
**Guidance 4(v) Arrangements for the Shadowing and
Mentoring of External Examiners**

Shadowing arrangements for External Examiners

Proposed External Examiners without prior experience should complete a 'shadow year' and work alongside the currently appointed, External Examiner. This initial period should include involvement in the final stages of assessment for the qualification. The shadow External Examiner must meet the University's criteria for the appointment of External Examiners.

The shadowing role is supplementary to the Rights and Duties of External Examiners as specified in the LQEH Section 4.2.4 and Section D10 of the Academic Regulations.

Shadowing Criteria

1. The currently appointed External Examiner will be shadowed by the proposed replacement External Examiner.
2. The shadow External Examiner will be appointed for five years, the first year being the shadowing role for the External Examiner.

Shadowing Role

3. The shadow External Examiner will ensure they become familiar with the programme and the assessment process to facilitate a smooth handover period.
4. The shadow External Examiner will be required to undertake the AQS generic and programme specific induction event during the first year of their five-year appointment.
5. The shadow External Examiner should have an initial meeting with the current External Examiner and is expected to work alongside them for the duration of the shadow year.
6. The shadow External Examiner shall be involved in meetings of the Assessment Board.
7. At each assessment period through the shadow year, the shadow External Examiner should be given the opportunity to sample a range of assessments representing a cross-section of levels and grades awarded.
8. The shadow External Examiner shall receive a copy of the retiring External Examiners annual report and the programme team response to the report.

Mentoring Arrangements for New External Examiners

Proposed External Examiners without prior experience who are unable to complete the 'shadow year' should work for their first year of appointment with an experienced, currently appointed, External Examiner, as a Mentee. The assigned Mentor must be an existing member of the external examining team and ideally be linked to a similar subject/programme although this may not always be possible.

The Mentor role is supplementary to the Rights and Duties of External Examiners as specified in the LQEH Section 4.2.4 and Section D10 of the Academic Regulations.

Mentor Criteria

1. An experienced External Examiner from the University, or collaborative partner's, current pool of examiners.
2. They should preferably attend the same board as the Mentee or be from a similar subject area.
3. Have recent experience of working in Higher Education.
4. Participated in a least one assessment period at the University or collaborative partner.
5. Produced at least one good quality annual report and have submitted it in a timely manner.

Mentor Role

6. Provide advice and guidance on relevant university External Examiner processes and procedures.
7. Highlight the approaches to moderation including sampling and consistency of marking.
8. Advise on the exam board procedure and the role of the External Examiner within this process.
9. Provide advice and guidance on writing the annual report.
10. Share current issues in HE and/or in the subject area which may be relevant.

Setting up the Mentor/Shadow Relationship

During the nomination process AQS will confirm if a shadow year or Mentor will be required for the proposed External Examiner.

The Director of Programmes/ Programme Leader will be asked to nominate a Mentor and will need to contact the Mentor to confirm their involvement. The Programme Leader may wish to provide the Mentor with suggested topics for discussion and will indicate the level of support required by the Mentee.

For Shadow External Examiners, the Director of Programmes/ Programme Leader will need to contact the current External Examiner to inform them a shadowing External Examiner has been appointed. The Director of programmes/ Programme Leader will indicate the duties of the shadowing External Examiner.

There is no requirement for in-person meetings of the Mentor and the Mentee, other than at the time of visits to the University for the board(s) (if physical attendance is appropriate) and it is envisaged that most contact will be via e-mail, Microsoft Teams, telephone etc. A fee of £75 is payable for the Mentor on completion of the mentoring duties. The shadow External Examiner will be paid a reduced fee of £250 for the completion of the shadow year.