EXTERNAL EXAMINERS
POLICY & PROCEDURES FOR TAUGHT
PROGRAMMES (EEPP)

January 2014 – September 2017

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PREFACE

The Regulations set out in this document are intended to comply with the Institutes of Technology Acts 1992 to 2006, and with particular reference to Section 10 of the 1992 Act. The Regulations are intended to also comply with the Qualifications and Quality Assurance (Education and Training) Act 2012, Part 3 – Quality Assurance.

Quality and Qualifications Ireland (QQI) maintains the “Framework of Qualifications”, based on standards of knowledge, skill and competence to be acquired by learners (2012 Act, Part 4, Section 43). (www.nqf.ie)

Quality and Qualifications Ireland (QQI) establishes the “standards of knowledge, skill and competence to be acquired by learners before a higher education and training award may be made by Council or by a recognized institution to which authority to make awards has been delegated” (2012 Act, Section 9). (Standards have previously been published for Art and Design, Business, Computing, Engineering, Science and Social Care Work under the earlier 1999 Act.)

It is intended that these Regulations shall have effect and shall operate from such date as shall be determined by the Vice-President of Academic Affairs and Registrar of Limerick Institute of Technology.

It is further intended that such amendments as may be made to these Regulations from time to time, shall have effect and shall operate from such date as shall be determined by the Vice-President of Academic Affairs and Registrar of Limerick Institute of Technology.

Throughout this document the term Institute shall be interpreted to mean Limerick Institute of Technology.

This document is a companion document to the Institute's Academic Council Regulations and Procedures for Taught Programmes (ACRP), the Teaching Learning and Assessment Strategy (TL&A), the Placements – Policy and Guidelines, and the Research Degree Programme Regulations. The EEPP, ACRP, TL&A, and Placements documents form a basic set for taught programmes.

The EEPP Handbook is maintained by the Academic Council Sub-Committee on Academic Quality.

This Handbook replaces the previous Handbook September 2010 – December 2013 with effect from 1st January 2014.

The most recently approved version of this document is available online on the Limerick Institute of Technology website, www.lit.ie.
CHAPTER 1 – INTRODUCTION

The Quality Assurance Policy and Procedures of Limerick Institute of Technology form the basis for a coherent framework for enhancing the quality of education and training provided. In fulfilling its statutory responsibilities, the Academic Council protects, maintains and develops the academic standards of the programmes and the activities of the Institute. The Academic Council makes the academic regulations of the Institute. The Academic Council and its Sub-Committees monitor and review the Quality Assurance Policy and Procedures. (LIT Quality Policy 2011) The implementation of the policies and procedures is managed and directed by the Office of the President.

1.1 External Examining

a) External Examining is a well-established process within academia for benchmarking student assessments of the learning outcomes against national and international standards. It is one of the principal means of maintaining standards of autonomous higher education institutions.

b) External Examining is therefore an integral and very important part of Institutional Quality Assurance. It is a quality assurance mechanism employed by providers that supports public confidence in academic qualifications.

c) The external examining process offers an objective interface: a principal outcome of external examining is the introduction of an independent and impartial element into the procedures for the assessment of learners.

d) The purpose of External Examining is:

I. To verify that standards are appropriate for the award or award elements which the External Examiner has been appointed to examine, and are consistent with the level indicators of the National Framework of Qualifications and with related standards.

II. To assist Institutions in the comparison of academic standards across Higher Education awards and award elements, and

III. To ensure that their assessment processes are fair and are fairly operated and are in line with the Institution’s regulations, particularly the Academic Council Regulations and Procedures for Taught Programmes.

IV. To provide opportunities for faculty to reflect on their assessment strategy and to learn from best practice in the field

e) External Examining is concerned with programme learning outcomes, because ultimately public confidence rests on the belief that graduates have been objectively judged to reach the standard that is certified by their reward.

1.2 External Examiners

a) All Higher Education Institutions use External Examiners to assist them to monitor the standards of their awards except those granted on an honorary basis.

b) External Examiners act as independent and impartial advisors providing higher education institutions with informed comment on the standards set and learner achievement in relation to those standards. Inclusion of international external
examiners is recommended. An External Examiner is an independent expert who is a member of the broader community of practice within the programme’s field of learning and whose accomplishments attest to his/her likelihood of having the authority necessary to fulfil the responsibilities of the role.

c) External Examiners fulfil a critical function within the Institute. The External Examiner is a trusted and highly valued participant in the work of the Institute. The financial recompense is nominal. The Institute is grateful to the many individual External Examiners who contribute their expertise and time to the maintenance of academic standards within the Institute.
CHAPTER 2 – GENERAL POLICY ON EXTERNAL EXAMINERS


Limerick Institute of Technology recognises the system of External Examiners as an essential element in its quality assurance procedures, in order to provide an objective peer judgement on standards achieved. The Institute is committed to best practices and to maintaining the confidentiality of student assessments.

2.1 General Responsibility

a) An External Examiner shall be employed in respect of programme and/or module assessments.

b) The principal duty of an External Examiner is to ensure adequacy of standards at the examinations and other assessments, with particular reference to the National Framework of Qualifications and related standards.

c) The Programme External Examiner concerned shall approach his/her task with a view to ensuring the candidates’ performance in the programme as a whole is properly assessed, without undue emphasis on individual module performance. Specifically, the External Examiner shall verify that learning outcomes as assigned to a programme to which the External Examiner has been appointed have been met. The Institute recognizes the limited time available to External Examiners.

2.2.1 Nomination and Appointment of External Examiners

a) Limerick Institute of Technology ensures that sufficient External Examiners are appointed so that it can be satisfied that:

   (i) The standard of its programmes and learner performances can be adequately moderated, and

   (ii) The assessment, examination and determination of award processes are being fairly conducted.

b) Limerick Institute of Technology defines explicit policies and regulations governing the nomination and appointment of External Examiners, and premature termination of their contract.

c) Limerick Institute of Technology employs criteria to support the appointment of External Examiners with appropriate levels of academic and/or professional expertise and experience in relation to the relevant subject area and assessment;

d) Limerick Institute of Technology expects that its External Examiners are competent to undertake the responsibilities defined in their contract.

e) Limerick Institute of Technology determines:

   (i) The normal number of reappointments and periods between reappointments;

   (ii) How it would normally avoid appointing External Examiners with any direct interest or ties to the Institute or its staff, programmes or learners, and how
conflicts of interest will be dealt with where such appointments are unavoidable;

(iii) The period that should elapse before a former member of staff or learner could be appointed as External Examiner.

f) Limerick Institute of Technology identifies any particular exceptions to their normal policies to allow for subject areas where there are a very limited number of potential External Examiners.

g) The Academic Council takes responsibility for approving nominations for the appointment of External Examiners within the Institute, and ensures that:

(i) Criteria for the identification, nomination and appointment of External Examiners are understood and accessible to all staff initiating appointments;

(ii) Nominations are assessed effectively and rigorously;

(iii) Criteria are sufficiently inclusive to allow for the nomination of External Examiners with little or no prior experience of External Examining;

(iv) Criteria and procedures include those for the early termination of an External Examiner’s contract.

h) The Institute shall publish the name and primary occupation of the External Examiners for each of its Higher Education and Training Programmes. This will be available on the intranet for the current year and will also be published in the Annual Report. The names of External Examiners (and Internal Examiners) are printed on the examination papers of the Institute. They may also be printed on the continuous assessment assignments.

i) In the implementation of these regulations, Limerick Institute of Technology monitors the gender balance of Appointments of External Examiners. The Registrar’s Office shall produce a summary report for institutional reviews.

j) In the implementation of these regulations, Limerick Institute of Technology monitors the international perspective obtained. The Registrar’s Office shall produce a summary report for institutional reviews.

