

External Examiner Procedure

2025/26

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1 Purpose of the Procedure

1.1 This Procedure outlines how the University appoints and utilises External Examiners, the University's expectations of our External Examiners, and everything else pertaining to external examining at Wrexham University. Independent and informative comment / advice from External Examiners is a highly valued part of the University's processes for assuring the standards of academic provision, promoting student attainment, identifying examples of good practice and opportunities for enhancement. Our External Examiners offer informed, impartial and comparative views of academic standards (including those associated with Professional, Statutory and Regulatory Bodies where appropriate), of assessment processes and programme structures.

1.2 Wrexham University puts into practice the 2022 QAA and UK Standing Committee for [QAA External Examining Principles guidance](#) which the bodies summarise below:

1.2.1 To be effective, external examiners should:

- Protect standards and ensure comparability and consistency.
- Act as an expert in providing independent critical review, performing the role with integrity and supporting enhancement.
- Ensure fairness and transparency in assessment.
- Maintain the currency of their knowledge.
- Support inclusivity and equity in teaching, learning and assessment.

1.2.2 To promote an effective external examining system, institutions should:

- Appoint the right examiners, ensuring that conflicts of interest are avoided.
- Provide adequate training to enable external examiners to fulfil the role.
- Ensure the role is fully understood.
- Enable students to understand the value and purpose of external examining.
- Engage with and support the external examiners they appoint.
- Engage with and support their own staff acting in the role elsewhere.

1.3 Per the QAA's advice, Wrexham University asks our External Examiners to comment on:

- The degree-awarding body's standards and student performance in relation to those standards.
- The consistent and fair application of policies and procedures ensuring the integrity and rigour of academic practices.
- Good practice and possible enhancements.

2 The Role of the External Examiner

2.1 As informed by the [QAA External Examining Principles guidance](#), Wrexham University expects our External Examiners to:

Duty	Expected
Review and approve assessment tasks.	Throughout the academic year.
Review samples of assessed student work and provide commentary to the programme team.	2 weeks prior to assessment boards.
Provide feedback on any proposed modifications to modules or programmes.	Throughout the academic year.
Consult on validation and or re-validation proposals / paperwork.	Adhoc as required.
Attend module assessment boards.	At least one per academic year.
Attend the External Examiner annual seminar.	Annually at the start of the academic year.
Complete the annual External Examiner report.	Within two weeks of the final assessment board attended by the External Examiner that academic year.
Complete the final External Examiner exit report.	At the conclusion of the External Examiner's tenure.
Maintain regular contact with programme team.	Throughout the academic year.
Advise the Quality and Regulations Team of any contact details changes.	Throughout the academic year.
Advise the Quality and Regulations Team of any changes to employment status.	Throughout the academic year.

2.2 In line with the QAA guidance for External Examiners we ask our External Examiners to review all modules contributing to an award. In some cases, Professional, Statutory and Regulatory Bodies (PSRBs) will ask for all modules to be reviewed in line with their requirements and this will be made clear at point of External Examiner nomination

2.3 External examiners do not normally examine level 3 or level 4 credits. The exception to this is where External Examiners are appointed to examine Foundation Degrees, HNC/Ds or Diplomas of Higher Education, or where it is required by a Professional Statutory Regulatory Body (PSRB) to examine all levels.

2.4 A typical External Examiner tenure will be 4 years. The length of tenure will be agreed between the University and the External Examiner prior to commencement of tenure. Existing appointments can be extended in exceptional circumstances for one additional year, any requests to extend an appointment past 4 years would need to be submitted to the Head of Quality for consideration and approval. The proposal will need to include a clear rationale as to

why the extension is needed. An external examiner appointment should not exceed 5 years, the exception to this is where programmes have been withdrawn and are being taught out.

3 Chief External Examiners

3.1 In addition to the core functions of an External Examiner, Wrexham University appoints Chief External Examiners from the existing pool of External Examiners to attend Progression/Award boards and advise on the validity and integrity of the processes for progression decisions and award outcomes.

