

External Examiner Role Specification

1.1 This document is intended to provide External Examiners (EEs) who are considering a new appointment at ACLT with a clear overview of the workload and expectations of the role throughout the academic year. EEs are appointed to oversee the award of the Costs Lawyer qualification. The Role of External Examiners at ACLT is defined in the Academic Regulations.

1.2 EEs are expected to be appointed for 3 academic years. EEs who wish to resign before the end of their period of office should write to the Head of Education giving sufficient notice for the appointment of a replacement.

1.3 EE's are normally people of experience who are respected in their subject area and conversant with assessment procedures in higher education. Notwithstanding this expectation, a nominee with no previous experience as an External Examiner will not be automatically excluded from appointment. ACLT will, however, need to provide information on what mechanisms can/will be put in place to support the inexperienced External Examiner.

1.4 External Examiners for ACLT must be prepared to undertake the following duties:

1.5 All new EEs should attend a briefing session at the start of their appointment to prepare them for the role within ACLT and also to meet with the Education Manager and course team staff. This is arranged once per year and will take place online.

1.6 The role of the External Examiner at ACLT will be required to engage in a mix of manual and online systems throughout their role including; exam paper moderation, marked assessment moderation and sampling. The role also requires participation in assessment boards through the preparation of reports, attendance will not usually be required.

1.7 EEs are required to moderate and scrutinise scripts via online systems or secure postage to ensure the reliability and validity of the assessment. EE's will be required to moderate assessment briefs online for some parts of the Costs Lawyer qualification to ensure the reliability and validity of the assessment.

1.8 EEs are asked to consider whether the assessment demands a sufficiently broad range of knowledge at an appropriate level and tests the stated aims and outcomes of the module. EEs will also be asked, where appropriate, to scrutinise model/sample answers.

1.9 Strict time frames must be met at key assessment times. Moderation will usually be required at the following times of the year:

1. Following the completion of a module
2. Following the completion of the end of Unit examination

1.10 EE's may be required to attend exam boards, referred to as Programme Assessment Boards (PABs). These take place at key times of year; and external examiners will be required to produce reports to be considered at each board. Exam boards usually take place at the following times of the year and a report will need to be provided before all relevant boards which are notified to externals at the start of each academic year by the Education Manager:

1. Following the completion of a module
2. Following the completion of the end of Unit examination

1.11 EE's will be required to moderate the work associated with the modules for which they are responsible for and also be required to consider and prepare all outcome reports for the course. This work is expected to be undertaken before an exam board, so there will be no delay to the release of student's results. This work will usually be undertaken electronically where possible and so access to the internet will be required or arrangements for secure postage will be made.

1.12 EEs are required to submit an annual report using a template which will be supplied to them. This report must be completed fully.

1.13 Whilst appointed as an examiner, EEs may be called upon to review documentation and make evaluative comments on the design and management of the course and constituent modules, their learning outcomes and the assessment regime, and to contribute to the review and enhancement of the course.

1.14 EEs will be called upon to approve course content and module changes throughout the life cycle of the course. There may also be a requirement for EEs to be involved and support any accreditation or professional body review, these requirements will be negotiated with externals as and when the need arises.