UNIVERSITY PRINCIPAL EXTERNAL EXAMINER

The University appoints a suitably qualified and experienced senior academic, who will provide external scrutiny, quality assurance, and advice in relation to its ongoing internal institutional review of degree classifications and academic outcomes for students.

The position holder contributes to the University's annual review of overarching data and analysis on degree classifications and outcomes for students. This includes how this is presented publicly in the form of a Degree Outcomes Statement and action taken in response to any trends highlighted.

The position holder contributes to the ongoing regular and continuing analysis of the University's assessment and classification practices, by participating in the University Assessment, Progression, and Awarding Committee (APAC). They have oversight of the processes for making undergraduate awards and measures to maintain the comparability of qualifications in the sector and over time.

The role complements and enhances the work already undertaken by subject/module and programme level External Examiners, Assessors, and Advisors in setting and maintaining academic standards and providing external assurance of the quality of the University's awards.

Appointment
Given the significance of the role, the appointment of the Principal External Examiner is overseen by a panel comprising the DVC (Education), the Academic Dean for Students / Dean of the Faculty of Taught Programmes, and the Associate Academic Dean for Students (Racial Equality and Inclusion). The appointment is subsequently subject to the normal criteria required for External Examiners or Advisors at the University which may be found in the Teaching Quality Assurance (TQA)

Role and Responsibilities
To conduct an annual desk-top review of the following documentation, which will be provided by the University:
- Annual Degree Classifications Report;
- Draft Degree Outcomes Statement;
- Papers presented to, and relevant minutes of, the University Assessment, Progression and Awarding Committee; and
- Policies and procedures underpinning undergraduate assessment, progression, and award;
- Undergraduate degree classification algorithms;
- Outcomes of any recent internal projects relating to assessment, progression, and awarding.

To attend meetings, either in-person or virtually, which will include some or all of the following, subject to negotiation and availability:
- Meetings (up to three per year) of the University's Degree Outcomes Steering Group;
- Meetings, as required, with the Academic Dean for Students / Dean of the Faculty of Taught Programmes;
- Meetings, as required, with the Deputy Vice-Chancellor (Education)

To produce a short annual report, using a simple standard template, summarising their engagement in the University's internal institutional review of degree classifications and academic outcomes from students, providing external assurance of the content of the

Degree Outcomes Statement and raising further questions or making recommendations for the University's to consider to further develop and enhance its work in this area.

Administrative support for the role with be provided by the University's Quality and Standards Team and the Principal External Examiner will be provided with a named contact for this purpose.

Consideration of report
The report of the University Principal External Examiner will accompany the Degree Outcomes Statement when presented to Council for sign-off prior to publication and will help to provide assurance that the relevant expectations of the UKSCQA are being met.

The recommendations will be considered by and guide the work of the University Assessment, Progression, and Awarding Committee (APAC) and Degree Outcomes Steering Group.

Support
Quality and Standards will provide support for the appointment of the Principal External Examiner and assist them in the discharge of their roles and responsibilities.

Remuneration
An honorarium and expenses will be payable annually.

Further information
More information on the University's approach to this area of work can be found here:

- Degree outcomes https://www.exeter.ac.uk/about/facts/degree-outcomes-statement/
- Assessment, Progression, and Awarding https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/aph/