2.3 Reporting

Limerick Institute of Technology requires External Examiners to prepare at agreed times a written report that provides comments and judgements on the assessment process and the standards of learner attainment. The impartial External Examiner Report is a critical element in the maintenance of academic standards and quality enhancement.

When identifying the reporting requirements for their External Examiners, Limerick Institute of Technology will consider:

a) The timing of reports;

b) The level of confidentiality that reports will be afforded;

c) The required form and coverage of External Examiners’ reports and those aspects that it requires External Examiners to comment upon.
2.4 Staff Development

The Institute recognizes that its most valued resource is its staff.

a) Limerick Institute of Technology is committed to the development of External Examining expertise among its own staff. Workshops with personal histories and experiences from External Examiners are offered from time to time.

b) Even though the peak assessment periods are among the busiest in the academic year, the Institute endeavours to accommodate members of staff who are External Examiners in other institutions nationally and internationally.
CHAPTER 3 – CRITERIA FOR APPOINTMENT

3.1 General Criteria for Appointment

a) External Examiners shall be drawn from persons of standing and experience in the relevant academic field and/or the professional practice of their disciplines in Ireland or abroad. By 2015, fifty percent of all nominations of External Examiners from each Department of the Institute should be drawn from prestigious international higher education and awarding institutions, professional bodies and multinational corporations.

b) External Examiners shall be suitably qualified. They should have both current and relevant experience in the areas of Industry, Academia or Professional Practice.

c) External Examiner nominations and appointments shall be such as to ensure maximum objectivity in relation to Limerick Institute of Technology.

d) Normally, an External Examiner should not be nominated/appointed from a department of another Higher Education Institution where a member from a similar department of Limerick Institute of Technology is serving as an examiner.

e) Former members of staff shall not be invited to become External Examiners before a lapse of at least five years or sufficient time for learners taught by that member of staff to have passed through the system, whichever is the longer. Former consultants or external panel members shall not normally be invited to become External Examiners before a lapse of at least five years.

f) An External Examiner shall not normally be re-appointed until at least three years have elapsed since the end of the last term of office as an External Examiner of the Institute.

g) External Examiners should not normally hold more than two appointments at the same time.

3.1.1 Specific Criteria for Faculties/Schools and Departments

In making a nomination for the appointment of an External Examiner, Faculties /Schools and Departments other than the School of Art & Design shall have regard to the following:

a) For Higher Certificate and Ordinary Bachelor Degree (Level 6 and Level 7), each nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme area, plus a minimum of three years practical experience in an area of relevance. Such experience can be in Industry, Academia or Professional Practice.

b) For Honours Bachelor Degrees programmes (Level 8), each nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme area, and shall normally have a Masters degree or Doctorate or equivalent in an area relevant to the programme being examined, and five years relevant practical experience. Such experience can be in Industry, Academia or Professional Practice.

c) For a taught Masters Degree or Graduate Diploma (Level 9), one nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme or subject area, shall normally hold a Masters degree or Doctorate in the
relevant programme or subject area, and have a minimum of seven years post qualification experience in Industry, Academia or Professional Practice.

d) For minor, special purpose or supplemental awards, the External Examiner shall normally have relevant academic and/or professional qualifications at honours degree level. The External Examiner shall also have academic qualifications at least at the level of qualification being examined, plus a minimum of three years relevant practical experience.

If the appointment does not comply with above criteria, Section 4.1 f) of this document shall apply.

3.1.2 Specific Criteria for School of Art & Design (LSAD)

In making recommendations for the appointment of an External Examiner, the School of Art & Design shall have regard to the following:

a) The Higher Certificate and Ordinary Bachelor Degree (Level 6 and Level 7), each nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme area, plus a minimum of three years practical experience in an area of relevance. Such experience can be in Industry, Academia or Professional Practice.

b) For the Honours Bachelor Degree (Level 8), each nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme area plus a minimum of five years practical experience in an area of relevance. Such experience can be in Industry, Academia or Professional Practice.

c) For a taught Masters Degree and Graduate Diploma (Level 9), one nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme or subject area, shall normally hold a Masters Degree, or Doctorate or equivalent in the relevant programme or subject area, and have a minimum of five years post qualification experience in Industry, Academia or Professional Practice.

d) For minor, special purpose or supplemental awards, the External Examiner shall normally have relevant academic and/or professional qualifications at honours degree level. The External Examiner shall also have academic qualifications at least at the level of qualification being examined, plus a minimum of three years relevant practical experience.

If the appointment does not comply with above criteria, Section 4.1 f) of this document shall apply.

3.1.3 Specific Criteria for Programmes with Professional Examination Exemptions

(a) The Institute values the prestige and the competitive advantage for students of professional examination exemptions.

(b) Programmes with professional examination exemptions may, from time to time, seek to appoint an External Examiner who has a minimum of ten years relevant professional experience post qualification and/or a fellowship of a professional body.

(c) This External Examiner should be familiar with the Exemption Accreditation Criteria of the relevant professional bodies.
CHAPTER 4 – NOMINATION

4.1 Nomination Procedure

a) The Head of Faculty/School is responsible for co-ordinating the nomination of persons to act as External Examiner for programmes and modules in his/her Faculty/School, and seeks recommendations for nominations through the Programme Board, the Department Board and the Faculty/School Board taking into account the need for continuity in the External Examiner process from one year to the next.

b) Potential nominees may also be sourced through the Industrial/Business Advisory Committees or through partner national and international higher education institutions.

c) Where similar or related programmes are offered in different LIT Faculties/Schools or Departments or locations, consideration should be given to joint nominations of External Examiners.

d) From time to time it may be useful to jointly nominate discipline-specific External Examiners consistent with the QQI (formerly HETAC) discipline-specific standards.

e) Given that all of the higher education institutions in Limerick operate under the National Framework of Qualifications, some joint nominations should be considered.

f) In exceptional circumstances, where it is proposed to nominate an External Examiner who does not satisfy the Criteria for Appointment, this shall be clearly noted on the External Examiner nomination form and reasons given for the nomination.

g) The Head of Faculty/School/Department shall consult the person proposed for nomination to seek his/her consent to be nominated and determine his/her availability to act as External Examiner. Such consultation shall be without commitment to appointment as External Examiner.

h) Nomination for the appointment of examiners shall be made on the form EEPP-01, shall be accompanied by a current CV, and forwarded by the due date each year to the Registrar’s Office for consideration by the Academic Council Sub-Committee on Academic Quality. (See schedule of deadlines attached.)

i) The Academic Council Sub-Committee on Academic Quality shall propose the nomination of such External Examiners as it deems appropriate to the Academic Council for approval and appointment.

j) Nominations for appointment of External Examiners for externally validated programmes are made in consultation with the Head of Faculty/School/Department and the Vice-President of Academic Affairs and Registrar. The appointment is made by the External Awarding/Validating Body.

