



University of  
St Andrews

## Induction guidance for External Examiners

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## UNIVERSITY OF ST ANDREWS

### INDUCTION AND BRIEFING FOR EXTERNAL EXAMINERS FOR TAUGHT PROGRAMMES

The External Examining system is a crucial element of the University of St Andrews quality assurance and enhancement structures, providing a means to ensure the quality and standards of awards, the standards of student performance and the validity of assessment processes.

Specifically, the primary purposes of the External Examining system are to ensure:

- that the standards set for the University's awards, or award elements, are appropriate by reference to relevant national subject benchmark statements, the national qualifications frameworks, the UK Quality Code and Professional and Statutory Body requirements.
- that the standards of student performance in a programme are appropriate and comparable with those of similar programmes in other UK higher education institutions.
- that the processes for assessment, examination and the determination of awards are sound and have been conducted fairly.

We value External Examiners with the highest regard and wish to ensure they have all necessary information required to conduct their duties. To this end, the School you are working with is expected to provide sufficient induction and annual briefing to enable you to conduct your role. This will include but may not be limited to induction and briefing on:

- The purpose and function of the External Examining process at St Andrews.
- The activities to be undertaken by the External Examiner.
- The 20-point scale and classification algorithm.
- Programme specifications and module outlines.
- Core digital systems for the delivery of teaching (Moodle and MMS).
- The External Examiner's role in supporting academic adjustments.
- The External Examiner annual report.
- Sharing of External Examiner reports with students.
- Student meetings with External Examiners.

All policies and procedures at the University of St Andrews are held within the [Governance Zone](#). The following direct links to core Learning and Teaching policies may be useful.

- [External Examining \(UG & PGT\)](#)
- Senate Regulations: [Overarching](#), [Undergraduate](#) and [Postgraduate Taught](#)
- [Assessment policies and procedures](#)
- [Extenuating Circumstances Policy](#)
- [Assessment policies and procedures: Guidance for Staff](#)
- [S-coding](#)
- [Classification Policy](#)

External Examiners will be alerted to updates to relevant policies via the Academic Registry, or through the Vice-Principal Education's 'Annual Letter to External Examiners.'

The Associate Deans Education and Associate Provost Education, who oversee responsibility for External Examiners, host an optional one-hour online Q&A session for all examiners during semester 1 to support them in their roles. Information on this session can be found in the External Examiners annual letter from the Vice-Principal Education.

Examiners may find [Advance HE's External Examiners course](#) and QAA's advice on [Education for sustainable development](#) to be helpful external professional development opportunities. We also want to make our curriculum accessible to all students and would like to draw your attention to our webpage information about [making our curriculum inclusive](#).

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