

Education Committee

Approved at the meeting of Taught Degrees Panel of Education Committee of 18 June 2019

Regulations for the Conduct of University Examinations: Part 6 External Examiners

Brief note about nature of change: change to the regulations to introduce external assessors

Location of change

In *Examination Regulations 2018*, Regulations for the Conduct of University Examinations: Part 6 External Examiners, <http://www.admin.ox.ac.uk/examregs/2018-19/rftcoue-p6exteexam/>

Effective date

From MT19

Detail of change

1. Amend page title as follows (new text underlined):

‘Regulations for the Conduct of University Examinations: Part 6 External Examiners and Assessors’

2. Amend citation 1.1-1.8 as follows (new text underlined, deleted text struck through):

‘6.1. Each supervisory body or nominating committee acting on its behalf *must* nominate as an external examiner for each University Examination (except the First Public Examination) for which it is responsible a person to act as an external arbiter of standards and *may* nominate a person as an external examiner-assessor to provide academic expertise not otherwise obtainable from within the University.

6.2. Supervisory bodies or nominating committees must submit nominations for external examiners and assessors to the Proctors by **[Until MT 2019: 1 October, i.e. the beginning of]****[From MT 2019: 1 November]** in the academic year in which the external examiners and assessors will serve. The Proctors are responsible for the approval of external examiners.

6.3. The term of office for an external examiner shall be designated in standing orders, and shall be either three or four years. Exceptionally, this may be extended by one year. No external examiner may serve for more than five years.

6.4. The term of office for an external assessor shall be designated in standing orders, and shall be either three or four years. Individuals may be reappointed.

6.54. An external examiner who fails to submit the annual report required by the University may continue in office only with the permission of the Pro-Vice-Chancellor (Education) or the Proctors.

6.65. A person holding a post in the University or any college or other Oxford institution associated with the University in the examination of candidates may not be approved or designated as an external examiner or assessor.

6.76. Unless they are appointed to examine separate subjects or in separate parts of a University Examination divided into formal parts, no two persons who are, or have been during the preceding two years, on the teaching staff of the same university or other institution shall normally be nominated to serve at the same time as external examiners in the same University Examination.

6.87. External examiners and assessors shall be entitled to a retaining fee up to but not exceeding an amount determined from time to time by the Planning and Resource Allocation Committee of Council.

6.98. The provisions of regulations 4.6, 4.7, and 4.8 in Part 4 of these regulations which concern leave of absence, death, resignation, and removal in the case of examiners shall apply, with any necessary modifications, to external examiners and assessors.

Explanatory Notes

At its' meeting in Week 8 of Trinity term 2019, Taught Degrees Panel agreed a change to differentiate external examiners (arbiters of standards) from a new category of external assessors (provision of academic expertise not otherwise available within the University).