k) Nominations within External Examining Teams should be phased to facilitate handover arrangements.

l) The External Examining Team on any programme should always include at least one experienced External Examiner.

m) Gender balance should be a consideration in the nomination of External Examiners. As the student population becomes more diverse, other criteria should also be considered (e.g. ethnic representation).

n) A significant number of nominations from the university and non IoT academic sectors should be considered. The Institute may in the longer term aspire to technological university status.
o) In the spirit of all island development and cooperation, nominations from Northern Ireland should be considered from time to time. (Historically, the Irish and British system of External Examining developed along common lines.)

p) External nominations from bodies such as Quality and Qualifications Ireland (QQI), Irish Higher Education Quality Network (IHEQN), European Association for Quality Assurance in Higher Education (ENQA), Quality Assurance Agency for Higher Education (QQA) (UK), National Student Representative Bodies (e.g. USI) or professional bodies could be requested from time to time.

q) The nomination of Academic External Examiners should normally be from Higher Education Institutions which are outside the immediate geographical location of LIT. Given the close and evolving relationship within the Limerick Regional Cluster, Shannon Consortium, nominations of Academic External Examiners must not be employees of the University of Limerick or Mary Immaculate College.

r) The nomination of External Examiners is an opportunity to add prestige and to raise the profile of programmes.

4.2 Number of External Examiners

a) External Examiners may be appointed on a Departmental basis, programme basis or module basis as determined by the needs of the Institute.

b) External Examiners may be appointed who have expertise in particular module areas, as determined by the Institute, and may be involved with particular modules at programme level within a Faculty/School or Department, or on an Institute wide basis.

c) It may be necessary to appoint a specialist External Examiner for RPL assessments, advanced entry assessments, work-based learning/placements assessments, Erasmus assessments, alternative provider assessments or blended learning assessments from time to time. Such an External Examiner may need to communicate regarding assessment with an industrial examiner, an overseas examiner or an alternate provider examiner, for example.

d) The number of External Examiners for a particular programme should be sufficient to cover the range of studies in the programme.

4.2.1 Specific Number of External Examiners for Programmes

In Faculties/Schools or Departments, other than the School of Art & Design:

a) For each (non-embedded) award at Higher Certificate, Ordinary Bachelor Degree or Honours Degree (Levels 6 to 8 inclusive), at least two (one academic, one practising) External Examiners shall be appointed. The practising External Examiner should normally reflect a related employment sector within the wider geographical region.

b) Two External Examiners shall normally be appointed for a taught Masters Degree programme.

4.2.2 Specific Number of External Examiners for Art & Design (LSAD)

In the School of Art & Design, for each programme of study at Honours Degree and Masters Degree (Levels 8 and 9), at least one External Examiner, with an option for a
4.3 Information Provision

Limerick Institute of Technology provides a potential External Examiner with adequate documentation (preferably electronically) to enable both the nominee and the Institute to proceed to the approval stage of appointment with a shared understanding of the role. Such information includes:

a) The Institute’s External Examiners Policy and Procedures (EEPP);

b) The Institute’s Academic Council Regulations and Procedures for Taught Programmes (ACRP);

c) The Institute’s Teaching, Learning and Assessment Strategy (TL&A);

d) The Institute’s Placement, Policy and Guidelines;

e) Information on the programmes and modules for which the External Examiner will have responsibility (programme schedules, module syllabi, recent examination papers and assessment assignments, learning support and other statistics, necessary benchmarking data, marking schemes and rubrics);


g) A web reference for the current Quality and Qualifications Ireland (QQI) standards (formerly HETAC Standards);

h) A web reference for the current Limerick Institute of Technology (LIT) Quality Assurance documents.

i) The recommendations and responses of the most recent validation or programmatic review.

j) Any international benchmarking reports relevant to the programme.

k) The relevant External Examiner Reports from partner higher education institutions.

l) Newly appointed External Examiners should be provided with the last External Examiners Report.
CHAPTER 5 – APPOINTMENT AND TERMINATION

5.1 Appointment

a) Academic Council appoints all External Examiners.
b) The Vice-President of Academic Affairs and Registrar shall maintain a register of External Examiners appointments and periods of tenure.
c) Following approval of nominations by the Academic Council of the Institute, the Registrar’s Office shall issue the Appointment & Acceptance Form (EEPP-02) to the External Examiner, including, inter alia, current copies of:
   (i) The Institute’s External Examiners Policy and Procedures (EEPP);
   (ii) The Institute’s Academic Council Regulations and Procedures (ACRP);
   (iii) The Institute’s Teaching, Learning and Assessment Strategy (TL&A);
   (iv) The Institute’s Placement – Policy and Guidelines;
   (v) Conflict of Interest Declaration Form (EEPP-03).
d) The External Examiner shall be appointed from the date of signing of the contract by the External Examiner (form EEPP-02). Normally, the term of office shall commence on a date determined by the Academic Council (see schedule of deadlines attached).
e) An External Examiner shall normally be appointed by the Institute as programme and/or module External Examiner with responsibility for a programme or module, or a range of programmes or modules, for a period of three years. An extension may be sought from Academic Council beyond three years for a maximum of one additional year.
f) Following appointment, the Head of Faculty/School/Department shall ensure that the External Examiner receives adequate additional documentation to enable him/her to understand the examination systems operated by the Institute. Such documentation shall include, where appropriate:
   (i) Programme and/or module documentation
   (ii) Schedules for forthcoming Examinations and Examination Boards
   (iii) Programmatic Review or Validation Report and response
   (iv) Any special arrangements and adjustments for special needs students

g) The Institute will facilitate induction/training for External Examiners consistent with the provisions of the QQI Effective Practice Guideline for External Examining (HETAC 2010).
h) The Institute intends to provide dedicated restricted webpages on External Examining. The site will allow access to the induction material, LIT Library, Moodle at LIT, etc.

5.2 Desired Outcomes of Induction of External Examiners

Following induction, the external examiner should:

a) Know the Institute’s policy on external examining, including the reporting requirements.
b) Understand the mission of the Institute and its context (e.g. The Irish higher education system)
c) Be able to distinguish how the minimum intended programme learning outcomes and actual learning outcomes attained by graduates compare and contrast with similar programmes with which they are already familiar and with programmes in the same discipline for which suitable benchmarking data has been gathered by the Institute.

d) Know the overall structure of the programme.

e) Be able to evaluate and critique the programme assessment strategy.

f) Understand how the minimum intended programme learning outcomes relate to the award standard, and how the award standard relates to the National Framework of Qualifications (and, if the examiner is from outside Ireland, how the NFQ relates to the other HE Qualifications Frameworks in which s/he may be familiar).

g) Understand the programme assessment strategy and procedures, the grading system and how awards are classified.

h) Understand the principles of learning-outcomes criterion-referenced assessment.

The nature of the induction process should be appropriate to the external examiner’s learning needs. These outcomes are consistent with the QQI Effective Practice Guideline for External Examining (HETAC 2010).

5.3 Suspension of Contract

a) In exceptional circumstances it may be considered necessary by the Institute that the appointment of an External Examiner be suspended for a period. For example:

(i) Suspension may be necessary if the related modules, stages or programme are not on offer in the current academic year.

