

**External Examiner with expertise within Fine Art, Graphic Design & Photography
(With no conflicts of interest)**

Modules on Course:

BA (Hons) Visual Communication Photography	4	VCP404 Light & Camera VCP403 Traditional & Digital Media VCP405 Moving Image VCP406 Generate Communicate VC402 Contextual Studies 1 VC401 Professional Development
	5	VCP503 extending Practice VCP504 Applied Practice VC502 Contextual Studies 2 VC501 Personal & Professional Development VCP505 Portfolio Project
	6	VCP603 Specialist Practice VC602 Dissertation VC601 Professional Development & Progression VC604 Major Project

Examination board dates: **Thursday 21st June 2018, 1000**
Wednesday 5 September 2018, 1400

Requirements of External Examiner

- Academic Standards
 - Course policies and procedures
 - Comparability with other external relevant courses
 - Link to current national standards
- Assessment processes measure achievement rigorously and fairly
- Regulations operate successfully
- Good practice and opportunities to enhance quality of learning experience for students

Required duties

- Working for the Academic Board
- Peer review
- External moderator
- NB. Conflicts of interest
- Attendance at Exam board

Assessment Role

- Comment on draft exam papers
- Look at a representative sample of students' work that contributes to final award
 - may not alter marks for individual students
 - may recommend changes to the marks for the whole cohort
- Role does not include adjudication where there is a disagreement between internal markers
- Comment on our marking and moderation processes
- Meeting students informally
- Member of examination board
 - sign the "referral board sign off" document.
 - understanding our regulations
 - oral report to exam board members
- No involvement in mitigating circumstances determinations

EXTERNAL EXAMINER REPORTS

- Appointment – 4 years
- Contact with department and Subject Leader
- Work load negotiation – visits, samples
- Feedback process
- Influence over time
 - may be asked your views on proposed minor changes
- Annual report
 - within one month of main exam board
 - reports not submitted on time are chased
- Good practice and opportunities to enhance our provision
- Confirm sufficient evidence received
- Indicate that issues raised in previous report have been, or are being, addressed
- Considered at Course Board / HE Board as part of Academic Health - includes student representatives
- Annual Course Report
 - includes details of action to be taken in response to comments
 - sent to external examiner within one month of board

Considerations of reports

- Monitoring at department level
 - annual department report captures key features of external examiners' reports and actions