3.2 Chief External Examiners in attendance of an Award/Progression Board are asked to confirm:

- The validity and integrity of the relevant processes has been upheld.
- The award of credit to students on modules passed by compensation has been accurately completed.
- Student eligibility for progression or award on the basis of accumulated credit.
- Any award specific requirements have been met.

3.3 Chief External Examiners will receive an additional payment per Progression/Award Board attended (See Section 13).

4 Appointment of External Examiners

4.1 The division of responsibility during the nomination process are as follows:

Role	Responsibilities
Dean of Faculty	<ul style="list-style-type: none"> • Ensuring External Examiners are in place for all programmes /modules being delivered, including provision offered collaboratively at all of the University's Academic Partners. • Reviewing and approving/rejecting prospective External Examiner nominations prior to escalation to the Quality and Regulation team.
Programme Leader	<ul style="list-style-type: none"> • Identifying prospective External Examiners. • Working with the prospective External Examiner to complete the nomination form. • Escalating nominations to the relevant Dean of Faculty, then Quality and Regulation Team for approval. • Providing newly appointed External Examiners with the relevant information and materials as outlined in Section 7. • Notifying prospective External Examiners in the event that their nomination is rejected at any stage of the nomination process.

Role	Responsibilities
	<ul style="list-style-type: none"> Ensuring robust arrangements for support and oversight of the External Examiner once in-post.
Quality and Regulation Team	<ul style="list-style-type: none"> Reviewing and endorsing External Examiner nominations, ensuring compliance with Wrexham University's nomination criteria and academic regulations. Escalating compliant nominations to the External Assessor Nomination Panel for final approval. Providing successful nominees with a letter of appointment and contract, as well as relevant programme materials (see Section 7).
External Assessment Nomination Panel	<ul style="list-style-type: none"> Reviewing and providing a final decision on External Examiner nominations once escalated from the Quality and Regulation Team. Contributing to further discussion and the agreement of a final verdict in the event that a majority decision regarding a nomination cannot be reached.
Prospective External Examiner	<ul style="list-style-type: none"> Working with the Programme Leader to complete the nomination form. Responding promptly to any queries that may arise during the nomination process.

4.2 An External Examiner should be in place from the beginning of the academic year (or start of the programme where this operates to a different timetable). The recruitment and approval process should begin at least six months prior to the proposed appointment date to give sufficient time for the programme team to seek a suitable candidate and ensure no gaps occur in the assessment process.

4.3 Where a new Undergraduate programme is launched, External Examiners must be in place prior to the commencement of the first Level 5 semester.

4.4 Wrexham University actively supports diversity of identity and background within our External Examiner pool.

4.5 The appointment process is outlined below:

- The Programme Leader is responsible for identifying and nominating an External Examiner. The Programme Team may appoint a senior member of their team such as the relevant Academic Link to progress the nomination process.
- The nominee is required to satisfy the criteria for appointment (See Section 5).
- The Programme Leader or team member completes Section One of the Nomination Form.
- The Programme Leader or team member asks the nominated External Examiner to complete Section Two of the Nomination Form. The External Examiner must confirm they

satisfy the eligibility criteria, provide their CV and confirmation of eligibility to work in the UK.

- The Programme Leader or team member reviews the completed nomination form and CV. If satisfied, The Programme Leader or team member completes the criteria check list and signs the nomination form. The nomination form must also be countersigned by the Faculty Dean (or nominee) and then submitted to externalexaminers@wrexham.ac.uk. The nomination form will then be checked and signed by a Quality Manager who will then forward the nomination form to the External Assessment Nomination Panel for consideration.
- Where the nominee does not meet all the criteria, the nomination form will be returned to the Programme Leader or team member, who is responsible for notifying the candidate that their nomination has not been accepted as they do not satisfy the criteria approved by Academic Board.
- If the External Assessment Nomination Panel approves the appointment, the Quality and Regulation team will complete a letter of appointment and contract. The Programme and Quality & Regulation teams are responsible for ensuring that access to the relevant documentation and samples of assessed work is provided (See Section 7).