5.4 Termination of Contract

a) In exceptional circumstances it may be considered necessary by the Institute that the appointment of an External Examiner be terminated before completion of the approved period of office. Academic Council will make the final decision on any termination of contract based on the recommendations of the Vice President of Academic Affairs and Registrar. Circumstances leading to the termination of contract might include the following:

(i) Non-attendance at Board of Examiner meetings without provision of good reason;

(ii) Non-submission of reports within the specified time without provision of good reason;

(iii) Where the Institute considers that the manner in which the External Examiner is fulfilling the function of External Examining, as laid down in these procedures, is not being carried out in the interest of the programme or the Institute.
CHAPTER 6 – RESPONSIBILITIES OF EXTERNAL EXAMINERS

6.1 The Role of External Examiners

Limerick Institute of Technology employs External Examiners in the primary role of assurance of the academic standards of its programmes and awards. Limerick Institute of Technology offers programmes leading to major, minor, special purpose and supplemental awards. Major awards may have embedded awards. The Institute is also committed to collaborative programmes, transnational programmes and joint awards.

The External Examining function assists Limerick Institute of Technology to ensure that:

a) The academic standard for each award and award element is set and maintained by the Institute at the appropriate level and that learner performance is properly judged against this;

b) The assessment process appropriately measures learner achievement against learning outcomes, and is fair and fairly operated;

c) The Institute is able to ensure that the standards of its awards are comparable with those of peer Higher Education Institutions.

d) The advice and recommendations offered are integrated into subsequent assessments processes for the module/programme.

6.2 Main Functions of the External Examiner or External Examiner Team

a) Review the appropriateness of the minimum or threshold intended programme learning outcomes (i.e. the programme’s basic educational goal), and other programme objectives.

b) Probe the actual attainment of learners (actual programme learning outcomes) using information agreed with and supplied by the Institute.

c) Compare and contrast both the minimum intended programme learning outcomes and the actual attainment of learners with the relevant awards standards, with the National Framework of Qualifications, and with corresponding data from other programmes in the same discipline in other higher education institutions in Ireland and beyond.

d) Determine whether or not the applied procedures for assessment are valid, reliable, fair and consistent.

e) Review the appropriateness of the programme assessment strategy and the assessment procedures and, flowing from this, consider subsidiary module assessment strategies.

f) Review key assessment tasks prior to their assignment in light of the programme and module assessment strategies and learners’ prerequisite (prior) learning. Where key tasks include key continuous assessment tasks, it might not be feasible to review them prior to assignment, but they should still be reviewed by the external examiner.

These functions are consistent with the QQI Effective Practice Guideline for External Examiners (HETAC 2010).
6.3 Subsidiary Functions of External Examiners

The purview, or scope of operation, of the External Examiner is agreed with the Institute from the outset. It may be extended, for example, to provide advice and guidance to the programme team. The role of scrutiny and inspection is typically extended to include quality enhancement.

a) The External Examiner normally concentrates on summative assessments. The External Examiner may also review formative and diagnostic assessment strategies. (See LIT Teaching, Learning and Assessment Strategy.)

b) An External Examiner may identify creative and innovative summative, formative and diagnostic assessment strategies and assessment instruments, particularly within the context of active learning.

c) An External Examiner may be invited to comment on the design, structure and content of a programme and its constituent components.

d) An External Examiner may identify sustainable, competitive advantages for the programmes. (e.g. professional recognition, prevailing industry standards, joint awards, etc.)

e) An External Examiner may identify exemplar external or internal subject material.

f) An External Examiner may be invited to report on the progress in the implementation of programmatic review and institutional review panel reports.

g) An External Examiner may be invited to participate in programmatic review and institutional review processes.

h) An External Examiner may be consulted on nominations for student prizes and commendations.

i) An External Examiner may be invited to consider compensatory education.

j) An External Examiner may be invited to comment on special assessment arrangements.

k) Where an External Examiner is invited to give a guest lecture, such lecture will not form any part of the assessment.

l) An External Examiner may be invited to comment on any externally set and/or assessed assessments which contribute to an LIT award.

m) An External Examiner may be invited to audit, where appropriate, the distribution of grades for modules over a number of years.

6.4 Authority of External Examiner

a) External Examiners have a right to examine all assessment material. The onus is on Limerick Institute of Technology to ensure the opportunity to do this before any Programme Board of Examiners considers the material.

b) An External Examiner appointed by Limerick Institute of Technology has authority to:

   (i) Obtain reasonable access to the assessed parts of any programme or module, including evidence about learners’ performances on placement where this is an assessed part of any programme;

   (ii) Make recommendations with regard to assessments for consideration by the Programme Board of Examiners (See ACRP);
(iii) Review all student assessments in a cohort before recommending to the Programme Board of Examiners changes to marks by an Internal Examiner. The External Examining process should not advantage or disadvantage any individual student. Adjustments should be a matter for the Programme Board of Examiners.

c) External Examiners may also request brief meetings with students.

6.5 Standards Affirmation

a) External Examiners shall ensure that the appropriate standards with regard to Pass, Merit and Distinction and Honours are applied and that comparability of standards between Higher Education Institutions is achieved and maintained.

b) External Examiners shall determine, in their expert judgement:

(i) The adequacy of standards at examinations and other assessments;

(ii) The standard of students' performances meets the intended learning outcomes;

(iii) That standards are appropriate in relation to all grading;

(iv) That comparability of standards is maintained between Institutions.

(v) That a typical candidate's performance in a programme as a whole is properly assessed;

(vi) That the assessment and determination of awards process have been fairly conducted.

6.6 Conflict of Interest

a) An External Examiner shall declare any interest, relationship or other circumstances which might constitute a conflict of interest, or which might be seen as inappropriate for the role of External Examiner. Where a conflict of interest is apparent, the Registrar's Office in conjunction with the Head of Faculty/School/Department will make such arrangements as are necessary to negate the conflict of interest.

b) An External Examiner may have access to commercially-sensitive and proprietary information, particularly in student projects and work placements.

6.7 Draft Examination Papers and other Assessment Materials Approval

a) Contact between the Institute and the External Examiner in relation to the level and content of examination papers or other assessment materials shall normally be through the Head of Faculty/School/Department. The associated workload of any External Examiner shall be realistic and monitored for excess. Additional External Examiners can be recruited in cases of work overload. (The associated workload of any External Examiner shall not normally exceed 15 ten-credit modules or 30 examination papers (or 24 ten-credit modules within a Level-8 programme). The associated workload shall not normally be less than 5 ten-credit modules.)

b) It is the responsibility of the Head of Faculty/School/Department to ensure that External Examiners have the opportunity to scrutinise and comment on draft examination papers, model solutions as appropriate or other materials including marking and assessment schemes for the module(s) for which he/she is appointed.
c) Draft examination papers shall be issued to External Examiners by registered mail in secure packaging, or other secure means of delivery, not later than eight weeks prior to the examination date(s). Each paper should be accompanied by a marking scheme, outline answers and/or model solutions as appropriate. The examination papers and related assessment materials may be issued in a secure electronic format or encrypted USB memory stick, but not by email. The password may be provided separately by email.

d) The use of fax or non-encrypted electronic messaging systems is not authorised for examination material. Use of telephones should be restricted to logistics and operational matters; mobile telephones should not be used for any purpose in relation to examination material.

e) An External Examiner is required to acknowledge receipt of examination and assessment material received from the Institute.

f) An External Examiner has the right to make suggestions for deletions, additions, amendments or other as appropriate and shall report his/her comments on form EEPP-04 to the Head of Faculty/School/Department.

g) An External Examiner is required to return comments no later than two weeks following receipt of draft examination papers and/or assessment material.

h) The Internal Examiner shall take such proposed amendments into account and shall note any action taken. (Form EEPP-04.)

