointment letter, conduct of exams and the expense and fee claims information, directly from the University of London.
- 5.3.11 External Examiners will be appointed for four consecutive academic years. In exceptional cases tenure may be extended for one further academic year providing a rationale found acceptable by the SPGTC is supplied by the Exam Board Chair.

N.B. If there are delays in identifying a new External, this should not delay the main Board nomination procedure and appointments can be followed up later in-year. However, Chairs are expected to ensure they have at least one External appointed from as early as possible each year.

- 5.3.12 An extension into a fifth year will only be considered in exceptional circumstances, for example, if a programme is due to be discontinued, it may be inappropriate to make a replacement nomination for one year only. Requests for extension to an External Examiner's tenure must be made on the standard extension request form with a rationale,

to the Associate Dean of Education (Quality, Academic Standards & Collaborative Provision).

- 5.3.13 Any amendment to an External Examiner's terms of approval (such as a proposed reallocation of duties, or other revision of responsibilities from that stated in an examiner's approval letter) requires formal approval from QAS who will act in consultation with the Associate Dean of Education (Quality, Academic Standards & Collaborative Provision).
- 5.3.14 QAS holds and maintains an External Examiner database which contains contact details, length of contract and payment details for all External Examiners, which is accessible to QAS. QAS monitors the appointments procedure and notifies the SPGTC of progress regarding all External Examiner appointments.
- 5.4.1 Finding the most appropriate External Reviewer is key to a productive periodic review or validation. External Reviewers must be in a position to provide an impartial and independent comment on the programme. They must have knowledge and experience of teaching and learning at the level of programme under review, as well as relevant subject expertise. The appointee should be UK-based, with an understanding of the UK higher education system, and may be from another UK HEI that offers what is considered a potential 'competitor' programme.

office [QAS]) and deemed to be of suitable standard. External Reviewers must be able to demonstrate the Right to Work in the UK prior to any work being undertaken.

- 5.4.4 PDs are responsible for identifying and approaching potential External Reviewers at the start of the process. Nominations must be submitted to QAS in the autumn term of the review/validation year to ensure that the panel meeting dates can be agreed with advance notice. The appointment will be formally approved by the Programme and Module Review Committee.
- 5.4.5 In addition, distance learning appointments will be made in consultation with the University of London Worldwide (UoLW). The External Reviewer appointed may or may not have prior close experience of distance-based or e-learning provision at postgraduate level. If they do not, then it may again be appropriate to appoint a second External Reviewer with such expertise, even if they are not a subject specialist. As an alternative, a member of staff with appropriate expertise from either the UoLW or any University of London college (including LSHTM) may be co-opted

- h. A member of the same department in the same institution as another current External Examiner for the programme, or another External Examiner who has just stepped down from the programme.
- i. A member of staff at a member institution of the University of London. Such individuals may be appointed as Intercollegiate Examiners in addition to the External Examiner, but not in place of the External Examiner.
- j. A nominee who already holds two or more external examiner appointments that would overlap with the LSHTM appointment.