4.6 If a nominee does not meet all criteria requirements the University shall ensure careful consideration is given to the whole application as to whether the nomination is approved or rejected.

4.7 Amendments to the modules an External Examiner is responsible for examining must be proposed by the relevant programme leader and approved by the appropriate Dean of Faculty, the Quality and Regulation team and the External Assessment Nomination Panel.

4.8 If the appointee is new to an External Examining role, then the programme team will make introductions to a mentor during an Induction meeting, the mentee is expected to initiate contact with their mentor for support in their first year of tenure.

4.9 A mentor will arrange opportunities to:

- Provide support to their mentee via online meeting, email or phone.
- Provide guidance to their mentee on Wrexham University processes and regulations.

4.10 The External Assessment Nomination Panel will be formed from a pool of academic members of staff with previous External Examiner experience. For each nomination a panel of at least 2 reviewers should be appointed.

4.11 Nominations should not be considered by staff from the same programme team/subject area.

4.12 The External Assessment Nomination Panel will be asked to review each External Examiner's nomination, with approval or rejection requiring agreement from all reviewers.

4.13 In the event that a unanimous decision is not initially reached, a meeting will be arranged between the members of the Nomination Panel and a member of the Quality and Regulation team.

4.14 In the event that arbitration is required during the nomination process, the Associate Pro Vice-Chancellor, Head of Strategic Planning and Student Administration or Deputy Vice Chancellor may provide final judgement on approval for that nomination.

5 Criteria for Appointment

5.1 Nominated External Examiners should meet all of the following criteria:

Criteria	Requirements
Qualifications	An External Examiner's academic / professional qualification will be appropriate to the award to be examined, with both the level and subject(s) of those qualifications generally matching what is to be examined.
Standing, Expertise and Experience	<p>An External Examiner will have appropriate standing, current expertise and experience to:</p> <ul style="list-style-type: none"> • Maintain academic standards in the context of higher education as a whole, and within the subject to demonstrate credibility to peers, as indicated by the normally accepted attainments and standing. • Offer advice about the enhancement of the student learning experience. <p>External Examiner nominees should be currently employed at an institution, with internal moderation or quality assurance experience at comparable qualification levels to their examined programme(s) or have retired within the last two years. Exception to this may be made where the nominee can prove significant ongoing engagement with the programme's subject matter post-retirement.</p>
External Examining experience	<p>An External Examiner will have sufficient recent and relevant examining experience, preferably already having acted as an External Examiner, or have comparable related experience, to indicate competence in assessing students. Nominations for less experienced individuals will only be accepted where the proposers can demonstrate there is existing strength in the subject area External Examiner team.</p> <p>Nominees with no previous External Examiner experience will only be considered where they have suitable HE experience of marking and</p>

Criteria	Requirements
	<p>moderation. In such cases, the programme team will make arrangements for a mentor (an experienced External Examiner) to connect with the nominee once appointed as part of the induction process for independent support or advice and confirm that if the nomination proceeds the programme team is prepared to provide significant support and guidance to the nominee as required.</p>
Avoiding reciprocal and long standing arrangements	<p>External Examiners may be drawn from a variety of institutional/professional contexts and traditions consistent with the aims of the programme. There will not be:</p> <ul style="list-style-type: none"> • More than one examiner from the same institution in a team of External Examiners for a subject area. • Reciprocal external examining arrangements between programmes or subject areas between Wrexham University and another institution. • Replacement of an External Examiner by an individual from the same institution as the outgoing External Examiner. • An External Examiner from the same programme area of an institution which has been the source of examiners in the recent past (normally five years). • Fewer academic examiners for a programme than professional examiners. • Academic examiners drawn from outside higher education institutions, unless approved exceptionally by the Dean of Faculty.
Number of appointments held by nominees	<p>Prospective External Examiners will hold no more than two External Examiner posts at any one time, inclusive of the post they are currently applying for at Wrexham University.</p>
Balance and Expertise	<p>External Examiners must have expertise as defined in the approval criteria.</p> <p>Where there are multiple External Examiners appointed to a programme, these Examiners should work as a team.</p> <p>The Programme lead will ensure an appropriate balance and expertise in the team of External Examiners and will recruit suitable candidates in order to ensure:</p> <ul style="list-style-type: none"> • Significant internal and external examining experience. • A balance between academic and professional practitioners. • An appropriate range of academic perspectives.