6.8 Continuous Assessment

a) If continuous assessment is a key part of assessment for an award (e.g. the major thesis or any element which is assessed only through continuous assessment), then it should be reviewed by the External Examiner.

b) External Examiners should normally receive the breakdown in Continuous Assessment at the beginning of the module delivery.

c) External Examiners should review award-stage capstone projects.

d) Arrangements may be made to provide (by secure mail or electronically encrypted) selected student assessments to the External Examiner during the academic year.

e) Arrangements may be made to provide on-line access to sample student work (e.g. Moodle enrolment keys, DiaryPro enrolment keys).

6.9 Visiting Limerick Institute of Technology

a) All External Examiners are expected to visit Limerick Institute of Technology at least once in each academic year. This visit will normally take place at the time of determination of results at the Boards of Examiners, and it should conform to the arrangements made in this regard by Limerick Institute of Technology. The provisions relating to the Programme Board of Examiners are detailed in the Institute’s Academic Council Regulations and Procedures (ACRP).

b) The External Examiners of semesterised award stages are normally expected to visit LIT at least twice in the academic year for the two Examination Board meetings.

c) Depending on the volume of work the minimum duration of the site visit is typically two working days.

d) External Examiners of modules with high continuous assessment allocations are normally expected to visit LIT at least twice in the academic year. (e.g. Art and Design.) The use of secure teleconferencing should be considered as appropriate. Teleconferencing is not a substitute for attendance at Examination Boards.
e) Special arrangements may be made for modules with 100% on-line continuous assessment. It may be possible for the External Examiner to remotely review these modules on a selected basis and to electronically complete the Examination Attendance Register. Secure teleconferencing with Internal Examiners may be arranged as appropriate.

f) The External Examiner may attend the Institute prior to the meeting of the Programme Board of Examiners, and as agreed with relevant Programme Board of Examiners for the purpose of:

   (i) Consulting with the Head of Faculty/School/Department and Internal Examiners and normally agreeing, at pre-meetings, the marks to be presented for consideration by the Programme Board of Examiners.

   (ii) Reviewing the overall performance of candidates, particularly borderline cases.

   (iii) Reviewing the proposed results for the programme as a whole.

   (iv) Reviewing module/subject performance with Internal Examiners.

   (v) Reviewing marked scripts, project work or continuous assessment material, as required (approximately 5% where feasible), including borderline cases. The sample, which should be drawn on a basis agreed between the Internal and External Examiner(s), should include sufficient material to enable the External Examiner(s) to form a judgement as to the appropriateness of the marking at all levels of classification.

   (vi) Meeting with student groups. (Typically, such meetings occur in the School of Art and Design and occasionally with Stage 4 students in other Faculties/Schools, where three weeks advance notice is normally required.) The purpose of any such meeting shall be to support the External Examiner in the execution of his/her functions, as described earlier. Arrangements for such meetings are agreed with the Head of Department and Programme Board of Examiners in advance.

   (vii) Pre-meetings which may, if necessary, be arranged in days leading up to the meeting of the Programme Board of Examiners.

   g) The External Examiner may indicate on the Examination Attendance Register (ACRP Form 4301), commonly referred to as the CRN, any individual scripts, project work, or continuous assessment material reviewed by him/her as part of the assessment process, along with any proposed adjustment to the marks/grades as proposed by the Internal Examiner. Banner Gradebook is used in some parts of the Institute instead of CRN’s; the use of such softcopies is expected to increase across the Institute. A sample of assessments shall be initialled by the External Examiner.

   h) Where the External Examiner proposes adjustments to a group of learners as a whole, he/she shall consult with the Internal Examiner and Head of Faculty/School/Department in advance of the meeting of the Programme Board of Examiners.

   i) Efforts should be made to achieve consensus in relation to such proposed amendments.

6.10 Contact by Students

It is inappropriate for individual students to make direct contact with an External Examiner. Any such approach should be brought to the attention of the Vice-President of Academic Affairs and Registrar.
CHAPTER 7 – EXTERNAL EXAMINER REPORTING

7.1 Reporting Procedures

a) External Examiners are required to submit a report on programmes with which they are involved before a date determined by Academic Council of the year of the examinations. (See schedule of deadlines attached).

b) One annual report will be sufficient. The standard report form EEPP-05 will be issued to the External Examiners as a soft copy or as an on-line link by the Registrar’s Office, Limerick Institute of Technology. (An app may be developed.) The completed External Examiners report may be submitted electronically. The hard copy signature page of the report form should be mailed to the Registrar’s Office for audit purposes.

c) The reports of the External Examiners are pivotal for continuous improvement of the academic programmes and modules of the Institute. If the report from an External Examiner is not received by the Registrar’s Office within one month of the due date without provision of good reason, the appointment as External Examiner may be terminated.

d) The wording of reports should be carefully chosen in light of the multiple audiences. The anonymity of staff and student should be respected; personal references to individual staff or students should not be included. The reports may be available in the LIT library and may be posted on the LIT intranet.

e) The Registrar’s Office shall provide a copy of the External Examiners Report to the Head of Faculty/School. The Consequent Action section of the form (EEPP-05) shall be brought to the attention of the Programme Board.

f) The Head of Faculty/School shall return the completed form (EEPP-05) to the Registrar’s Office by a date determined by Academic Council, noting any actions taken or other appropriate comments, for the attention of the Academic Council Sub-Committee on Academic Quality. (See schedule of deadlines attached).

g) The Academic Council Sub-Committee on Academic Quality will make a Report to Academic Council. Issues of serious concern will be raised at Academic Council directly.

h) In cases where the requirements of external professional bodies are the focus of comments, there may be a need to inform those bodies of action taken in response to the External Examiner’s report.

i) The External Examiner shall be provided with a timely, considered response to his/her comments and recommendations, including information on any actions taken by the Institute, by the Head of Faculty/School, by a date determined by Academic Council. (See schedule of deadlines attached).

j) The External Examiner report and response shall be available to students of the programme on request, and may be discussed at a staff/student liaison meeting.

k) The External Examiner report and response may be provided to relevant External Panels and agencies (e.g. Institutional Review Panel). Extracts from External Examiner Reports may be included in the Annual School Reports to Academic Council (see ACRP).
GLOSSARY

**Academic Council** – statutorily appointed by the Governing Body of the Institute to assist in the planning, co-ordination, development and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the programmes and the activities of the Institute.

**Academic Council Sub-Committee on Academic Quality** – advises Academic Council on quality assurance matters of all taught programmes, academic association with external organisations (franchising, accreditation, etc.), and External Examiner Reports and Consequent Action Forms (EEPP-05).

**Academic Quality** of a programme is the totality of features and characteristics of the programme, which bears on its ability to satisfy the objectives of the programme.

**Award** – that which is conferred, granted or given by an Awarding Body and which records that a learner has acquired a standard of knowledge, skill or competence, as specified by Quality and Qualifications Ireland (QQI).

