

KING'S INNS

External Examiner Policy

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03			

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1. Purpose of Policy

The Honorable Society of King's Inns (King's Inns) applies this External Examiner Policy to safeguard a transparent, consistent, and effective external examining system. External Examiners provide a valuable and objective perspective that contributes to the quality assurance of King's Inns programmes.

2. Scope of Policy

This policy describes the role of the External Examiner, the identification and appointment of External Examiners, the term of office of External Examiners, the specific responsibilities of External Examiners including attendance at relevant Board of Examiners meeting/s. This policy is consistent with the QQI Guidelines Effective Practice Guidelines for External Examining (revised February 2015).

3. Policy Statement

3.1 Role of External Examiner

An External Examiner provides impartial and independent advice and confirms that appropriate academic standards and criteria are maintained across the board, examination regulations are followed, learners are treated fairly in being examined and marked against standards and criteria. The External Examiner also moderates individual cases of borderline performance.

The External Examiner submits a written report providing general feedback and specific recommendations upon completion of their duties annually.

External Examiners may be invited to participate in programme reviews, providing expertise and independence.

3.2 Identification of External Examiners

King's Inns Education Committee identifies an individual for the role of External Examiner for a subject on a programme who must be an independent expert, who is a member of the broader community of practice within the relevant field of learning, and whose accomplishments attest to the likelihood of having the authority necessary to fulfil the responsibilities of the role.

External Examiners should have experience of assessing learners' work in the same discipline/subject area and at the same level as the programme to which they are to be appointed.

3.3 Appointment of External Examiners

King's Inns Education Committee appoints External Examiners, and the full list of new and continuing External Examiners is approved by the Education Committee each year.

External Examiner personal and financial data used to support the appointment process and facilitate compensation payments are used, stored and disposed of in compliance with EU-GDPR regulations and King's Inns Data Protection Policy.

3.4 Term of Office

External Examiners shall normally be appointed for a period of 3 years. The appointment may be extended by one further year.

An External Examiner may be reappointed to the same programme or another programme within King's Inns after a period of two years has elapsed since the end of their previous period of appointment. Following a second period of appointment, an individual will no longer be eligible to serve as External Examiner.

3.5 Liaison with Registrar

The Registrar will ensure that External Examiners receive all the information necessary to perform their duties in a timely manner.

Newly appointed External Examiners will be consulted by the Registrar to establish if they require an induction to the role of External Examiner or require access to copies of previous External Examiner annual reports.

3.6 Procedures for External Examiners

When an External Examiner is appointed, the Registrar sends the External Examiner:

- (1) the module Subject Manual and / or other relevant course materials;
- (2) the details of methods of assessment including the way in which the results of individual papers or other units of assessment are aggregated, averaged, or profiled to produce an overall result;
- (3) proposed dates for meetings of the Examination Board;
- (4) any other relevant documents or information required.

3.7 Review of Learner Assessment Responses

The Registrar sends draft Assessment Papers in sufficient time for approval and return by the External Examiner(s). Draft papers should be accompanied by model answers or solutions and a marking scheme for each paper, if appropriate. External Examiners will receive a written response from the Registrar relaying the Examiner's response to recommendations arising from the review of draft exam questions and detailing actions, if any, to be taken.

3.7.1 Data Protection of learner assessment responses

Learner assessment responses may take a variety of forms, including audiovisual recording; typed assessment responses; etc. All learner assessment responses are personal data under the EU General Data Protection Regulation. Assessments papers and questions are not personal data under the EU General Data Protection Regulation. External Examiners are required to sign a form acknowledging that they have read and understood and agree to be bound to the Data Processing Agreement, which includes relevant extracts from King's Inns Data Protection Policy. King's Inns supplies External Examiners with samples of electronic copies of learner assessments drawn from the top, middle and bottom of the mark range, including all assessments of borderline candidates. Learner assessment responses are protected from unauthorised access. King's Inns and External Examiners must use the latest and most secure versions of software available including anti-virus software, encryption, and strong passwords to mitigate risk of unauthorised access. If there is a concern of unauthorised access, this should be reported in accordance with King's Inns Data Privacy Policy. A password must be saved in a secured place and disposed of after accessing the data or on completion of examination duties.

3.8 Attendance at the Board of Examiners meetings

External Examiners are required to attend the Board of Examiners meetings which are notified by the Registrar. The mode and frequency of attendance is agreed by the Registrar, Dean and External Examiner. Attendance at the meetings may be in person or virtual, using a platform to be determined by King's Inns.

3.9 Completion of the External Examiner Online Annual Report Form

External Examiners are required by the Registrar to complete and submit an online annual report after completion of the Supplemental Assessment process and are requested to include any recommendations for improvement of the programme, individual module, examinations, and assessment formats.

4. Roles and Responsibilities

The Registrar is the owner of this policy and will with the School of Law Faculty Board, and Education Committee, oversee the implementation of this policy.

5. Monitoring and Review of Policy

The policy owner is responsible for monitoring and implementation of the policy, ensuring that all associated documents are updated and current, and that the policy is reviewed as required.

The policy will be reviewed every three years from the date of first approval unless changes are required owing to legal, statutory and/or organisational change.

All policies and policy changes are approved by Council on the recommendation of Standing Committee. Policies relating to the School of Law will be reviewed in the first instance by the Education Committee before being recommended to Standing Committee.

6. Associated Documents

- Template for External Examiners Annual Report.

7. Referenced Policies

- King's Inns Data Protection Policy