Criteria	Requirements
Conflict of Interest	<p>External Examiners must be impartial in making judgments, and should not have had a close involvement with Wrexham University over the previous five years which might compromise their objectivity.</p> <p>In order to protect their independence, External Examiners will not concurrently act as consultants to Wrexham University or concurrently be members of any panel(s) established to review scheme(s) they examine.</p> <p>A proposed External Examiner must not:</p> <ul style="list-style-type: none"> • Have been a Governor of Wrexham University, a student of the programme, a member of staff or a near relative of a member of staff/student associated with the programme. • Be personally involved or associated with a governor, current member of staff or student enrolled at Wrexham University. • Have been an examiner on a cognate scheme in Wrexham University. • Have been involved as an External Assessor or consultant for the award within the eighteen months prior to the term of appointment. • Be an employee of a collaborative partner of the University, including the HEI responsible for the awarding of Research Degrees. • Be significantly involved in recent or current substantive collaborative research activities with a member of staff closely associated with the delivery, management or assessment of the programme/modules in question. • For similar reasons, a person nominated to be an External Examiner will not be: <ul style="list-style-type: none"> ○ Personally associated with the sponsorship of students. ○ Required to assess colleagues who are also students on the programme. ○ in a position to influence significantly the future employment of students on the scheme. ○ involved with student placements or training in the examiner's organisation.
Eligibility to work in the UK	<p>All External Examiners must confirm their eligibility to work in the UK. This may need to be verified, and External Examiners may be asked to provide the relevant evidence that demonstrates their eligibility to work in the UK.</p>
Other requirements	<p>All External Examiners must:</p>

Criteria	Requirements
	<ul style="list-style-type: none"> • Be fluent in written and spoken Welsh or English, in addition to any other language where bi-lingual delivery is required on the programme(s). This can be assessed from the completed nomination form. • Meet the applicable criteria on the programme(s) as set by Professional, Statutory or Regulatory Bodies. • Be aware of current developments in the design and delivery of relevant curricula.
Bi-lingual delivery	If a programme is being delivered bi-lingually then the bi-lingual External Examiner must conduct External Examiner duties only and a bi-lingual member of University staff must be appointed to undertake moderation and translation processes. This must be costed for in the planning stage of programme validation or approval and agreed as part of the budget prior to programme approval and delivery.

6 External Examiner Induction

6.1 The University will provide an annual induction session to all External Examiners in the beginning of the academic year. The induction presentations will be recorded and are made available to all new and existing External Examiners as a reference point.

6.2 The induction session will outline the purpose of the role, the University's regulations and expectations, policies and assessment board processes, as well as an opportunity to ask questions during and after the induction so External Examiners are fully informed.

6.3 The induction is mandatory for all new External Examiners. In the event that a new External Examiner cannot attend the induction session, they should review the recording of the session as soon as it is made available.

7 Required information for the External Examiner role

7.1 The programme team are responsible for ensuring the sharing of relevant information to allow the External Examiner role to be undertaken effectively.

7.2 The programme team will provide programme and module handbooks as provided to the students following the commencement of an External Examiner's appointment.

7.3 The Quality and Regulation Team will provide programme and module specifications and where applicable the outgoing External Examiner's annual report following the commencement of an External Examiner's appointment.