**Award Type** – a class of named awards sharing common features and level. Award-types can reflect a mix of standards and knowledge, skill and competence, which is independent of any specific field of learning. Descriptors can be defined generically for award-types.

**Awarding Body** – a body that makes awards.

**Compensatory Education** – educational programmes intended to compensate incoming disadvantaged persons for earlier educational, social and cultural experiences.

**Continuous Assessment** – the evaluation and recording of a students’ progress throughout a stage of a programme of study. It contributes to the summative assessment.

**Credit** – the currency used to measure learner workload in terms of the notional learning time or learner effort required to achieve specified learning outcomes.

**Delegated Authority** – power delegated to a provider to make awards, under Part 4 of the Qualification and Quality Assurance (Education and Training) Act 2012, in respect of specified programmes.

**Diagnostic Assessment** – they are used to identify strengths and weaknesses of students. (e.g. learning styles.)

**Field of Learning** – a basis for grouping awards within the framework based on the subject matter of the learning they contain.

**Formative Assessment** – provide constructive feedback to improve learning and understanding. (Assessment for learning.)

**Learner** – a person who is acquiring, or who has acquired knowledge, skill or competence.

**Module or Subject** – a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

**Named Awards** – the particular awards, within an award-type, which are named with respect to field of learning. Standards for named awards include reference to knowledge, skill and competence within a specified field of learning.

**National Framework of Qualifications** – the single, nationally and internationally accepted entity, through which all learning achievements may be measured and related to each other in a coherent way and which defines the relationship between all education and training awards.

A **Programme** of education and training means any process by which learners may acquire knowledge, skill or competence and includes programmes of study or instruction, apprenticeships, training and employment and references to “programme” shall be construed accordingly.

**Quality Assurance** – the system of policies and procedures, involving internal and external peer oversight and judgement, corrective action aimed at improvement of Programmes, and measures and controls on the operation of Programmes.
**Standards** – the knowledge, skill or competence expected from the learner who is to receive an award.

**Summative Assessment** – Assessment results are aggregated and used to determine whether a student has fulfilled the specified learning outcomes. They provide the final grade or mark. (Assessment of learning.)

**Taught Programmes** – programmes whose Learning Outcomes are intended to be achieved by learners as a result of substantial, planned and structured input, or combination of inputs, such as lectures, tutorials, simulations, practical exercises, project work, supervised placement and use of open learning and computer-based materials etc.
APPENDIX 1 External Examiner Nomination Form, Form EEPP-01
EXTERNAL EXAMINATION NOMINATION
FORM EEPP-01

ACADEMIC YEAR:
(TO BE FORWARDED BY THE HEAD OF FACULTY/SCHOOL/DEPARTMENT TO THE REGISTRAR’S OFFICE)

DETAILS OF PROGRAMME – CODE & TITLE:

DETAILS OF EXTERNAL EXAMINER

NAME:
ACADEMIC QUALIFICATIONS:

AREA OF EXPERTISE:

POSITION:
PLACE OF WORK/ADDRESS:

TEL: MOBILE: FAX:
EMAIL:
SUMMARY OF RELEVANT EXPERIENCE:

REPLACEMENT FOR:

PLEASE TICK TO CONFIRM CV IS ATTACHED:

Approved by Academic Council 6th December 2013
Reviewed by Academic Council 5th December 2014
Reviewed by Academic Council 2nd of October 2015
EXTERNAL EXAMINATION NOMINATION
FORM EEPP-01

MODULE(S) & STAGES OF PROGRAMMES TO BE EXAMINED:

OTHER DETAILS:

HAS THE NOMINEE INDICATED THEIR WILLINGNESS TO ACT?  YES  NO

SIGNATURE HEAD OF DEPARTMENT:  DATE:

SIGNATURE HEAD OF FACULTY/SCHOOL:  DATE

RECEIVED BY REGISTRAR’S OFFICE:  DATE:

SENT TO ACADEMIC COUNCIL SUB-COMMITTEE ON ACADEMIC QUALITY:  DATE:

ACADEMIC COUNCIL SUB-COMMITTEE ON ACADEMIC QUALITY
COMMENT:

SIGNED:  DATE:

APPROVED BY ACADEMIC COUNCIL:  DATE:
APPENDIX 2 External Examiner Appointment & Acceptance Form, Form EEPP-02
# EXTERNAL EXAMINER APPOINTMENT & ACCEPTANCE FORM EEPP-02

## APPOINTMENT AS EXTERNAL EXAMINER

To: VP Academic Affairs & Registrar  
Limerick Institute of Technology  
Moylish Park  
Limerick

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<th>SALUTATIONS</th>
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<td>NAME</td>
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<tr>
<td>ACADEMIC/PROFESSIONAL QUALIFICATION(S)</td>
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<td>JOB TITLE</td>
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<td>PROGRAMME(S)</td>
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<td>WORK ADDRESS:</td>
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<td>HOME ADDRESS</td>
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<td>TELEPHONE:</td>
<td>EMAIL:</td>
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Please indicate which address should be used for publication and for correspondence.

| HOME: | WORK: |
APPENDIX 3 External Examiner Conflict of Interest Declaration Form, Form EEPP-03
DECLARATION OF CONFLICT OF INTEREST IN RELATION TO INVOLVEMENT WITH THE EXAMINATION PROCESS

External Examiners Policy and Procedures: Section 6.6 Conflict of Interest

“An External Examiner shall declare any interest, relationship or other circumstances which might constitute a conflict of interest, or which might be seen as inappropriate for the role of External Examiner. Where a conflict of interest is apparent, the Vice-President of Academic Affairs and Registrar in conjunction with the Head of Faculty/School/Department will make such arrangements as are necessary to negate the conflict of interest.”

I ______________________________________________________
as External Examiner in the
Faculty/School/Department/Section ______________________________

wish to state that the following student of the Institute

Name: ____________________________________________________________________
Programme/Year: ____________________________________________________________________
________________________________________________________________________________
is so personally known to me that a conflict of interest may arise in the performance of my duties in relation to the examination process.

SIGNED: __________________________________ DATE: ________________

Name (Block Print): _____________________________________________________________

Head of Faculty/School/Department/Section: ________________________________
Signature (Electronic) __________________________________
DATE: ____________________________

Copy received by Vice-President of Academic Affairs and Registrar:

DATE: ____________________________
APPENDIX 4 External Examiner Comment Form for Examination Papers & Other Assessment Material EEPP-04
EXTERNAL EXAMINER COMMENT
FORM FOR EXAMINATION PAPERS
& OTHER ASSESSMENT MATERIAL
EEPP-04

Programme Title: ____________________________

Stage: ____________________________

Module Title: ____________________________

Internal Examiner: ____________________________

Exam Session: ____________________________

Please fill in your comments/observations on this paper in the space provided:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please sign this sheet in the space provided below, and ensure that you destroy the papers sent to you on completion of your review.

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<tr>
<th>External Examiner:</th>
<th>Signature:</th>
<th>Date:</th>
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Note to Internal Examiner: You are required to note the action you have taken on the above comments. Please do so in the space provided here:

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________
APPENDIX 5 External Examiner Report & Consequent Action Form, Form EEPP-05
INSTITIÚID TEICNEOLAÍOCHTA LUIMNIGH
LIMERICK INSTITUTE OF TECHNOLOGY

EXTERNAL EXAMINER REPORT & CONSEQUENT ACTION FORM    EEPP-05

For Internal Limerick Institute of Technology Use

For taught undergraduate programmes, this Report should be forwarded to the Vice-President of Academic Affairs and Registrar, Limerick Institute of Technology before September 30th of the year of the examinations. (The due date for taught postgraduate programmes is October 31st.)

