Guidance 4(iv)   Roles and Responsibilities of a Chief External Examiner (CEE) for Collaborative Partners

The Chief External Examiner (CEE) shall normally be selected from the existing External Examiners (EEs), and shall be a distinct nomination for the particular programme(s) or institution. In all cases the CEE must meet the University's criteria for the appointment of EEs. The CEE role is supplementary to the Rights and Duties of External Examiners as specified in the LQEH Section 4.2.4 and Section D of the Academic Regulations.

Role and Responsibility:

1. The CEE's role shall be primarily to coordinate and advise the team of EEs, who retain their individual independence and autonomy as set out in University documentation.

2. The CEE shall be involved in meetings of the Programme Assessment Board, or, for programmes delivered at more than one site, the final Programme Assessment Board as well as the meetings of their local Assessment Board.

3. While the CEE shall be expected to comment on overall grade profiles from the Programme Assessment Boards and other matters, they shall not normally propose individual modifications of grades.

4. The CEE shall be a signatory to the final Conferment Lists produced by Programme Assessment Boards; this can be received electronically via email.

5. The CEE shall be involved in resolution of borderline cases or other matters signalled as requiring further consideration by Programme Assessment Board.

6. For programmes delivered at more than one site, the CEE will receive copies of all local EE reports. The CEE shall also receive copies of the responses to external examiners' reports.

7. The CEE shall submit a CEE annual report giving an overview incorporating themes arising from those reports from the perspective of the CEE role (in addition to their local EE responsibilities) using the correct templates.

At each assessment period, samples of assignments from all sites representing a cross-section of grades awarded shall be made available electronically to the CEE. Minutes and module grade spreadsheets shall be forwarded to the CEE following the Programme Assessment Board meetings. Meetings between the University and Institution Link Tutors, the CEE, and other EEs may be called, using video or telephone conferencing.