8 External moderation of assessed work

8.1 External Examiner moderation must be undertaken on a sample of work across all sites of delivery.

8.2 Per the Wrexham University [Assessment Policy](#), The sample must include both assessed course work and examination scripts. The sample should be agreed by the community of markers, who will take account of the level of the work and the contribution of the assessment to the overall mark. At all delivery sites the sample will:

- Be 10% or 5 pieces of work, whichever is greater.
- Represent the full range of marks.
- Include samples for all locations where there is more than one.
- Include borderline and fails.
- Include samples of all first markers when there is more than one.
- Include samples of assessments completed bilingually or in other languages.

8.3 The programme team will provide a schedule of the sample chosen with reasons for selection and evidence of second marking and any moderation discussion. The programme team will use a Module Evaluation and Moderation Record (MEMR) to maintain a record of the sample undertaken and approval.

8.4 The programme team will provide a draft set of marks for the entire cohort, as well as relevant student feedback.

8.5 External Examiners should immediately notify their programme team and Wrexham University's Data Protection Officer by sending an email to DPO@wrexham.ac.uk in the event that they find personally identifiable information not directly related to the assignment content included within materials provided for examination.

9 External Examiner Reports

9.1 External Examiners are required to report annually on the conduct of the assessments related to the award just concluded and on matters related to assessment. Standard on-line proformas will be made available to External Examiners by the Quality and Regulations team.

9.2 External Examiners are asked to comment via an annual report and should complete the report within 2 weeks of the Assessment board.

9.3 The External Examiner reports will be reviewed by the Quality and Regulations team and subsequently forwarded to the programme team.

9.4 The programme team will provide a written response to the External Examiner's report.

9.5 Submitted External Examiner reports and programme team responses will be retained in accordance with the University's archiving and retention procedures.

9.6 Matters to report include:

- Whether the academic standards set for the programme are appropriate.
- The extent to which its assessment processes are rigorous, ensure equity of treatment for students and have been fairly conducted within the University's regulations and guidance.
- The standards of student performance in the programme (or part programme) they have been appointed to examine.
- The comparability of the standards and student achievement with those in other higher education institutions.
- The strengths and weaknesses of the student body.
- The quality of knowledge and skills (both general and subject specific) demonstrated by the students.
- The quality of teaching as indicated by student performance.
- The structure, organisation, design and marking of all assessments.
- An assessment of the extent to which research and scholarly activity informs the curriculum particularly at undergraduate and postgraduate level.
- The conduct of the assessment board.
- The lessons of the assessments for the curriculum, syllabus, teaching methods and resources of the modules and/or field; or any other recommendations arising from the assessments.
- Any commendable features or elements of good practice.

9.7 An External Examiner may report directly to the Vice Chancellor where they have a concern about standards, assessment practices, or the equitable treatment of students.

9.8 Programme teams will make External Examiner reports available to students following each assessment cycle. These will be placed online and students informed of their location by their tutors. This information will also be confirmed during each semester's Student Voice Forum.

9.9 The University's Quality and Standards Committee (QSC) will consider an overview of External Examiner responses provided by the Quality and Regulation Team on an annual basis to draw out themes and recommendations to ensure these are addressed appropriately.

9.10 Where an annual report is not completed by the External Examiner within the agreed deadline, the Quality and Regulation Team will attempt to make contact with the External Examiner and support them in completing the form urgently.

9.11 Where the External Examiner does not respond satisfactorily to three or more attempts to contact them and agree a timeframe for the completion of the report, the Quality and Regulation Team reserve the right to pursue termination of the External Examiner's appointment (see Section 14).