PLEASE COMPLETE ELECTRONICALLY (if possible):

| Name of External Examiner: |
| Academic Year: |
| Date of Visit: |
| Faculty/School: |
| Department: |

### Programme(s) for which Report is presented:

| Programme Title: |
| Modules Examined: |
| Programme Title: |
| Modules Examined: |
| Programme Title: |
| Modules Examined: |
| Programme Title: |
| Modules Examined: |
Please complete the following, as applicable or appropriate:

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<thead>
<tr>
<th>REF</th>
<th>DOCUMENTATION</th>
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<tbody>
<tr>
<td>1</td>
<td>Did you receive appropriate documentation such as a copy of the External Examiners Policy &amp; Procedures (EEPP) and the Academic Council Regulations &amp; Procedures (ACRP) from the Registrar’s office?</td>
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<tr>
<td>1.2</td>
<td>Did you receive the programme handbook, the approved programme schedule, syllabi etc. from the Faculty/School/Department Office?</td>
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Comments on Documentation:

<table>
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<tr>
<th>2</th>
<th>ASSESSMENT</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Did you receive draft examination papers for final examination?</td>
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<tr>
<td>2.2</td>
<td>Did you receive marking schemes and essential information on grading bands/criteria (including worked solutions for numerical problems) for examinations?</td>
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<tr>
<td>2.3</td>
<td>Where relevant, did you receive appropriate continuous assessment materials?</td>
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<td>2.4</td>
<td>Were you able to approve the draft examination papers and other assessment material?</td>
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<td>2.5</td>
<td>Did the examination papers/assessment material cover the module(s) as approved?</td>
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<td>2.6</td>
<td>Did you receive a representative sample of assessments material for each module, in sufficient quantities to be able to assess whether the internal marking classification were appropriate and consistent?</td>
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<tr>
<td>2.7</td>
<td>Did you have sufficient time to be able to review the material and were you given sufficient notice of the meeting of Examiners?</td>
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<tr>
<td>2.8</td>
<td>Did you have the opportunity to meet with academic staff and/or learners?</td>
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<tr>
<td>2.9</td>
<td>Were you able to attend the meeting(s) of the Programme Board(s) of Examiners?</td>
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<td>2.10</td>
<td>Was the Programme Board(s) of Examiners conducted, and were decisions reached in accordance with the Institute’s Regulations?</td>
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<td>2.11</td>
<td>Do the assessment processes rigorously, and fairly measure students’ achievement against the learning outcomes of the programme/module and are they conducted within institutional regulations?</td>
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<td>Comments on Assessment:</td>
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<td>3</td>
<td>STANDARDS</td>
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<tr>
<td>3.1</td>
<td>Are the standards of student performance in the programmes or parts of programmes which you have examined appropriate?</td>
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<tr>
<td>3.2</td>
<td>How would you describe the standards achieved by candidates in comparison with programmes in other institutions with which you have experience?</td>
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<td>3.3</td>
<td>How would you describe the academic standards set for the awards or parts thereof in keeping with Quality and Qualifications Ireland (formerly HETAC) standards and the National Framework of Qualifications (NFQ)</td>
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<td>3.4</td>
<td>Would you consider the standards achieved by candidates in transferable skills (e.g. writing, numeracy) in comparison with Higher Education standards as being</td>
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<td>Comments on Standards:</td>
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<td>4</td>
<td>COMMENTS</td>
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<tr>
<td>4.1</td>
<td>Have issues raised in previous report(s) been addressed to your satisfaction? Please elaborate if necessary.</td>
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<td>4.2</td>
<td>Please report on practices that you have identified and/or suggestions to enhance the quality of learning opportunities provided to students.</td>
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<td>4.3</td>
<td>Do you have any recommendations in relation to issues arising from your report?</td>
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<td>Additional Comments:</td>
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<td>Signature of External Examiner:</td>
<td>Signed:</td>
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<tr>
<td>Date External Examiner’s Report Received:</td>
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<td>Date Copied to Head of Faculty/School:</td>
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### PROGRAMME BOARD RESPONSE

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<th>Signed on behalf of the Programme Board:</th>
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APPENDIX 6 External Examiner/External Consultant Travel & Maintenance Claim Form.
EXTERNAL EXAMINER/ EXTERNAL CONSULTANT
TRAVEL & MAINTENANCE CLAIM FORM

Name: (Block Capitals) _______________________________        PPS NO.: ______________________
Address: _________________________________________________________________________________
_________________________________________________________________________________________
Claim in respect of my attendance at: _________________________________________________________
_________________________________________________________________________________________

In order for payment to be processed – Please Complete the following:

Bank Name __________________ Bank Address____________________________________________________
Account Number __________________________ Sort Code _________________________

Please Note: When claiming mileage the Indemnity Form overleaf must be completed
and signed in order for payment to be processed.

Travelled From: ___________________    To: ___________________________
Left Residence at ___________ a.m./p.m. On _________ day of __________________
Returned to Residence at ___________ a.m./p.m. On _________ day of __________________
Car Reg. No: _______________ Engine CC:________________  Kilometres:  _______________

MODULE FEE:       __________________________________
HONOURARIUM:   _____________________________________
ADDITIONAL ITEMS: ____________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
(Receipts must be attached for any additional items being claimed)

WAS ACCOMMODATION PROVIDED BY LIT? YES  NO
WERE ANY MEALS PROVIDED BY LIT? YES  NO
Over-Nights: ____________  10 Hour Allowance: ______________  5 Hour Allowance: __________

G.L. CODE:   2520 TOTAL:

I certify that the above expenses are a true record and have not been claimed from any other source.

SIGNED: ________________________________   DATE: _____________________________

APPROVED BY: ___________________________  DATE: _______________________________
VICE-PRESIDENT OF ACADEMIC
AFFAIRS AND REGISTRAR

APPROVED BY: __________________________   DATE: _____________________________
ASSISTANT REGISTRAR

Approved by Academic Council 6th December 2013
Reviewed by Academic Council 6th December 2014
Reviewed by Academic Council 2nd of October 2015
Use of Private Motor Vehicle

1. Public transport (standard class) should be used where possible.
2. Where payment is made for use of private transport, the appropriate motor mileage rates approved by the Minister for Finance will apply. These rates will be fixed by reference to the Horse Power as reckoned for registration purposes.
3. The following undertaking must be signed by each member who is claiming for use of his/her own transport.

“I acknowledge that the authority given to me to use my own motor vehicle on official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the condition that it is insured, and will continue to be insured, by me for the purpose of the Road Traffic Act 1961. It is at present insured with _______________________ and I undertake to notify the Institute of any change.

I am aware that the State will accept no liability for any loss or damage resulting from the use of my motor vehicle on official business.

SIGNED: ____________________________

DATE: ________________

4. For journeys undertaken by private car, the distance in miles must be shown.
5. Where travelling expenses are recoverable from any other source, this must be clearly stated on the application form and details given.