10 Scrutiny of and Response to External Examiner Reports

10.1 Annual Reports submitted by External Examiners will follow the feedback and response cycle outlined below.

Criteria	Requirements
Report Received	<p>External Examiners will report to Wrexham University via an annual report submitted to The Quality and Regulation Team in the Directorate of Strategic Planning and Student Administration.</p> <p>The Quality and Regulation team will review the annual report to verify all relevant aspects of the report have been completed. The Quality and Regulation Team may contact the External Examiner requesting additional information or clarity on matters raised in the submitted report.</p> <p>The Quality and Regulation Team will distribute the reports to the appropriate Programme Leaders, Associate Deans and the Dean of Faculty.</p>
Prepare The Response	The Programme Team will produce a written response to each report using a specific template, outlining how the programme team has acted / intends to act on the issues raised. The response should be discussed and approved by the Principal Lead or Associate Dean).
If An Institutional Response is Required	If the External Examiner has raised an issue which requires an institutional level response (i.e. beyond programme/subject level), the programme team will contact the Quality and Regulation Team who will identify an appropriate colleague to provide further detail which can be included in the reply.
Involvement of Collaborative Partners	<p>If the programme is delivered by a collaborative partner a response to the External Examiner report must be provided by the partner. This must be made via the WU Academic Link tutor who will liaise with the WU Programme Leader (if different).</p> <p>For Validated provision delivered only by the partner, the partner programme team should provide the response copying in the Academic Link and the External Examiner email address.</p>

Criteria	Requirements
Sending the Response	<ul style="list-style-type: none"> Wrexham University Home Programme: Once approved by the Principal Lead/Associate Dean, responses should be sent directly to the External Examiner at the earliest opportunity and within four weeks of receipt of the report. A copy should also be sent to externalexaminers@wrexham.ac.uk. Validated Provision – programme only delivered by Partner: Responses should be submitted directly to the External Examiner. The response should be sent at the earliest opportunity and within two weeks of receipt of the report. A copy should also be sent to externalexaminers@wrexham.ac.uk and the WU Academic Link. Franchised Provision: Partner responses will be collated by the WU Programme Leader, who will be responsible for sending the collective responses to the External Examiner. The partner can contribute to the response and send this via the nominated Academic Link.
Making the External Examiner Report Available to Students	As per QAA guidance, External Examiner reports and programme team responses will be made available to students. This includes students at the University and partner organisations.
External Examiner Feedback and Annual Monitoring Reports	<p>Any issues raised by External Examiners, and the action taken to address them, should be commented on in the programme's Continuous Monitoring and Enhancement (CME) action plan and where appropriate the end of year report. The CME report will receive Faculty level scrutiny at the Autumn Faculty Board and an action plan update is provided to the Spring Faculty Board. Programme Leaders are encouraged to quote extracts from the External Examiner report in the CME to show good practice or how ideas for improvement have been taken forward.</p> <p>Additional information on CME can be found in Wrexham University's CME Procedure.</p>
Annual External Examiner Overview Report	An annual overview report of all External Examiner reports will be compiled by the Quality and Regulation Team and submitted to the QSC and Academic Board.

11 Approval of Assessment Tasks

11.1 Per Wrexham University's [Assessment Policy](#), the External Examiner should review and approve a minimum of 25% of all assessment briefs/tasks which contribute to an award, including all formal examination papers.

11.2 For modules delivered in a language other than English or Welsh, External Examiners should review and approve **all** assessment tasks/briefs which contribute to an award, including all formal examination papers.

11.3 The External Examiner should provide any comments/feedback on the assessment briefs/tasks within three weeks of it being sent to the External Examiner, after this deadline, the University will assume that there are no comments and that the assessment brief/task is approved.

11.4 The programme leader should maintain a record of the sample undertaken and approval from the External Examiner. If a programme is delivered by a partner institution, this should be maintained by the relevant programme leader with support from their WU academic link.

11.5 Copies of any exam papers with sample answers and the marking scheme should be sent to the External Examiner by secure means.

12 Modifications to delivery

12.1 The programme team are required to complete required internal paperwork and consult with the External Examiner asking them to comment on any proposed modifications.

12.2 A copy of any comments will be included in the internal paperwork and will act as evidence for the submission to the University's Quality and Standards Committee and comments will be kept on file for audit trail and quality assurance purposes. Further information can be found within the Programme Life Cycle procedure.

13 External Examiner Fees

13.1 All External Examiners will receive a basic annual payment of £500.

13.2 This basic fee may be supplemented with additional incremental fees for additional duties undertaken by the external examiner, capped at a maximum fee of £800.