FOR OFFICE USE ONLY:

In order to determine whether or not payment to this External Examiner/External Consultant is liable for PSWT as per guideline received from the Revenue Commissioners:

PLEASE TICK THE APPROPRIATE BOX.

Payments to External Examiners who are engaged by LIT to assume responsibility for quality assurance of academic standards are NOT subject to PSWT where their duties are as set out under paragraph 2.1 of the Institute’s External Examiners Policy & Procedures Manual.

Payments to External Consultants to provide advice on training requirements or to develop a course, syllabus or training programme. These supplies would be considered to be professional services and ARE subject to PSWT.

APPROVED BY: ____________________________ DATE: ________________

VICE PRESIDENT ACADEMIC AFFAIRS & REGISTRAR

APPROVED BY: ____________________________ DATE: ________________

ASSISTANT REGISTRAR
APPENDIX 7 External Examiner/External Consultant Travel & Maintenance Claim Form – Non Resident.
EXTERNAL EXAMINER/ EXTERNAL CONSULTANT
TRAVEL & MAINTENANCE CLAIM FORM – NON RESIDENT.

Name: (Block Capitals) _________________ National Insurance Number: _________________________
Address: _________________________________________________________________________________
_________________________________________________________________________________________

Claim in respect of my attendance at: _________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

In order for payment to be processed – Please Complete the following:

Bank Name ____________________ Bank Address __________________________
IBAN CODE __________________________ BIC/SWIFT Code _________________________

Please Note: When claiming mileage the Indemnity Form overleaf must be completed
and signed in order for payment to be processed.

Travelled From: _________________ To: ______________________________________

Left Residence at ______________ a.m./p.m. On __________ day of _______________________

Returned to Residence at ______________ a.m./p.m. On ___________ day of _______________________

Car Reg. No: _______________ Engine CC: ________________ Kilometres: ____________________

MODULE FEE: __________________________________________
HONOURARIUM: _______________________________________

ADDITIONAL ITEMS: __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

(Receipts must be attached for any additional items being claimed)

WAS ACCOMMODATION PROVIDED BY LIT? YES ☐ NO ☐
WERE ANY MEALS PROVIDED BY LIT? YES ☐ NO ☐

Over-Nights: ____________ 10 Hour Allowance: ____________ 5 Hour Allowance: ____________

G.L. CODE: 2520 TOTAL:

SIGNED: ________________________________ DATE: _____________________________

APPROVED BY: ___________________________ DATE: _____________________________
VICE-PRESIDENT OF ACADEMIC AFFAIRS AND REGISTRAR

APPROVED BY: ___________________________ DATE: _____________________________
ASSISTANT REGISTRAR
Use of Private Motor Vehicle

1. Public transport (standard class) should be used where possible.
2. Where payment is made for use of private transport, the appropriate motor mileage rates approved by the Minister for Finance will apply. These rates will be fixed by reference to the Horse Power as reckoned for registration purposes.
3. The following undertaking must be signed by each member who is claiming for use of his/her own transport.

“I acknowledge that the authority given to me to use my own motor vehicle on official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the condition that it is insured, and will continue to be insured, by me for the purpose of the Road Traffic Act 1961.
It is at present insured with _______________________ and I undertake to notify the Institute of any change.

I am aware that the State will accept no liability for any loss or damage resulting from the use of my motor vehicle on official business.

SIGNED: ____________________________
DATE: ____________________________

4. For journeys undertaken by private car, the distance in miles must be shown.
5. Where travelling expenses are recoverable from any other source, this must be clearly stated on the application form and details given.

FOR OFFICE USE ONLY:

In order to determine whether or not payment to this External Examiner/External Consultant is liable for PSWT as per guideline received from the Revenue Commissioners:

PLEASE TICK THE APPROPRIATE BOX.

Payments to External Examiners who are engaged by LIT to assume responsibility for quality assurance of academic standards are NOT subject to PSWT where their duties are as set out under paragraph 2.1 of the Institute’s External Examiners Policy & Procedures Manual.

Payments to External Consultants to provide advice on training requirements or to develop a course, syllabus or training programme. These supplies would be considered to be professional services and ARE subject to PSWT.

APPROVED BY: ____________________________ DATE: ____________________________
VICE PRESIDENT ACADEMIC AFFAIRS & REGISTRAR

APPROVED BY: ____________________________ DATE: ____________________________
ASSISTANT REGISTRAR
APPENDIX 8 Nomination and Appointment Procedure
Nomination and Appointment Procedure

Head of Faculty/School monitors list of External Examiners within Faculty/School. Needs of new programmes and appointment expirations noted.

Head of Faculty/School reviews the External Examiner Policy and Procedures (EEPP), including the criteria for appointment.

Head of Faculty/School requests input on potential nominees from Programme Board, Department Board, Faculty/School Board, Head of Department, advisory committees, partner institutions, etc.

Head of Faculty/School checks availability of potential nominees and obtains CV’s.

Head of Faculty/School forwards EEPP-01 and CV’s to the Registrar’s Office by 15th January for following September.

Vice-President Academic Affairs and Registrar submits nominations to the Academic Council Sub-Committee on Academic Quality.

Academic Council Sub-Committee on Academic Quality makes recommendations to Academic Council.

Academic Council approve appointment of External Examiner.

Vice-President Academic Affairs and Registrar issues EEPP-02, EEPP-03 and emails general information to the External Examiner.

External Examiner returns contract EEPP-02 and EEPP-03 (where applicable) to the Vice-President Academic Affairs and Registrar.

External Examiner is added to the External Examiner Register and advised on induction.

Head of Department issues specific programme/module information to the External Examiner.

New External Examiner takes up appointment at the start of academic year.
APPENDIX 9 Provisional Annual Arrangements for External Examiner
Provisional Annual Arrangements for External Examiners

Draft continuous assessment and schedule of assessments approval. (EEPP-04)  
(Two weeks ending late September)

Draft Semester 1 examination papers approval. (EEPP-04)  
(Two weeks ending mid-November)

Attendance at Semester 1 Programme Board of Examiners and/or mid-year review of continuous assessments (e.g. LSAD).

Draft Semester 2, Summer and Autumn examination papers approval.  
(Two weeks ending mid-March)

Attendance at Semester 2 and Summer Programme Board of Examiners.  
(Early June)

Attendance at Autumn Programme Board of Examiners (at least one Examiner)  
(mid-September)

External Examiner Reports (EEPP-05) due 30th September.
BIBLIOGRAPHY

The Qualifications and Quality Assurance (Education and Training Act 2012) established Quality and Qualifications Ireland (QQI). QQI replaces the Further Education and Training Awards Council (FETAC), the Higher Education and Training Awards Council (HETAC), the National Qualifications Authority of Ireland (NQAI) and the Irish Universities Quality Board (IUQB).

The Institute of Technology Acts 1992 to 2006, Ireland
The Qualifications and Quality Assurance (Education and Training) Act 2012


(Check websites for updates.)
SCHEDULE OF DEADLINES

1. Nomination of External Examiners (Form EEPP-01) due annually by 15th January for following September.

2. External Examiners Reports for Undergraduate Taught Programmes (Form EEPP-05) due annually by 30th September; for Postgraduate Taught Programmes due annual by 31st October.


4. Consequent Action Reports (Form EEPP-05) due annually by 30th November.

5. Feedback to External Examiner due annually by 31st December.