13.3 These additional duties and their incremental fees are:

- Covering both an undergraduate and postgraduate programme, or taking on an additional programme/modules (£100 flat rate).
- Examining for a franchised partner (£50 per partner).
- Examining an online programme with six intake points (£100 flat rate).
- Undertaking mentoring duties for another External Examiner (£50 flat rate per year of mentorship).
- Attending an Assessment Board in the capacity of Chief External Examiner (£56 - £112, depending on the length of the Assessment Board).

13.4 Where an External Examiner's agreed workload includes a programme that is teaching out, the External Examiner fee will reduce mid-tenure upon conclusion of that programme. External Examiners should maintain an awareness of the length of all assigned programmes.

14 Termination and Resignation of Appointment

14.1 Wrexham University reserves the right to terminate a Contract with an External Examiner prior to the expiration of the Term with immediate effect and without further obligation of payment, except for payments accrued at the date of termination. Causes for termination may include:

- Where the Contractor fails to fulfil their obligations under this Contract and/or the Services in a manner consistent with the standards required by Wrexham University, including but not limited to:
 - Non-submission of an External Examiner report within the prescribed period following the assessment board without good cause.
 - Non-attendance at assessment boards without good cause.
 - Non-engagement with the programme team or unacceptable delay in corresponding with the programme team on assessment tasks review and sampling moderation without good cause/
- There is a conflict of interest arising between the duties of the Contractor under this Contract and other interests that they may have.
- The contractor commits any breach whether material or not, of the obligations of confidentiality.
- The contractor commits any material breach of the provisions of the contract.
- The contractor in any way brings into disrepute the name, reputation and interests of Wrexham University, its officers or employees or any other persons associated with Wrexham University or its services.
- The contractor is convicted of a criminal offence which affects their position as an external examiner.
- The programme(s) and module(s) that the Contractor provides its services for under this Contract have been suspended or withdrawn.

14.2 Before the recommendation of termination is brought forward, the programme team should discuss the issues and concerns with the External Examiner and provide an opportunity for the External Examiner to clarify or respond to the concerns.

14.3 Where it is the case that the External Examiner fails to respond regardless of strenuous efforts made by the programme team, the programme team could make a formal request to the Quality and Regulation Team to terminate the appointment. This recommendation must be

approved by the relevant Dean and set out the reason for the termination including all the information and supporting evidence to justify the request. The decision will be made by the Head of Quality with full and careful consideration.

14.4 If the External Examiner is not able to perform obligations under the contract for a set period of time due to health issues or any other reasons, they should inform the programme team and discuss the arrangements so that their appointment can be suspended. Suspension request with cover arrangement may be considered under this circumstance.

14.5 If an External Examiner decides to leave the role they are required to provide written notification to the University via externalexaminers@wrexham.ac.uk email address and inform the Programme Leader. They must provide reasonable opportunity for the programme team to find and appoint a replacement External Examiner before leaving their appointment. They are requested to provide the University with a minimum of 2 months' notice. The External Examiner will be requested to provide an exit report in instances where an annual report has not been completed.

15 External Examination by Wrexham University Staff

15.1 The Faculty Office is responsible for maintaining a register of staff who are active External Examiners at other institutions. The information is to be gathered during induction and staff will notify the Faculty admin team and their relevant Associate Dean of any new appointments on an ongoing basis.

15.2 The Faculty Office will provide staff with an annual reminder to update the details of any External Examiner post/s held.

15.3 The Register will be consulted by the Quality and Regulation Team as part of the External Examiner nomination process to assure the independence and impartiality of External Examiners and the avoidance of conflicts of interest or reciprocal arrangements.

16 Changes in Contact Details

16.1 Any changes to an External Examiner's contact details or place of employment must be sent to the Quality and Regulation team via email to externalexaminers@wrexham.ac.uk.

17 Accessibility

17.1 Wrexham University strives to be a supportive and trauma-informed university in the design and operation of all our processes and procedures. If you need adjustments to access this procedure or have any other comments to make on the accessibility, wording or any part of this procedure, please do email us on externalexaminers@wrexham.ac.uk.